

# Flexible Arrangements Policy

---

<b>Purpose:</b>	The purpose of the policy is to establish guidelines for the approval of flexible arrangements at Challenge Trade and Business College.	
<b>Scope:</b>	The policy applies to arrangements for the education and training of all students of compulsory school age and the compulsory participation phase who are participating in programs outside of the school’s general academic program.	
<b>References:</b>	<ul style="list-style-type: none"> <li>• <i>Education (General Provisions) Act 2006, s182</i></li> <li>• <i>Further Education and Training Act 2014</i></li> <li>• <i>Tertiary Education Quality and Standards Agency Act 2011 (Cwlth)</i></li> <li>• <i>National Vocational Education and Training Regulator Act 2011 (Cwlth)</i></li> </ul>	
<b>Supersedes:</b>	Previous	
<b>Authorised by:</b>	Board Chair	<b>Date of Authorisation:</b> 1 April 2021
<b>Review Date:</b>	Every two years	<b>Next Review Date:</b> 1 April 2023
<b>Policy Owner:</b>	School Governing Body	

## Legislation

- *Education (General Provisions) Act 2006, s182*
- *Further Education and Training Act 2014*
- *Tertiary Education Quality and Standards Agency Act 2011 (Cwlth)*
- *National Vocational Education and Training Regulator Act 2011 (Cwlth)*

## Background

Flexible arrangements can be made for a student of compulsory school age or a student in the compulsory participation phase. For current definition of compulsory school age and compulsory participation phase see *Education (General Provisions) Act 2006*, sections 9 and 231 respectively.

A flexible arrangement is not required if a student is participating fully in the school’s educational programs but wishes to undertake additional study or training.

A student with a flexible arrangement remains enrolled at the school while an alternative education provider delivers all or part of the student's educational program for the period of the arrangement. The alternative educational provision can occur on or off the school site and can comprise the student's entire educational program for a stated period, or part of the student's educational program for a stated period.

Examples of flexible arrangements include:

- A student with an opportunity to work as a child actor in a movie. For an agreed period of two weeks, the student will engage in an educational program the content of which is determined by the school and delivered by a tutor on the set of the film.

- A student might attend First Aid Training for 1 day per week for a period of ten weeks' and spend the other 4 days at school attending usual classes. During the flexible arrangement the board/principal retains authority and responsibility for the student's educational program.
- A secondary student who wants to study a subject that is not offered at their school and whose principal agrees for them to study the subject at another school.

## Policy

CTBC values the diversity of its students and considers the specific educational needs of each of its students. For this reason, the school may approve arrangements allowing students of compulsory school age or in the compulsory participation phase, to undertake programs supplied by other organisations, which are eligible to provide such programs. The school will assist the participation of students in such arrangements by:

- valuing all students as individuals and identifying and responding to their needs
- consulting with the student (to the extent considered appropriate having regard to the student's age and other relevant circumstances) and parents to make well-informed decisions about the student's educational program
- identifying and addressing barriers that limit students' opportunities, participation and benefits from schooling
- making reasonable adjustments in modifying, substituting or supplementing curricula, course work requirements, timetables, teaching methods and materials, and assessment procedures to meet the needs of students undertaking flexible arrangements
- supporting and assisting students to make alternative satisfactory educational arrangements when the school is unable to meet their needs, including facilitating options and pathways for students wishing to take advantage of flexible arrangements.

## Implementing the Policy

### Approvals

At CTBC, the School Governing Board may approve in writing the establishment of flexible arrangements for a student. The Principal has a written delegation from the board to give approval for flexible arrangements on behalf of the board for a student.

Requests for a student to access flexible arrangements must be made in writing to the Principal.

### Decision-making

A decision to approve a flexible arrangement for a student will be made after consideration of the:

- educational and other needs of the student. This includes the collection of information from the student and his/her parents and consultation with the student's teachers, as well as consideration of the student's career aspirations
- learning outcomes that the arrangements are intended to achieve by taking into account the information collected above and the contents of the proposed course
- suitability of course providers by determining that each provider is identified as eligible to offer courses suitable for students having flexible arrangements.

In approving flexible arrangements, the Principal must be satisfied that the arrangements are appropriate, having regard to:

- the student's individual needs and circumstances
- what is most likely to achieve the best learning outcomes for the student
- how and by whom the student's participation in the arrangements is to be monitored
- how and by whom, each provider's involvement in the arrangements is to be monitored and its effectiveness evaluated
- the desirability, unless it would be inappropriate in all the circumstances, of the arrangements requiring the student's participation at a level that is equivalent to full-time participation in the school's educational programs in the usual way.

## **Communication**

A flexible arrangement for a student of *compulsory school age* can be approved only if one of the student's parent has given written agreement to the arrangement and the arrangement has been discussed with the student as appropriate to their age and other relevant circumstances.

A student in the *compulsory participation phase* must give written agreement to the flexible arrangement. The arrangement must be discussed with the student's parents when practicable and appropriate in the circumstances.

The student and the student's parents (where applicable and practicable) will receive confirmation in writing of the approved flexible arrangement including the requirements of the school in relation to the course; and the requirements of the provider in relation to the course. At this time the parents and the student are made aware of the person in the school who will be monitoring the student's progress and supplying support if the student is experiencing any difficulties.

Refer to addendum at end of policy for concept of 'parent'.

The Principal reports to the School Governing Board on an annual basis in relation to flexible arrangements. This reporting will include:

- the number of students involved
- the types of courses they are undertaking
- a measure of the 'success' or 'failure' of the flexible arrangements.

## **Review**

Flexible arrangements will be reviewed at the end of each semester and at this time the parents will be requested to meet with the Principal in order to discuss the progress of the student.

## **Record Keeping**

All records related to the flexible arrangements for the student are kept at the school for a at least five years after the arrangements stop applying to the student.

## **Addendum**

**10 Meaning of *parent***

- (1) A ***parent***, of a child, is any of the following persons—
  - (a) the child's mother;
  - (b) the child's father;
  - (c) a person who exercises parental responsibility for the child.
- (2) However, a person standing in the place of a parent of a child on a temporary basis is not a parent of the child.
- (3) A parent of an Aboriginal child includes a person who, under Aboriginal tradition, is regarded as a parent of the child.
- (4) A parent of a Torres Strait Islander child includes a person who, under Island custom, is regarded as a parent of the child.
- (5) Despite subsections (1), (3) and (4), if—
  - (a) a person is granted guardianship of a child under the *Child Protection Act 1999*; or
  - (b) a person otherwise exercises parental responsibility for a child under a decision or order of a federal court or a court of a State;then a reference in this Act to a parent of a child is a reference only to a person mentioned in paragraph (a) or (b).