



**Department of  
Education**

## **TRAINING WITH EXTERNAL REGISTERED TRAINING ORGANISATIONS FOR PUBLIC SCHOOLS PROCEDURES**

**EFFECTIVE: 28 APRIL 2025**

**VERSION: 2.1**

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## 1 POLICY SUPPORTED

*Duty of Care for Public School Students Policy*

## 2 SCOPE

These procedures apply to all principals and/or nominated employees in public schools with students attending external Registered Training Organisation (RTO) delivery sites for training purposes.

## 3 PROCEDURES

### 3.1 TRAINING WITH AN EXTERNAL REGISTERED TRAINING ORGANISATION

The principal and/or nominated employee will:

- confirm that the RTO is registered as per the requirements of the current standards
  - *Standards for Registered Training Organisations 2015 (Cth)* – current to 30 June 2025
  - *National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth)* and *National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 (Cth)* – current from 1 July 2025
- confirm that the RTO is registered as per the requirements of either the
  - *Vocational Education and Training Act 1996 (WA)*
  - *National Vocational Education and Training Regulator Act 2011 (Cth)*
- endorse the duty of care provisions of the RTO for students in its care
- confirm that an agreed management plan (Appendix A) between the school, RTO, student and family/caregiver to manage the student's engagement with the RTO is developed
- implement and monitor the management plan (Appendix A)
- liaise with the RTOs, the student and family/caregiver (Appendix A and B).

#### **Guidance**

*The employee nominated by the principal to manage a school's agreements with an external RTO does not have to be a member of the teaching staff.*

*Programs may include participating students spending part of a school week, term or year undertaking training provided by a RTO at a training facility away from the school site. These procedures do not apply where the training is provided by an external provider on the school site; the school's normal duty of care for students applies in these circumstances.*

*The RTO's provisions should align with the Department's Duty of Care for Public School Students policy.*

*For School Based Trainees and Apprentices, there is a shared duty of care between the school and the host employer for the time when the trainee/apprentice is at training or in the workplace.*

*The Department's required minimum level of public liability insurance cover to be held by external RTOs is \$20 million, for any one occurrence, unlimited in the aggregate.*

*The Department has no insurance cover for accidental injury to a student. Please refer to the Department's Insurance and Claims Management Guide for more information:*

*<https://ikon.education.wa.edu.au/-/insurance-information>.*

*Parents/carers/guardians should be aware that:*

- RTO environments differ from school environments; direct supervision by staff may not be provided during study or lunch breaks*
- students are expected to remain at the RTO during study breaks unless prior notification is provided to the school in advance by parents*
- if classes finish before the scheduled time, students may be released from class and will not be supervised*
- parents' written notification of absences will be provided to the school and RTO staff member on return to the program in order to support continued participation*
- transport between school/home and RTO is the responsibility of parents*
- in exceptional circumstances, alternative transportation between school and RTO may be necessary*
- parents are required to inform the principal's nominated staff well before the program of any change to their child's health and fitness as recorded at the school so that appropriate arrangements can be made. (Information may be entered on the attached consent form)*
- where necessary, RTO staff will arrange medical assessment and treatment for students.*

*For students with disability engaging in training with an external RTO, refer to Selecting Students for RTO Training guidelines.*

*Additional consideration should be given to the cultural safety of Aboriginal and culturally and linguistically diverse (CALD) students and their families/caregivers both in RTOs and related communications. Culturally responsive processes may include accessing interpreters if required.*

*These procedures do not apply to students when they are undertaking training with an external RTO as part of a combination of options under a Notice of Arrangements (NOA). Where a student is undertaking training under such an arrangement, the school only has duty of care for that part of the week or term in which the student is still enrolled at the school.*

## 4 DEFINITIONS

### **Cultural responsiveness**

The ability to understand, interact and communicate effectively and sensitively with people from a cultural background that is different from one's own. It is characterised by respect for culture, ongoing self-reflection, expansion of knowledge and commitment to improving practices and relationships, and is responsive to the diverse needs, backgrounds, experiences and knowledge of all students.

### **Cultural safety**

Is determined by Aboriginal people and experienced when they are in environments and relationships where they do not experience racism in any form and their:

- presence is welcomed and respected
- experiences are believed and validated
- cultures are centred and valued
- knowledges and skills are recognised and supported

- advice is listened to and acted upon.

**Duty of care**

A duty imposed by law to take reasonable care to minimise the risk of harm to another.

**External agency**

A business, organisation or individual with which the Department of Education, principal or their nominee has negotiated provision of a training service and/or expertise appropriate to a particular school activity.

**Independent minors**

Students under 18 years of age living independently whom the principal decides (under Regulation 147 of *the School Education Regulations 2000*) may sign their own consent forms.

**Minor**

A person under the age of 18 years.

**Family/caregiver**

A person who has legal responsibility for the care and welfare of the child.

**Registered Training Organisation**

An organisation registered by a state or territory regulatory authority to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with the *Standards for Registered Training Organisations (RTOs) 2015*. Registered Training Organisations may be public (TAFE College) or private.

**Supervisor**

School staff nominated by the principal with the official task of overseeing the provision of training.

**Supervisory team**

A group of school staff nominated by the principal with the official task of overseeing the provision of training.

**Venue**

The facility at which training is provided by an external Registered Training Organisation.

## 5 RELATED DOCUMENTS

**Relevant legislation or authority**

*Children and Community Services Amendment Act 2008*

*Disability Discrimination Act 1992*

*Equal Opportunity Act 1984 (WA)*

*National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth)*

*National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 (Cth)*

[Public Sector Management Act 1994 \(WA\)](#)  
[School Curriculum and Standards Authority Act 1997 \(WA\)](#)  
[School Education Act 1999 \(WA\)](#)  
[School Education Regulations 2000 \(WA\)](#)  
[Standards for Registered Training Organisations \(RTOs\) 2015 \(Cth\)](#)  
[Vocational Education and Training Act 1996 \(WA\)](#)  
[Vocational Education and Training \(General\) Regulations \(WA\) 2009](#)  
[Vocational Education and Training \(Colleges\) Regulations \(WA\) 1996](#)  
[Volunteers \(Protection from Liability\) Act 2002](#)  
[Teacher Registration Act 2012 \(WA\)](#)  
[Workers Compensation and Injury Management Act 2023](#)  
[Working with Children \(Screening\) 2004 \(WA\)](#)  
[Working with Children \(Screening\) Regulations 2005 \(WA\)](#)  
[Work Healthy and Safety Act 2020 \(WA\)](#)  
[Work Health and Safety \(General\) 2022 \(WA\)](#)

#### **Related Department policies**

[Code of Conduct and Standards](#)  
[Child Protection in Department of Education Sites](#)  
[Criminal History Screening for Department of Education Sites](#)  
[Curriculum Assessment and Reporting in Public Schools](#)  
[Duty of Care for Public School Students](#)  
[Equal Opportunity, Discrimination and Harassment](#)  
[Incident Management on Department of Education Sites](#)  
[Records Management](#)  
[Risk and Business Continuity Management](#)  
[Staff Conduct and Discipline](#)  
[Student Attendance in Public Schools](#)  
[Student Behaviour in Public Schools](#)  
[Student Health in Public Schools](#)  
[Visitors and Intruders on Public School Premises](#)  
[Work Health and Safety](#)  
[Working with Children Checks in Department of Education Sites](#)

## **6 CONTACT INFORMATION**

Policy manager:	Manager Secondary, District High Schools and Post School Pathways
Policy contact officer:	Principal Consultant Secondary, District High Schools and Post School Pathways
	T: (08) 9402 6422

## 7 REVIEW DATE

28 April 2028

## 8 HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	Ref no.	Notes
1 January 2019		1.0	D18/0279554	These new procedures support the Duty of Care for Public School Students policy that replaces the-Outdoor Education and Recreation Activities for Public Schools, Duty of Care VET for School Students Attending TAFEWA Colleges from Public Schools and Workplace Learning for Public School policies. Endorsed by the Director General at Corporate Executive on 9 August 2018.
1 January 2019	28 June 2023	1.1	D23/1271808	Minor update to contact details (D23/1271576)
28 April 2025		2.0	D24/0667053	On 24 February 2025 the Director General approved the procedures which were ratified at the January Corp Ex Meeting on 12 February 2025 (D24/0406885)
28 April 2025	28 April 2025	2.1	D25/0283464	Minor changes to Relevant Legislation and Standard. Director Approval (D25/0291454)



## APPENDIX A. CHECKLIST FOR EXTERNAL RTOS MANAGEMENT PLAN

**Note:** While this checklist is intended to be completed for each student undertaking training with an external RTO, in circumstances where a group of students are undertaking training for the same qualification with the same RTO, it may be sufficient to complete one copy of the checklist for the group and to attach a list of the students concerned.

STUDENT NAME/S:	
RTO:	
Days and dates of training:	
<b>1 PURPOSE OF THE PROGRAM</b>	
The educational purpose of the program is confirmed.	<input type="checkbox"/>
<b>2 ASSESS THE RISKS</b>	
<b>2.1 Assess the capabilities of the RTO</b>	
RTO is currently registered to deliver the qualification (Check this at <a href="http://www.training.gov.au">www.training.gov.au</a> )	<input type="checkbox"/>
RTO demonstrates capacity to maintain a level of duty of care for students which aligns with the Department's <i>Duty of Care for Public School Students</i> Policy rules.	<input type="checkbox"/>
RTO demonstrates capacity to maintain satisfactory work health and safety provisions for students.	<input type="checkbox"/>
RTO has the required level of public liability insurance cover. (Note: The minimum level is \$20 million)	<input type="checkbox"/>
RTO has the required level of professional indemnity insurance cover. (Note: The minimum level is \$5 million)	<input type="checkbox"/>
RTO staff have Working with Children Checks.	<input type="checkbox"/>
<b>2.2 Assess the training environment</b>	
The RTO has confirmed that the training environment is appropriate for the students.	<input type="checkbox"/>
The RTO has confirmed that the venue or site for the training meets work health and safety standards.	<input type="checkbox"/>
<b>2.3 Assess the students' capacity</b>	
All participating students have undergone a thorough selection process which includes career counselling.	<input type="checkbox"/>
Program activities are suitable for students' capacities.	<input type="checkbox"/>
Provision has been made for any student/s with special needs.	<input type="checkbox"/>
Up to date relevant information regarding student health care maintenance and/or intensive health care needs has been provided by the family/caregiver and communicated to the RTO.	<input type="checkbox"/>
<b>2.4 Assess the capabilities of the supervisory team</b>	
A suitable supervisory team has been established with appropriate teacher-student ratio.	<input type="checkbox"/>
All members of the supervisory team have been made aware of their duty of care responsibilities.	<input type="checkbox"/>
All members of the supervisory team are familiar with the Management Plan.	<input type="checkbox"/>
<b>3. ESTABLISH SUPERVISION STRATEGIES</b>	
Supervision strategies have been established and made known to students and staff for supervision, attendance, reporting problems, communication, and excursions.	<input type="checkbox"/>

4. BRIEFING STUDENTS AND SUPERVISORS	
All relevant information about respective responsibilities and obligations has been communicated to students and supervisors.	<input type="checkbox"/>
5. TRANSPORT ARRANGEMENTS	
Family/caregiver have been made aware of their responsibility for the safe transport of training participants.	<input type="checkbox"/>
6. EXCURSIONS PLANNED BY RTO	
The RTO has been made aware of permissions and protocols required for excursions planned and conducted by them.	<input type="checkbox"/>
7. COMPLETE EMERGENCY RESPONSE PLANNING	
An appropriate emergency response plan has been established for general and individual emergencies.	<input type="checkbox"/>
The school has provided a list of the names of participating students, contact telephone numbers, relevant student medical information and health care authorisations for the RTO and other staff involved.	<input type="checkbox"/>
8. INFORMATION TO FAMILY/CAREGIVER FOR THEIR CONSENT	
Family/caregiver of student participants have been provided with full details of the program including costs, insurance and nature of the training environment.	<input type="checkbox"/>
Student participation is subject to receipt of the signed parent consent form.	<input type="checkbox"/>
RTO has obtained relevant permissions and up-to-date health care information from family/caregiver.	<input type="checkbox"/>
9. DEVELOP COMMUNICATION STRATEGIES	
An appropriate communication strategy has been established between the school, RTO, students and family/caregiver.	<input type="checkbox"/>
10. RETAIN PROGRAM RECORDS	
Relevant program details will be retained.	<input type="checkbox"/>
11. GAIN APPROVALS	
Appropriate approvals have been gained.	<input type="checkbox"/>

Nominated employee	Role	Date
<p>I am satisfied that the management plan for this program meets <i>Duty of Care for Public School Students</i> Policy requirements. I approve the student/s named in the attachment to participate in this program.</p> <p><b>Principal</b> _____ <b>Date</b> _____</p>		

## APPENDIX B. FAMILY/CAREGIVER CONSENT AND HEALTH CARE INFORMATION FORM

<b>Consent and health care information form</b>				
<b>School</b>				
School name: _____				
<b>Student details</b>				
Surname _____		Given names: _____		
Date of birth: _____		SCSA number: _____		
I, _____, understand that I will be participating as an adult learner in an adult learning environment and accept responsibility for my conduct and decisions.				
<b>Primary contact</b>				
Name: _____		Email address: _____		
Address: _____		Contact numbers		
		Home: _____	Mobile: _____	Work: _____
<b>Secondary contact (optional)</b>				
Name: _____		Email address: _____		
Address: _____		Contact numbers		
		Home: _____	Mobile: _____	Work: _____
<b>Emergency contact (other than above)</b>				
Name: _____		Contact numbers		
		Home: _____	Mobile: _____	Work: _____
<b>Primary contact consent</b>				
Please identify your relationship to the student listed above:				
<input type="checkbox"/> Parent <input type="checkbox"/> Family <input type="checkbox"/> Carer <input type="checkbox"/> Guardian				
<input type="checkbox"/> Responsible Adult <input type="checkbox"/> Student over the age of 18 <input type="checkbox"/> Independent Minor				
I acknowledge that the information I have provided is correct and I consent to _____ (student's name) undertaking studies at _____ (RTO) and this information being shared with relevant staff at the RTO.				
Name _____		Signature _____ Date _____		
<b>Health care information</b>				
<i>List any medical conditions that may impact on student's ability to undertake their course or that may require the provision of health care support. (Attach additional information if required). Administration of medication should follow the child's Health Care Plan.</i>				
Please contact _____ on _____ to discuss the management of your child's medical condition. Please ensure that you provide any medication your child may require.				
I give permission for my child to receive medical treatment in case of an emergency.				
Signature of family/caregiver _____		Date _____		
Please note: It is your responsibility to inform the school if this medical information changes throughout the course of the enrolment. In the event of an emergency, every effort will be made by the RTO to contact you.				