



Department of
Education

Training with External Registered Training Organisations for Public Schools procedures

Effective date: 28 April 2025

Version: 2.3

Last update date: 7 May 2025

These procedures must be read in conjunction with the Duty of Care for Public School Students Policy.

Table of contents

| | |
|--|-----------|
| 1. Policy supported | 3 |
| 2. Scope | 3 |
| 3. Procedures | 3 |
| 3.1 Training with an external registered training organisation | 3 |
| 4. Definitions | 5 |
| 5. Related documents | 7 |
| 6. Contact information | 10 |
| 7. History of changes | 10 |
| 8. Appendices | 12 |
| 9. More information | 12 |
| Procedure review date | 12 |
| Procedure last updated | 12 |

These procedures must be read in conjunction with the Duty of Care for Public School Students Policy.

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 an 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>.

Family/caregivers 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 the family/caregiver
- if classes finish before the scheduled time, students may be released from class and will not be supervised
- family/caregiver's 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 the family/caregiver.
- in exceptional circumstances, alternative transportation between school and RTO may be necessary
- family/caregivers 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. Registered Training Organisations may be public (TAFE College) or private.

Supervisor/nominated employee

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. History of changes

| | |
|---|---|
| Effective date | 1 January 2019 |
| Last update date Procedure version no. | 1.0 |
| Notes | These new procedures support the Duty of Care for Public School Students policy that replaces the 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. |
| Effective date | 1 January 2019 |
| Last update date | 28 June 2023 |
| Procedure version no. | 1.1 |

| | |
|---|---|
| Notes | Minor update to contact details (D23/1271576) |
| Effective date | 28 April 2025 |
| Last update date Procedure version no. | 2.0 |
| Notes | 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) |
| Effective date | 28 April 2025 |
| Last update date Procedure version no. | 2.1 |
| Notes | Minor changes to Relevant Legislation and Standard. Director Approval (D25/0291454) |
| Effective date | 28 April 2025 |
| Last update date Procedure version no. | 2.2 |
| Notes | Minor changes to links etc Director Approval (D25/0335697) |
| Effective date | 28 May 2025 |
| Last update date | 7 May 2025 |
| Procedure version no. | 2.3 |
| Notes | Minor changes to procedures and appendices. Director approval (D25/0399668) |

8. Appendices

Appendix A: [Checklist for external RTOs management plan](#) (DOCX file - 35.2kB)

Appendix B: [Student and family/caregiver consent and health care information form](#) (DOCX file - 29kB)

9. More information

Supporting content

Policy

[Duty of Care for Public School Students Policy](#)

Procedure review date

28 April 2028

Procedure last updated

7 May 2025
