

# Purchasing Senior Secondary Courses and Vocational Education and Training from External Providers

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- Purchasing Senior Secondary Courses and Vocational Education and Training from External Providers  
To deliver the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL), schools often enter into partnership arrangements with external providers. These external providers may include:

- TAFE providers
- Private Registered Training Organisations (RTOs)
- Registered schools, including both government and non-government, including those that are also RTOs
- Learn Local providers that are also RTOs
- Other non-school providers delivering the VCE and the VCAL.

Government schools may choose to purchase part, or all (see note below) of their senior secondary curriculum from external providers for a nominated group of students.

**Note:** Schools may only purchase all of their senior secondary curriculum for the purpose of a re-engagement program. For more information on contracts for re-engagement programs, see [Contract Arrangements](#)

**Note:** Additionally, Government schools enrolling international students must provide copies of the relevant signed contract or agreement to the International Education Division, where any part of the VCE or VCAL is being delivered by a registered third party provider to international students holding a subclass 571 visa.

Non-government schools entering into similar purchasing arrangements are encouraged to obtain advice from the Catholic Education Commission of Victoria (CECV) or Independent Schools Victoria (ISV) before entering into a purchasing agreement.

It is important for all schools to ensure that they meet their responsibilities and accountabilities when purchasing senior secondary courses and vocational education and training services from external providers. Schools should ensure that their purchasing process is consistent with the School Policy and Advisory Guide (SPAG) and the Student Resource Package (SRP) Guide. For more information, see:

- [School Policy and Advisory Guide - Partnerships](#)
- [School Policy and Advisory Guide - Purchasing](#)

- [School Financial Guidelines](#)
- [Student Resource Package Guide - Vocational Education and Training in Schools \(VETiS\) \(Reference 56\)](#)

Schools must have a contract or agreement with each organisation providing education and training services on its behalf.

The Department has developed and updated a range of new standard contracts and agreements that schools must use when purchasing senior secondary courses and vocational education and training from external providers. The contracts and agreements outline the role of the school and of the external provider in meeting each party's responsibilities and accountabilities. Examples of education and training services purchased from external providers include the delivery of VETiS programs and the non-VET elements of the VCE and the VCAL.

## VETiS programs

All schools entering into arrangements for 2015 with RTOs for the delivery of VETiS must have a valid, signed contract or agreement developed by the Department with the RTO for the delivery of VETiS programs. The contracts and agreements developed by the Department are listed below:

- [Standard VETiS Purchasing Contract \(docx - 840.24kb\)](#) – This contract is required where a school is not an RTO, or the school is an RTO but does not have the VET qualification and/or units of competency on their scope of registration, and seeks to offer a particular VET qualification and/or units of competency to their students directly through an external RTO.
- [Standard VETiS Auspicing Contract \(docx - 828.98kb\)](#) – This contract is required where the school is in a position to deliver some or all of the VET qualification and/or units of competency to their students using their own staff and facilities, however the school is not an RTO, or the school is an RTO but does not have the VET qualification and/or units of competency listed on their scope of registration.
- [School to School VETiS Purchasing Agreement \(docx - 845.41kb\)](#) (formerly referred to as memorandum of understanding) – This agreement is required where a government school enters into an arrangement to purchase a VET qualification and/or units of competency from another government school, where the host school is also an RTO. This agreement is only valid when a government school purchases from another government school.
- [School to School VETiS Access Agreement \(docx - 795.07kb\)](#) (formerly referred to as memorandum of understanding) – This agreement is required where a government school enters into an arrangement to purchase a VET qualification and/or units of competency from another government school and in these arrangements the host school is auspicing delivery from an RTO. This agreement is only valid when a government school purchases from another government school.

## Purchasing Guidelines for the delivery of VETiS

- [Purchasing Guidelines for the Delivery of VETiS \(docx - 2.43mb\)](#) – This document provides a comprehensive guide on the range of standard contracts and agreements that schools are required to use when entering into arrangements with RTOs for the delivery of VETiS. Schools should use these guidelines to understand their accountabilities and obligations when seeking to engage RTOs. The guidelines also provide helpful suggestions on how schools should address

issues of quality and value for money, duty of care arrangements for students, and the key planning issues that need to be considered when negotiating contractual agreements.

## Webinar on VETiS Standard Contracts, Agreements and Purchasing Guidelines

The Department held a webinar on Tuesday 26 August 2014 to support schools to implement updated Standard Contracts, Agreements and Purchasing Guidelines.

To access a copy of the webinar presentation, please see [Webinar on VETiS Standard Contracts, Agreements and Purchasing Guidelines \(pptx - 4.76mb\)](#).

To access a copy of webinar questions and answers, please see [Questions and Answers from the Webinar on VETiS Standard Contracts, Agreements and Purchasing Guidelines \(docx - 37.16kb\)](#).

## More information

For assistance with queries relating to the new Contracts, Agreements and Purchasing Guidelines, please contact the relevant organisation as outlined below.

School sector	Organisation	Contact details
<b>Government</b>	Secondary Reform, Transitions and Priority Cohorts Division, Department of Education and Early Childhood Development	<a href="mailto:youth.transitions@edumail.vic.gov.au">youth.transitions@edumail.vic.gov.au</a>
<b>Catholic</b>	Catholic Education Commission of Victoria	Peter Devery Team Leader, Education and Training Curriculum and Secondary Services <a href="mailto:pathways@ceomelb.catholic.edu.au">pathways@ceomelb.catholic.edu.au</a>  (03) 9267 0228
<b>Independent</b>	Independent Schools Victoria	Pam Hargreaves Education Consultant, Pathways <a href="mailto:pam.hargreaves@is.vic.edu.au">pam.hargreaves@is.vic.edu.au</a>  (03) 9825 7246