

Non School Foundation and Senior Secondary Provider Policy

1.0 Purpose

This policy ensures that Bendigo Kangan Institute (BKI) meets the requirements for Victorian Registration and Qualifications Authority (VRQA) registration. It outlines how BKI is structured to comply with VRQA registration requirements for delivering accredited senior secondary courses in a non-school environment and how BKI ensures high-quality education and training in compliance with Victorian Curriculum and Assessment Authority (VCAA) standards.

2.0 Scope

This policy applies to all Bendigo Kangan Institute (BKI) students undertaking an accredited senior secondary course registered with the Victorian Registration and Qualifications Authority (VRQA). This includes students enrolled in the Victorian Certificate of Education – Vocational Major (VCE-VM) and the Victorian Pathways Certificate (VPC) programs

This policy applies to all BKI staff involved in the delivery of these courses. This includes teachers, administrative staff, support staff, and any other personnel who contribute to the educational experience and welfare of VCE-VM and VPC students.

This policy ensures that all stakeholders, including students and staff, adhere to the guidelines and standards set by the [Education and Training Reform Act 2006](#), the [VRQA Guidelines](#) for minimum standards of registration for Non-School Foundation and Senior Secondary Providers (NSFSSP), and the [Victorian Curriculum and Assessment Authority \(VCAA\)](#).

This policy encompasses compliance with relevant legislation and standards, including but not limited to:

- [Child Safety Standards for Education Providers 2022](#)
- [Children Youth and Families Act 2005](#)
- [Child Wellbeing and Safety Act 2005](#)
- [Guidelines for Non-School Providers: Minimum Standards for Registration to Provide Accredited Senior Secondary or Foundation Secondary Courses 2022](#)
- [National Vocational Education and Training Regulator Act 2011](#)
- [Standards for Registered Training Organizations \(RTOs\) 2015](#)
- [VRQA Guidelines for VET Providers](#)
- [Victorian Curriculum and Assessment Authority \(VCAA\)](#)

It defines governance and management structures to ensure BKI meets its compliance obligations. This includes roles and responsibilities of key personnel, procedures for handling complaints, the provision of support for students, assessment practices, standards, and the use of reasonable adjustment.

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3.0 Legislative Context

- [Child Safe Standards](#)
- [Child Safety Standards for Education Providers 2022](#)
- [Children Youth and Families Act 2005](#)
- [Child Wellbeing and Safety Act 2005](#)
- [Charter of Human Rights and Responsibilities Act 2006](#)
- [Disability Discrimination Act 1992](#)
- [Disability Standards for Education 2005](#)
- [Disability Act 2006](#)
- [Education and Training Reform Regulations 2017](#)
- [Education and Training Reform Act 2006](#)
- [Education for Overseas Students Act 2000 \(ESOS Act\)](#)
- [Education and Training Reform Act 2006](#)
- [Equal Opportunity Act 2010](#)
- [Guidelines for Non-School Providers: Minimum Standards for Registration to Provide Accredited Senior Secondary or Foundation Secondary Courses 2022](#)
- [National Vocational Education and Training Regulator Act 2011](#)
- [Privacy Act 1988](#)
- [Standards for Registered Training Organizations \(RTOs\) 2015](#)
- [VET Quality Framework \(VQF\)](#)
- [Victorian Equal Opportunity Act 2010](#)
- [VET Quality Framework \(VQF\)](#)
- [VRQA Guidelines for VET Providers](#)
- [VET standards and guidelines](#)
- [Victorian Curriculum and Assessment Authority \(VCAA\)](#)
- [Worker Screening Act 2020](#)

4.0 Policy Statement

Bendigo Kangan Institute's (BKI) Non-School Foundation and Senior Secondary Provider Policy and [aligning policies and procedures](#) ensure compliance with the Victorian Registration and Qualifications Authority (VRQA) and the Victorian Curriculum and Assessment Authority (VCAA) requirements.

BKI will deliver education and training to the level required by VCAA so that students can be awarded the VCE-VM or VPC qualification upon completion of course requirements.

BKI ensures that official VCAA correspondence is accessible to both staff and students. Students are provided with information in the student handbook regarding VCAA course standards, timelines, and qualification requirements when enrolling in senior secondary studies. Students who are undertaking VCE-VM or VPC are expected to adhere to BKI's policies and procedures

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4.1 Student Learning and Conduct

BKI delivers education and training per VCAA standards to ensure students can be awarded VCE-VM or VPC qualifications upon completion of course requirements. Students are provided with information regarding VCAA course standards, timelines, and qualification requirements upon enrolment. BKI is committed to having a safe, equitable and inclusive learning environment for all staff and students.

4.1.1 Student Conduct

Students must adhere to BKI's policies and procedures, including the Student Code of Conduct Policy. The [Student Code of Conduct Policy](#) and the Student Handbook provide further instructions and definitions of what constitutes unacceptable behaviour which is published as the [Student Code of Conduct](#) and aligning [procedure](#) are on BKI website. BKI ensures that its programs support and promote the principles of Australian democracy, including elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association, and values of openness and tolerance.

4.2 Student Welfare

BKI has additional [policies and procedures](#) in place to ensure the care, safety, and welfare of students. Students with special needs are provided with learning opportunities and all students are offered reasonable adjustments if required to facilitate learning needs. As a Child Safe organisation, BKI has a strong focus on child safety. A [Child Safe Toolkit](#) is accessible by staff, containing links to incident reports, child-safe standards training and various supporting documents to support staff in maintaining the well-being and protection of younger students. BKI has a designated Child Safety Officer to assist support staff and teachers with concerns relating to younger students.

Teachers and Support staff comply with mandatory reporting obligations under the Children, Youth and Families Act 2005. Teaching staff in VCE-VM and VPC have online Mandatory Training annually which allows them to maintain their knowledge and ensure compliance with Child Safety procedures and policies.

4.2.2 Management of Student Medical Needs

BKI maintains a register of qualified First Aid staff at all campuses and follows its First Aid policies and procedures if a student requires First Aid. In a critical incident, an ambulance will be called as per the [Student Critical Incident Procedure](#).

Students are asked to complete a Medical Details form and a list of emergency contacts when enrolling. Records of student medical details are maintained securely per the requirements of the Privacy Act. Medication is not administered to underage students without written consent from a parent or guardian.

Teachers have access to a duress alarm if a medical emergency occurs.

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4.2.3 Student Supervision

VCE-VM and VPC students receive dedicated supervision from teachers during class time, and excursions to ensure a safe and conducive learning environment.

In addition, our campus is equipped with security cameras and guards to monitor student behaviour and maintain a secure environment.

Students are allowed to leave the campus for lunch upon BKI receiving a signed notice from their parents/guardians if they are under 18 years of age.

4.3 Student Attendance Requirements

BKI expects that VCE-VM and VPC students will attend all classes, tests, activities, examinations, assemblies, school activities, and community projects provided for their learning. Attendance is recorded and monitored closely, with parents informed of any absences for students under 18.

Students are expected to notify teaching staff of any absences as set out in the BKI VCE Student Handbook. If students do not attend classes for four weeks due to unexplained absences, they will be withdrawn from the course, and the Department of Education will be notified if the student is less than 17 years old.

4.3.1 Student Excursions

BKI has an [excursion policy](#) and guidelines for teaching staff. Student excursions are a learning activity allowing the achievement of learning outcomes. All students are expected to attend scheduled excursions. Excursions are linked to activities or learning outcomes in specific units of study.

Students must provide a signed excursion form before attending. Teachers are responsible for ensuring student safety and managing foreseeable risks during excursions.

It is the responsibility of the teacher/s to ensure that all medical alerts/action plans, parent/guardian contact details and a mobile-first aid kit are taken on an excursion.

4.3.2 Student Work Placements

Student safety is paramount at BKI. BKI has a no-risk tolerance for avoidable harm to the safety. Prior to placement, staff assess the suitability of the placement for meeting the requirements of the assessable activities as well as any potential risk, and wellbeing of students. BKI ensures that all placements are with a suitable organisation or business, these requirements are defined in the BKI [Practical Placement Policy](#) and [Student Practical Placement Procedure](#)

Placement Agreements summarise the obligations of the student and the host organisation, agreements must be completed and signed by the student (parent/guardian for students under 18) and the employer or their representative (Host organisation) before placement commences. BKI maintains a central register to record placement hours and activities, and students must keep a logbook of tasks and complete associated assessments. If a student cannot obtain a work placement, simulated activities are provided to ensure course requirements are met.

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4.5 Teaching and Learning

BKI is following the transition requirements under the new One VCE Reform, whereby all teaching staff are working towards VIT registration by 2026, in alignment with the Victorian Institute of Teaching - Employer Pack - [A Guide to Teacher Registration](#)

BKI employs experienced staff to deliver and assess VCE-VM and VPC units.

- Teachers are expected to have a thorough understanding of the VCE curriculum for the current year, study design and assessment, and curriculum guidelines.
- BKI teacher access VCE Administrative Handbook 2024 and other BKI Policies and procedures
- Teachers are provided with all the necessary educational resources, support and mentoring to ensure that best practice models underpin teaching.
- BKI provides ongoing professional development opportunities to deepen pedagogical practice, confirming teaching staff remain current with VCAA requirements while developing proficiency of practice against the Australian Professional Standards.

4.5.1 Student Assessment and Authentication

Students must observe and apply VCAA authentication rules. Students must sign an authentication record for work done outside class when they submit completed work, this is outlined in detail in the Student handbook. Each piece of assessment (SAC or SAT) will have a signed student declaration on the front cover, prior to submitting their work. In addition, each SAT assessment will require the students to complete a detailed VCAA student authentication form.

The Principles of Assessment are adhered to by BKI teachers and are supported by additional BKI Policies and Procedures, ensuring assessments are Valid, Reliable, Fair, Efficient and Flexible. The satisfactory completion for a unit is based on a decision that the student has demonstrated achievement of the set of outcomes specified for the unit. This decision is based on the teacher's judgment of the student's overall performance on a combination of set work and assessment tasks related to the outcomes. Assessments contribute to students demonstrating their competence and are sufficient and authentic.

A student will receive an N (not satisfactory) for a unit if one or more of the following occurs:

- the work does not demonstrate achievement of the outcomes
- the student has failed to meet a school deadline for the school-based assessment task (which can include time granted through an extension for any reason or a special provision or both)
- the work cannot be authenticated, for example, through lack of attendance
- there has been a substantial breach of the VCAA's rules and BKI policies and procedures.

Should a student be in a position where an N (Not satisfactory) result is about to be given, teaching staff should consider the following:

- has any other work, activities or discussion taken place that could contribute to demonstrating their achievement of learning outcomes

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- can the decision be reasonably delayed for the student to submit work to achieve a satisfactory outcome

4.5.2 Special Provision (Reasonable Adjustment)

BKI has a [Reasonable Adjustment \(Special Provision\) procedure](#), enabling all students an opportunity to participate in and complete their secondary-level studies. This includes considering different methods and timelines to accommodate individual needs. Special provision /Reasonable adjustment provides equivalent, alternative arrangements for students but does not confer an advantage to any student over other students.

4.5.3 Student Support and Resources

BKI [Wellbeing and Accessibility Policy](#) requires all BKI students to be assessed and for BKI to provide appropriate support services to enable student progression, ensuring BKI provides suitable resources and support services to facilitate each student's learning needs. Support services include counselling, study support, learning support, and welfare services, supports are further outlined in BKI policies and procedures.

If a student considers they have unique needs that are not covered by this policy, they are encouraged to discuss how these needs can be accommodated during training and assessment, with the relevant teaching area. All students can also seek support through BKI's student support services

4.6 Feedback, Appeals and Complaints

BKI's [Feedback Policy \(Compliments and Complaints\)](#) ensures that feedback is valued and integrated into the Institute's core business. All feedback whether a compliment or a complaint, is used to drive improvements and BKI services.

4.6.1 Feedback

Bendigo Kangan Institute fosters a culture in which feedback is valued and staff are well-trained and supported to manage and respond to feedback. The Institute responds and makes improvements as a result of receiving feedback.

4.6.2 Complaint

Also known as a grievance, is an expression of dissatisfaction by anyone with:

- the quality of an action taken, decision made, or service provided by the Institute, anyone under the Institute's oversight or an Institute contractor
- a delay or failure in providing a service, taking an action, or decision by the teacher or institute.

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4.6.3 Appeals

BKI has an Assessment Appeals Policy, which outlines BKI commitment to the principles of natural justice and procedural fairness upon the appeal of a decision made by BKI, including assessment. All students have the right to request a review of a decision concerning their studies. The request must be submitted, in writing, within 28 days of the student being notified of the decision. This policy is made publicly available on BKI's website and is referenced in the student's handbook.

Students have the right to appeal BKI decisions about:

- Non-satisfactory completion of a unit;
- Special Provision;
- A breach of rules.

Students have the right of appeal to the VCAA on school decisions about a Breach of Rules. Please refer to www.vcaa.vic.edu.au

4.6.4 Eligibility for the award of VCE-VM

BKI will provide students with qualifications according to the [Certificate and Statement Policy](#) and in compliance with BKI's obligations under relevant legislation and regulatory requirements. VCE VM students will be awarded a statement of attainment and qualification upon successful completion of all course requirements. VCE VM students who have completed VET units and have ended their studies after successfully finishing one or more accredited units from a nationally recognised qualification or accredited course will receive partial completion of a VET qualification.

To be eligible to receive the VCE VM, students must satisfactorily complete a minimum of 16 units, including:

- 3 VCE VM Literacy or VCE English units (including a Unit 3–4 sequence)
- 2 VCE VM Numeracy or VCE Mathematics units
- 2 VCE VM Work Related Skills units
- 2 VCE VM Personal Development Skills units
- 2 VET credits at Certificate II level or above (180 nominal hours)

Students must complete a minimum of three (3) other Unit 3–4 sequences as part of their program. Units 3 and 4 of VM studies may be undertaken together over the academic year to enable these to be integrated.

BKI students who include VET studies in their VCE design receive the appellation of 'Vocational Major' on their VCE certificates in recognition of their structured workplace learning.

4.7 Governance and Probity

Approval Authority: Chief Industry and Education Officer

Doc Custodian: Director of Education, Foundations Education Centre

Version No: 3.0

Issue Date: 19/06/2024

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BKI maintains robust governance and probity standards to ensure effective management and compliance with all regulatory and legislative requirements. BKI [Academic and Regulatory Compliance Policy](#) outlines BKI's commitment to compliance with all Commonwealth and State legislation and regulatory requirements relevant to its scope of registration and operations as a Registered Training Organisation (RTO). Supporting all BKI staff and personnel, involved in training and assessment. It ensures that staff are informed of the current and any changes to legislative and regulatory requirements that affect their duties. uphold its responsibilities and obligations as a registered training provider.

4.7.1 Governance Structure

BKI has established governance and management structures to effectively oversee its operations, finances, physical environment, staff, and students. The governing body's structure and charter are publicly available on the BKI website. Key responsibilities include ensuring compliance with all relevant legislation and regulatory standards, maintaining financial viability, and providing high-quality education and training services.

4.7.2 Legislative and Regulatory Compliance

BKI is committed to compliance with all Commonwealth and State legislation and regulatory requirements relevant to its scope of registration and operations as a Registered Training Organisation (RTO) This includes adherence to the Victorian Registration and Qualifications Authority (VRQA) Guidelines and adherence to the minimum Standards outlined in the Guidelines for Non-school Senior Secondary Education Providers, and the Standards listed in the Education and Training Reform Act (2006).

4.7.3 Internal Audits and Monitoring

BKI conducts regular internal audits and monitors its operations and practices to ensure compliance with all relevant standards and legislation. This includes capturing, retaining, and managing records accurately, and providing truthful and accurate responses to information requests by regulators or government authorities.

4.7.4 Fit and Proper Person Requirements

All executive officers, high managerial agents, and individuals who exercise control over BKI's management are required to meet Fit and Proper Person Requirements. This ensures that key personnel have the necessary characteristics and principles to deliver high-quality services and outcomes for VET graduates. BKI maintains a register of declarations and ensures compliance through regular updates and notifications to ASQA and VRQA.

4.7.5 Financial Viability and Risk Management

BKI ensures its financial viability and risk management through sustainable business operations. This includes maintaining adequate public liability insurance, holding required insurances, and providing evidence of financial viability and risk assessments when requested by regulators.

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4.7.6 Reporting and Documentation

BKI maintains accurate and comprehensive records to support compliance with legislative and regulatory requirements. This includes maintaining a Register of Trainers and Assessors, documenting professional development activities, and ensuring all training and assessment strategies meet the requirements of training packages and accredited courses.

4.7.7 Public Availability of Policies

BKI's policies and procedures are made publicly available on its website, ensuring transparency and accessibility. This includes information on legislative and regulatory compliance, governance structures, and procedures for managing complaints and appeals.

By adhering to these governance and probity standards, BKI ensures that it operates in a manner that is ethical, transparent, and accountable, fostering trust and confidence among students, staff, and stakeholders.

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5.0 Roles and Responsibilities

Role	Responsibilities
Head of Governance Risk and Compliance	<p>Manager Academic Compliance Supports:</p> <ul style="list-style-type: none"> BKI compliance obligations with VRQA registration requirements for VCE-VM and VPC students. The development and maintenance of policies and procedures in relation to VCE-VM and VPC students.
Director of Education, Foundations	<p>Director of Education, Foundations Ensure that:</p> <ul style="list-style-type: none"> BKI meets and maintains all requirements for VRQA registration as a VRQA Non-School Foundation and Senior Secondary Provider.
Department Manager/s Foundations	<p>Department Manager/s, Foundations (Metro and Regional)</p> <ul style="list-style-type: none"> Ensure all VCE-VM and VPC staff meet their obligations in relation to the provision of students and comply with VCAA requirements for the teaching and assessment of these courses.
Program Lead, VCE (Metro) and Program Lead, VCE and Work Education (Regional)	<p>Program Lead, VCE (Metro) and Program Lead, VCE and Work Education (Regional) support:</p> <ul style="list-style-type: none"> All staff delivering to the requirements of the VCAA to ensure that BKI students are given the opportunity to graduate. Program Leads must also ensure the selection of units upon enrolment follows the eligibility for student success. Student monitoring on a weekly basis through Students At Risk meetings (SARS), including periodic reports via VASS for progress eligibility.
Senior Administration Officer	<p>Senior Administration Officer, is responsible for:</p> <ul style="list-style-type: none"> Ensure correct and timely student enrolment. Provide Eligibility Reports from VASS

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Role	Responsibilities
VCE-VM and VPC Teachers	<p>VCE-VM and VPC Teachers ensures:</p> <ul style="list-style-type: none"> • Students are provided with opportunities to learn and provided with the necessary resources allowing them to obtain the accreditation or qualification they are working towards. • To teach and assess students in the manner and in keeping with the standards expected by the VCAA, VRQA. • Ensures alignment to other legal responsibilities in relation to discrimination, mandatory reporting, occupational health and safety and privacy.
Disability Liaison Officer	<p>The Disability Liaison Officer provides:</p> <ul style="list-style-type: none"> • Assessment to establish if the student is eligible for assistance. • Help with application and enrolment. • Advocacy on behalf of students with disabilities, including negotiating alternate or modified assessments, or extra time in a course. • Organising additional learning assistance both in and out of class, e.g., note-takers, participation assistants, tutors or sign language interpreters
Student Wellbeing and Accessibility Services	<p>Student Wellbeing and Accessibility Services provides a range of services to include but not limited to:</p> <ul style="list-style-type: none"> • Counselling and Welfare • Youth Support • Employment Centre • Library • Learning Support

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Definitions

Word/Term	Definition
ACSF	Australian Core Skills Framework
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard – data standard for the National VET Provider Collection.
BKSB	An online program used to determine students' literacy and numeracy levels against the Australian Core Skills Framework (ACSF).
Bendigo Kangan Institute (BKI)	Registered Training Organisation Code:3077 Legal name: Bendigo Kangan Institute Business name(s): Bendigo Regional Institute of TAFE
Child Safe Organisation	A Child Safe Organisation is one which provides services or facilities for children and is required to implement the Child Safe Standards to protect Children from Harm.
Child Safe Standards	There are eleven Child Safe Standards- they aim to promote the safety of children, prevent child abuse and ensure that organisations and businesses have effective processes in place to respond to and report all allegations of abuse.
Child	A person who is under the age of 18.
Disability Discrimination Act 1992	Disability discrimination is when a person with a disability is treated less favourably than a person without the disability in the same or similar circumstances. The Commonwealth Disability Discrimination Act 1992 (DDA) makes it against the law to treat a person unfairly because of a disability.
Equal Opportunity Act 2010	It is against the law under the act to discriminate against a person on the basis of their personal characteristics, these personal characteristics include things such as age, carer or parental status, disability, marital status, race. The objectives of the Act are to encourage the identification and elimination of discrimination, sexual harassment and victimisation and their causes.
VQF	VET Quality Framework
VTAC	Victorian Tertiary Admissions Centre
VCE-VM	Victorian Certificate of Education – Vocational Major
VPC	Victorian Pathways Certificate
Victorian Registration and Qualifications Authority (VRQA)	Registering body with whom all providers in Victoria need to be registered to provide an accredited senior secondary course.

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Word/Term	Definition
Victorian Curriculum and Assessment Authority (VCAA)	Victorian Curriculum and Assessment Authority- Awarding body for VCE-VM and VPC qualifications
Victorian Assessment Software System (VASS)	The Victorian Assessment Software System (VASS) is an online service. Data is recorded on a central database. All VCE and VET providers enter and use this data to enrol students and record results.

6.0 Supporting Policy Documents and Forms

Document Name
Non-School Foundation and Senior Secondary Provider Procedure
Student Welfare and Accessibility Procedure
Feedback and Complaints Policy
First Aid Procedure
Assessment Appeals Procedure
Assessment Appeals Policy
Child Safety Policy
Child Safety Procedure
Student Code of Conduct Policy
Student Code of Conduct
Child Safe Toolkit
Child Safe Policy – Youth Version
Student Critical Incident Procedure
Excursion policy
Practical Placement Policy
Student Practical Placement Procedure
Reasonable Adjustment (Special Provision) procedure
Wellbeing and Accessibility Policy
Health and Safety and Wellbeing Policy
Prevention of Potentially Harmful Behaviour

7.0 Version Control and Change History

Approval Authority: Chief Industry and Education Officer

Doc Custodian: Director of Education, Foundations Education Centre

Version No: 3.0

Issue Date: 19/06/2024

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Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	28/08/2019	Chief Academic Officer	Initial policy	CEO
2.0	20/08/21	Chief Industry Engagement and Education Delivery Officer	Minor editorial changes to reference new related BKI policies	CIEEO
3.0	19/06/2024	Director of Education Foundations Education Centre	Changes to reference and reflect new VCE Vocational Major	Board of Studies

8.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Next Scheduled Review Date
Director of Education, Foundations Education Centre	Chief Industry & Education Officer	19/06/2024	19/06/2026