**Flexible arrangement with an alternative education provider plan**

**Privacy statement**

*The Department of Education is collecting this information in accordance with Chapter 9 (Part 2) of the* [*Education (General Provisions) Act 2006* (Qld)](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2006-039)*in order to approve flexible arrangements in relation to a student's educational program during compulsory schooling or the compulsory participation phase. This information will be accessed by authorised departmental employees and may also be disclosed to third parties as required or authorised by law.*

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| **PART A – Student details**  This section may be completed by a teacher or other school staff member. | | | |
| **Student name:** |  | | |
| **Name of school:** |  | | |
| **Year level:** |  | | |
| **PART B – Proposed flexible arrangement plan**  This section may be completed by a teacher or other school staff member. | | | |
| **Flexible arrangement details:**  **(include name of alternative education provider, location, hours/days the student will be attending the alternative education provider, travel time)** |  | | |
| **Commencement and end date:** | From:       To: | | |
| **Reason/s for suggesting proposed flexible arrangement:**  **(e.g. Why does all/part of the student’s educational program need to be delivered by an alternative education provider in conjunction with the school?)**  **(please provide details or attach supporting documentation)** |  | | |
| **For Prep – Year 10 students, how will the** [**minimum requirements for providing the Australian Curriculum**](https://education.qld.gov.au/curriculums/Documents/p-12-curriculum-assessment-reporting-framework.pdf) **be maintained?**  **(NB: In Prep to Year 10, all students are entitled to all eight learning areas of the Australian Curriculum.)** | *Examples only, not an exhaustive list:*   * *The student is participating in a program with another educational provider one day a week. On this day they are missing school sport, a specialist music lesson, Technologies and English. Through the band plans for The Arts and Technologies, the school has determined that the student has had the opportunity to demonstrate the achievement standards. For English, missed lessons will be available in the class digital platform and will be accessed independently by the student.* * *The student is participating in a program with another educational provider for 5 days per Term. The educational provider is providing a component of the curriculum {add details} and will be assessing and reporting on that component.* | | |
| **Proposed schedule:**  **(include full days or hours as appropriate)** |  | School program | Alternative education provider |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| **Is the proposed flexible arrangement equivalent to full-time participation?** | Yes Date:  No. If no, please provide reason: | | |
| **Plan designed by:** | Staff member:       Position:       Date: | | |
| **Plan discussed with student as appropriate, having regard to the student’s age and other relevant circumstances (if student is compulsory school age)** | Yes Date:  No | | |
| **Plan discussed with parent/s if practicable and appropriate in the circumstances (if student is in the compulsory participation phase)** | Yes Date:  No | | |
| **PART C – Teacher assessment of proposed flexible arrangement**  This section is to be completed by a teacher.  Teachers must assess proposed flexible arrangements which would apply to the student instead of participation in the school’s educational program in the usual way. | | | |
| **What are the student’s educational and other needs?** | *Examples only, not an exhaustive list:*   * *The student has expressed a desire to obtain a Queensland Certificate of Education (QCE) to allow them to:* * *go to university, TAFE or another further education and training institution* * *take up an apprenticeship or traineeship* * *have a qualification to assist in obtaining full-time work after school.* * *The student has expressed an interest in a subject which is not currently offered by their school and is available at an alternative education provider/school of distance education.* * *The student will be participating in a behaviour management program for {insert number} days per week and attending school for the remainder of the week.* * *The student has a disability which requires an adjustment to their educational program to allow learning through a community organisation in combination with the school.* * *The student is acting in a movie / theatre production for {insert number} weeks and will participate in an educational program delivered by a tutor.* * *The student’s family live in a remote area and have difficulty attending the school every day and have expressed a desire to combine continued attendance at school with enrolment in a school of distance education.* * *The student is an elite sportsperson travelling around Australia attending competitions and has expressed a desire to combine attendance at school with enrolment in a school of distance education.* * *The student is an artist who has an opportunity to participate in an elite program delivered by a recognised provider (e.g. National Ballet) which is only offered during school hours.* * *The student’s family live in a remote area and accessing essential services, such as supermarkets and medical practice, can be challenging. The student’s parents have expressed a desire to combine continued enrolment at the school of distance education with attendance at another school for one day per fortnight when the family does their fortnightly visit into town.* | | |
| **What learning outcome(s) is the proposed flexible arrangement intended to achieve?** | *Examples only, not an exhaustive list:*   * *The proposed flexible arrangement will allow the student to study and complete assessment for {insert subject name} which is an authority subject approved by the Queensland Curriculum and Assessment Authority and counts towards overall position calculation.* * *The learning supports at {insert name of alternative education provider} will allow the student to achieve desired learning objectives which have been identified as {insert learning objectives}.* * *The learning at {insert name of alternative education provider} provides extension {or remediation} of knowledge, understanding, skills and/or experiences in {insert field or discipline}.* | | |
| **Is the alternative education provider suitable for the proposed flexible arrangement?**  **(e.g. relevance to education, accessibility, accreditation, cost)** | *Examples only, not an exhaustive list:*   * *The alternative education provider is able to deliver an educational program that meets the student’s needs, namely {insert description of needs}.* * *The alternative education provider is a recognised education provider or registered training organisation, and/or is able to provide the necessary educational support.* * *The alternative education provider has an educational program that includes face-to-face learning and/or online delivery and assessment.* * *The face-to-face learning will also be beneficial for the student by enhancing social development.* * *The alternative education provider has a supervised learning environment with students of a similar age.* * *Although there is travel time involved, the proposed method of transport has been agreed to by the parent and the time taken to travel to and from school will not adversely impact the student’s learning in other school subjects.* * *The impact on the school’s resources are not anticipated to be onerous for the alternative school and can be covered within the school’s existing budget. Any additional expenses (e.g. excursions) will be negotiated with the student’s parents.* | | |
| **Assessment conducted by:** | Teacher’s name:       Position:       Date: | | |
| **NOTE: Please attach any documentation that supports assessment (including student achievement records and reports, outcomes of career discussions, attendance records, and information from the alternative education provider on their education program).** | | | |
| **PART D – Monitoring and evaluation of proposed flexible arrangement**  This section may be completed by a teacher or other school staff member.  When deciding on a proposed flexible arrangement, the authorised entity must consider how the student’s participation will be monitored, and its effectiveness will be evaluated. | | | |
| **How, and by whom, will the student’s participation in the flexible arrangement be monitored?** | *Examples only, not an exhaustive list:*   * *The alternative education provider has agreed to notify the school when the student does not attend as expected.* * *The school will contact the alternative education provider on a fortnightly basis to monitor participation (not attendance) and behaviour of the student.* * *The school will liaise with the alternative education provider to obtain results of student assessment as soon as practical.* * *Regular contact will be established using a variety of methods e.g. emails, phone contact, regular meetings, case management meetings.* | | |
| **How, and by whom, will the school monitor the involvement of the alternative education provider?** | *Examples only, not an exhaustive list:*   * *Regular contact will be established using a variety of methods e.g. emails, phone contact, regular meetings, case management meetings.* * *The alternative education provider will regularly provide updates to the school on the status of the flexible arrangement.* | | |
| **How, and by whom, will the school evaluate the effectiveness of the flexible arrangement?** | *Example only, not an exhaustive list:*   * *The school will use student assessment results provided by the alternative education provider to evaluate effectiveness of the arrangement against the student’s educational and other needs, and learning outcomes identified in Part C.* | | |
| **PART E – Agreement**  All parties must agree to the proposed flexible arrangement before it can proceed. | | | |
| ***To be signed by the alternative education provider*** | | | |
| I agree to:   * deliver the education program to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as outlined in Part B of this form; * notify the student’s school of any absences by the student on the day of the absence (*only applicable if the alternative education provider* ***is******not*** *a school*); * record student absences; and * regularly provide updates to the student’s school on the status of the flexible arrangement. | | | |
| **Name of alternative education provider:** |  | | |
| **Name of representative:** |  | | |
| **Position:** |  | | |
| **Signature:** |  | | |
| **Date:** |  | | |
| ***To be signed by the parent if the student is of compulsory school age (unless the student is independent).*** | | | |
| I agree to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ participating in the flexible arrangement as outlined in Part B of this form. | | | |
| **Parent:** | *[Parent's name]*  Signature: Date: | | |
| ***To be signed by the student in the compulsory participation phase or if independent.*** | | | |
| I agree to participate in the flexible arrangement as outlined in Part B of this form. | | | |
| **Student:** | *[Student's name]*  Signature: Date: | | |

***Teacher or other staff member - Please forward this document (and any attachments) to the authorised entity for consideration and approval. The approval decision will be recorded in Part F of the document and written notification of this decision will be sent to the parent and/or student.***

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| **PART F – Authorised entity’s decision**  To be completed by the authorised entity: principal *or* regional director (in exceptional circumstances) | |
| **For students of compulsory school age:**  (please check as appropriate) | The parent has given written agreement to the proposed flexible arrangement.  The proposed flexible arrangement has been discussed with the student, having regard to the student’s age and other relevant circumstances. |
| **For students in the compulsory participation phase:**  (please check as appropriate) | The student has given written agreement to the proposed flexible arrangement.  The proposed flexible arrangement has been discussed with the parent, if practicable and appropriate in the circumstances. |
| **The alternative education provider:**  (please check as appropriate) | The alternative education provider has given written agreement to the flexible arrangement. |
| ***Criteria below to be satisfied prior to approving a proposed flexible arrangement (ss.182 and 183 of the Education (General Provisions) Act 2006) [This section must always be completed]*** | |
| **Have teaching staff prepared a written assessment of:**   * the student’s educational and other needs? * the learning outcomes that the arrangements are intended to achieve? * the suitability of each provider for the arrangement? | Yes  No  Yes  No  Yes  No |
| **The authorised entity has considered:**   * the written assessment prepared by teaching staff? * how, and by whom, the student's participation in the arrangement is to be monitored? * how, and by whom, the provider's involvement in the arrangement is to be monitored and its effectiveness evaluated? * human rights? | Yes  No  Yes  No  Yes  No  Yes  No |

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| **The authorised entity is satisfied the arrangement is appropriate, having regard to:**   * the student's individual needs and circumstances? * what the authorised entity considers is most likely to achieve the best learning outcomes for the student? * the arrangement being equivalent to the student’s full-time participation in the school's educational program? * human rights?   **NOTE: The authorised entity may approve the flexible arrangement only if all responses to the above criteria are ‘Yes’.** | Yes  No  Yes  No  Yes  No  Yes  No |

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| ***Decision by authorised entity*** | |
| I approve the flexible arrangement with an alternative education provider, as outlined in this plan.  I do not approve the flexible arrangement with an alternative education provider, and reasons for my decision are outlined in the letter sent to the parent/student (and also uploaded into OneSchool).  I have considered relevant human rights and consider my decision to be compatible with them (attach completed Human rights impact assessment: decision-making exemplar (CM 21/775491). | |
| **Signature:** |  |
| **Date:** |  |
| **Name:** |  |
| **Position:** |  |
| **School name / region:** |  |