

OKAIHAU COLLEGE POLICY: Off-site practical/work based components.

POLICY:

Off-site practical/work place components of Unit Standards on the frameworks are fully integrated into relevant school programmes.

PROCEDURES

1. Where Okaihau College is the accredited provider, it will be responsible for student management, assessment and reporting.
2. Off-site/work based Unit Standards will be provided as a partnership between Okaihau College, industry and tertiary providers.
3. Programme provision, assessment, evaluation and moderation will be carried out within the Okaihau College quality management guidelines.
4. Staff in charge of programmes will ensure a risk management analysis (RAMS) is completed to ensure the health and safety of students for all off-site activities.
5. Where accredited providers are used, evidence of accreditation is required.
6. The curriculum committee will approve courses that meet the schools quality standards of provision, and Ministry and industry requirements.
7. The curriculum committee reviews courses to ensure all NZQA requirements are satisfied.
8. Staff in charge of programmes will develop courses following procedure provided by curriculum committee and submit them to the curriculum committee for approval.
9. Staff in charge of programmes, which include off-site/work based components, will ensure student evaluation and industry evaluations form part of their annual review.
10. Staff in charge of programmes will ensure conditions meet course requirements and develop agreed responsibilities with industry management.
11. Off-site activities assessed by a registered external assessor do not form part of
12. the school's assessment, nor are they subject to the schools quality management system. As such achievements for Records of Learning recorded by these outside assessors are reported independently.
13. Staff in charge of programmes will ensure that off-site programmes follow the EOTC policy. Aspects of the off-site programme not covered by an outside provider will follow the EOTC policy.