

STAR Policy

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Responsibility: Schools Partnerships Manager	Date Last Reviewed: August 2012
Approval: Executive Dean Engineering & Applied Technologies	Version: 12.1

Purpose

The purpose of the Student Tertiary Alignment Resource (STAR) is to support schools in facilitating a smooth transition for students from secondary school to further education or employment. STAR is available to secondary school students for vocational subjects. This resource is enacted through the development of programmes designed for STAR by the Universal College of Learning (UCOL).

The policy is to ensure that the STAR procedures give consistency to the delivery of STAR programmes offered at UCOL.

Scope

This policy relates to the STAR procedures for STAR programmes offered by UCOL.

Responsibility

All staff facilitating STAR programmes, in particular Programme Leaders and UCOL STAR Coordinators/Administrators are responsible for implementing this policy.

Policy Statements

UCOL demonstrates its commitment to work collaboratively with secondary schools to complement and grow UCOL's offerings to students.

1. **Programme Content**

The content of each programme is the intellectual property of UCOL and is therefore bound by the Copyright Act 1994.

2. **Communication**

Open communication is formalised in a relationship with schools to enhance learning opportunities for secondary school students and to enhance secondary tertiary alignment resource links.

3. Enrolments

Enrolment is a formal agreement between UCOL and the student.

4. Programme Payments

The arrangement by which Schools are invoiced and payments made for STAR programmes undertaken by students.

5. Attendance Records

A process is set up for recording attendance for students undertaking STAR programmes at UCOL.

6. Student Welfare

UCOL is responsible for the welfare of the students while they are on site during the programme. Students are required to comply with the UCOL Health & Safety Policy and Procedures.

7. Results

UCOL will forward student results to schools at the completion of each programme.

8. Progress Reports

UCOL lecturers will report, through the School's STAR Co-ordinator, on students' progress.

Definitions

- a. A "STAR Agreement"** – applies when UCOL is contracted to provide a service to another party.
- b. A "Schedule"** – gives a detailed description, student numbers and costings of the programme provided by UCOL to the School.
- c. A "Memorandum of Understanding"** – A written agreement between parties that is genuinely intended not to be legally binding or enforceable. It may also be for the purpose of establishing a working relationship between parties.

Relevant Legislation

Education and Training Act 2020

Copyright Act 1994

Related Documentation

- [STAR Procedure](#)
- [Health & Safety Policy](#)