

## **THE RTO THIRD PARTY AGREEMENTS POLICY**

### **1 PURPOSE AND SCOPE**

- 1.1 The purpose of this Policy is to provide for the establishment and management of legally binding Third Party Agreements whereby The College RTO authorises a third party to provide services on its behalf in accordance with The Standards for RTOs (2015).
- 1.2 The purpose of this Policy is to ensure all legislative and regulatory obligations, and quality standards, related to the provision of services by third parties on behalf of The College RTO are met.
- 1.3 This Policy applies to all staff with responsibility to negotiate, monitor or manage Third Party Agreements with The College RTO.

### **2 DEFINITIONS**

- 2.1 For the purposes of this Policy and associated Procedures, the following definitions apply:
  - 2.1.1 AQF - the Australian Qualifications Framework.
  - 2.1.2 ASQA - Australian Skills Quality Authority, the national VET regulator for RTOs.
  - 2.1.3 RTO - Registered Training Organisation.
  - 2.1.4 Services - training, assessment, related educational and support services and/or any activities related to the marketing or recruitment of prospective students.
  - 2.1.5 The Board – Western Sydney University Enterprises Board.
  - 2.1.6 The College – Western Sydney University Enterprises Pty Limited trading as Western Sydney University The College.
  - 2.1.7 The University - Western Sydney University.
  - 2.1.8 VET - Vocational Education and Training.

### **3 POLICY STATEMENT**

- 3.1 The College RTO ensures any arrangements with third parties providing services on its behalf are defined in a clearly articulated and legally executed agreement that fully expresses the roles and responsibilities of each party, and that there are arrangements to monitor compliance within these agreements.
- 3.2 Third parties providing services on behalf of The College RTO reflect and promote qualities which are consistent with The College RTO's core values and strategic intent. The student experience offered by the third party should reflect that offered by The College RTO and students be informed services provided are through third party arrangements.

- 3.3 Agreements with third parties providing services on behalf of The College RTO explicitly articulate the responsibility of both The College RTO and the third party to meet all record-keeping and privacy requirements of The Standards for RTOs (2015).

## **4 PRINCIPLES**

- 4.1 Third Party Agreements are regularly and systematically monitored to ensure the delivery of services are in accordance with the practices of The College RTO and The Standards for RTOs (2015).
- 4.2 The College RTO ensures that details of Third Party Agreements are provided to ASQA within the time limits, as prescribed under Clause 8.3 of The Standards for RTOs (2015).
- 4.3 The College RTO maintains a register of all Third Party Agreements.

## **5 ROLES AND RESPONSIBILITIES**

- 5.1 The University's General Counsel is responsible for the development and/or review of Third Party Agreements.
- 5.2 The College CEO is responsible for executing Third Party Agreements.
- 5.3 The College RTO Committee is responsible for monitoring the quality assurance and audit activities within Third Party Agreements.

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### STATUS AND DETAILS

<b>Status</b>	Current		
<b>Version</b>	1		
<b>Effective Date</b>	21 October 2020		
<b>Review Date</b>	21 October 2023		
<b>Approval Policy</b>	The College Senior Management Team		
<b>Governing Authority</b>	Western Sydney University Enterprises Board		
<b>Endorsed by</b>	The RTO Committee		
<b>Unit Responsible</b>	The College Registered Training Organisation		
<b>Enquiries Contact</b>	The College RTO E: <a href="mailto:rto@westernsydney.edu.au">rto@westernsydney.edu.au</a>		
<b>Available On</b>	SharePoint	<input type="checkbox"/>	Website <input checked="" type="checkbox"/>
<b>Policy Code</b>	POL_OPS_004		
<b>Policy Category</b>	Operations		
<b>Related Documents, including Legislation/Policies/Procedures</b>	<p>The RTO Third Party Agreements Procedure</p> <p>Third Party Agreements Register</p> <p>Third Party Agreement Template</p> <p>The RTO Marketing and Recruitment Policy</p> <p>The RTO Qualifications and Statements Issuance Policy</p> <p>The RTO Qualifications and Statements Issuance Procedure</p> <p>ASQA Fact Sheet on Third Party Arrangements</p> <p>ASQA General Direction on Third Party Arrangements for Training and/or Assessment of VET Courses</p> <p>ASQA General Direction on Retention Requirements for Completed Student Assessment Items</p> <p>National Vocational Education and Training Regulator Act 2011</p> <p>Standards for Registered Training Organisations (RTOs) 2015</p>		