

Recording, Monitoring and Reporting Third-Party Arrangements

Policy & Procedure

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1. PURPOSE

AFTT ensures that where services are provided on its behalf by a third party, the provision of those services is the subject of a written agreement.

The intention of this document is to stipulate the processes that must be applied in the development and management of all Third-Party Delivery and Assessment Agreements.

The procedure provides a framework for third party delivery of training and assessment in the event that AFTT wishes to engage third parties to provide the training and assessment.

2. SCOPE

This policy and procedure applies to all proposed arrangements where AFTT engages a third party to provide VET training and/or assessment services.

3. DEFINITIONS

All definitions are located in the *VET Glossary*.

4. PROCEDURE

Actions

	ACTIVITY	STEPS
	Initial approval to enter into agreement	Submit overview proposal to the Quality Education and Risk Committee (QERC) for initial endorsement and approval to proceed from CEO.
A.	Check scope of registration	Ensure the course or program is listed as current on the AFTT's Scope of Registration, if not, the third-party provision must not proceed any further until such time as it is listed.
B.	Conduct due diligence	<ul style="list-style-type: none"> Seek independent, credible information to determine the third party's financial viability, compliance risk status, facilities, and other pertinent information to assess the quality and reputation of the third party. Obtain confirmation from the third party as to whether Executive Officers, directors or managers have: <ol style="list-style-type: none"> Been approved to deliver government funded training; Ever had their approval to deliver government funded training terminated prior to expiration its date on the basis of performance; Had registration revoked, suspended, cancelled, or restricted in relation to services similar to those proposed; Has been responsible for either of the above happening to another person or entity; Conflicts of interest should the proposal proceed. <p>If the third party has answered yes to any of points 2, 3 or 4 above, the proposal should not proceed any further. In accordance with the VET Funding Contract, AFTT cannot contract with a person or entity which has had a VET funding contract terminated or had a regulatory decision or other restriction placed on it for performance reasons.</p> <p>If the third party has answered yes to point 5 above the proposal should not proceed any further without the approval of the (Deputy Vice-Chancellor (Academic)) and International and Partners Committee.</p>
C.	Obtain adequate assurance that all proposed trainers and assessors are suitably qualified	Obtain evidence from Directors or Managers of the Third Party that all proposed trainers and assessors have at a minimum the Certificate IV in Training and Assessment (current TAE) and relevant industry competency which are demonstrated and documented in the Trainer Skills Matrix. A Trainer Skills Matrix for each trainer/assessor that will be involved in the delivery and assessment for the qualification proposed must be provided. Evidence of industry and vocational training currency and ongoing professional development consistent with the RTO standards.

		If the third party is unable to provide satisfactory evidence regarding trainer and assessor qualifications, the proposal should not proceed until such time as such assurance can be provided.
D.	Create documents for approval	Create a formal proposal for third party delivery of training and assessment. This must include the following documents: <ul style="list-style-type: none"> • Training and Assessment Strategy (TAS) for qualification and delivery mode and site
E.	Obtain quality assurance of proposal documentation	All documents created under (D) above must be submitted to the Campus Manager for review and confirmation prior to the submission for business approval in order to determine that they have been completed correctly.
G.	Create documents for final internal approval	Create a formal proposal for third party delivery of training and assessment. This must include the following documents: <ul style="list-style-type: none"> • Trainer skills matrix detailing the qualification of all proposed trainers and assessors; • Training and assessment strategy for qualification and delivery mode and site
H.	Obtain program approval	Obtain approval of the program from the QERC Committee.
I.	Arrange written agreement	Provide all relevant documentation with a Request for Legal Services to the Legal Office to arrange for preparation of a written agreement.
J.	Complete AFTT VET/VETiS Partnership Checklist	An agreement with a third party that delivers VET/VET in Schools (VETiS) services on behalf of AFTT should document which partner is responsible for ensuring compliance with each of the requirements of the RTO standards and should be incorporated into the formal legal agreement as an appendix. The checklist clearly documents who is responsible for developing, delivering, or maintaining each of these resources, services, processes and records. The agreement will also specify any marketing arrangements and notifications and advice to students enrolled through the third party. The agreement will also specify consistent with the RTO standards the requirement for the third party to cooperate with the regulator.
K.	Prepare agreement	Draft written agreement, ensuring VET/VETiS checklist is attached where applicable and arrange for signing by all parties.
L.	Retain original signed agreement and provide copies to stakeholders	Copies of the written agreement should be provided to: <ul style="list-style-type: none"> • Finance • Student Administration
M.	Notify ASQA of commencement	AFTT must notify ASQA within thirty (30) days of the commencement of any agreement involving the provision of training and assessment by a third party.
N.	Implement the Training and Assessment Strategy	Ensure all students undertake a Pre-training review, which includes Learning, Language and Numeracy (LLN), to ascertain the most suitable qualification for that student to enrol in is based on the individual's existing educational attainment, capabilities, aspirations, and interests and with due consideration of the likely job outcomes from the development of new competencies and skills. AFTT is prohibited from subcontracting out any aspect of the Pre-training review; this must be undertaken by AFTT.
O.	Monitor arrangement	Ensure that the arrangement complies with all terms of the Agreement, legislative requirements and AFTT policies and procedures.
P.	Notify Quality Services within fourteen (14) days (to allow notification to regulators within the required timeframe)	Notify Quality Services within fourteen (14) days of the completion / cessation of any agreement.

Q.	Notify ASQA of completion	Quality Services must notify ASQA of the completion / cessation of any agreement within thirty (30) days.
R.	Confirm Trainer and Assessor Skills	Obtain details from the third party of the number and qualifications of trainers and assessors employed or engaged in the delivery arrangement in order to facilitate reporting.
S.	Report termination of arrangement	As soon as possible to allow notification to ASQA within thirty (30) days of the termination of the agreement. (Regardless of the circumstances).
T.	Notification of Students	Students must be aware that they are receiving training and assessment through a third-party arrangement.

5. RELATED DOCUMENTS

5.1. VET Glossary

6. RELEVANT LEGISLATION

- 6.1. Standards for Registered Training Organisations (RTOs) 2025
- 6.2. Standards for Registered Training Organisations (RTOs) 2015
- 6.3. User Guide Standards for Registered Training Organisations (RTOs)
- 6.4. Australian Skills Quality Authority (ASQA)
- 6.5. Australian Qualification Framework (AQF)
- 6.6. Data Provision Requirements 2012
- 6.7. National Vocational Education and Training Act 2011
- 6.8. ESOS National Code 2018
- 6.9. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
- 6.10. Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- 6.11. Education Standards Authority

7. POSITIONS RESPONSIBLE

- 7.1. Campus Manager
- 7.2. Head/s of Department
- 7.3. Academic Team
- 7.4. Administration

8. APPROVAL INFORMATION

Approval Authority	Quality Education and Risk Committee (QERC)
Health Check approval authority	AFTT CEO
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3.0	QERC	02/02/2022	03/02/2022	New template	Superseded
4.0	QERC	30/06/2025	01/07/2025	Std's for RTO's 2025	Current