

**AFTT Recording, Monitoring and  
Reporting Third-Party Delivery and  
Assessment 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 the AFTT wishes to engage third parties to provide the training and assessment

## 2. SCOPE

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

## 3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

## 4. PROCEDURE

### Actions

	ACTIVITY	RESPONSIBILITY	STEPS
	<b>Initial approval to enter into agreement</b>	Campus manager	Submit overview proposal to the QERC for initial endorsement and approval to proceed from CEO.
A.	<b>Check scope of registration</b>	Campus Manager	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.	<b>Conduct due diligence</b>	Campus Manager	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Obtain confirmation from the third party as to whether Executive Officers, directors or managers have:               <ol style="list-style-type: none"> <li>1. Been approved to deliver government funded training.</li> <li>2. Ever had their approval to deliver government funded training terminated prior to expiration its date on the basis of performance.</li> <li>3. Had registration revoked, suspended, cancelled, or restricted in relation to services similar to those proposed.</li> <li>4. Has been responsible for either of the above happening to another person or entity.</li> <li>5. Conflicts of interest should the proposal proceed.</li> </ol> </li> </ul> <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 the 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.	<b>Obtain adequate assurance that all proposed trainers and assessors are suitably qualified</b>	Campus Manager	Obtain evidence from Directors or manager of the Third Party that all proposed trainers and assessors have at a minimum the Certificate IV in Training and Assessment and relevant industry competency which are demonstrated and documented in the Trainer Skills Matrix. A Trainer Skills Matrix for each trainer/assessor

			<p>that will be involved in the delivery and assessment for the qualification proposed must be provided</p> <p>Evidence of industry and vocational training currency and ongoing professional development consistent with RTO standards 1.13 and 1.16</p> <p>Again, 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.</p>
D.	<b>Create documents for approval</b>	Campus Manager	<p>Create a formal proposal for third party delivery of training and assessment. This must include the following documents:</p> <ul style="list-style-type: none"> <li>• Training and Assessment Strategy (TAS) for qualification and delivery mode and site</li> </ul>
E.	<b>Obtain quality assurance of proposal documentation</b>	Campus Manager	<p>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.</p>
G.	<b>Create documents for final internal approval</b>	Campus Manager	<p>Create a formal proposal for third party delivery of training and assessment. This must include the following documents:</p> <ul style="list-style-type: none"> <li>• Trainer skills matrix detailing the qualification of all proposed trainers and assessors.</li> <li>• Training and assessment strategy for qualification and delivery mode and site</li> </ul>
H.	<b>Obtain program approval</b>	Campus Manager	<p>Obtain approval of the program from the QERC Committee.</p>
I.	<b>Arrange written agreement</b>	Campus Manager	<p>Provide all relevant documentation with a Request for Legal Services to the Legal Office to arrange for preparation of a written agreement.</p>
J.	<b>Complete AFTT VET/VETiS Partnership Checklist</b>	Campus Manager	<p>An agreement with a third party that delivers VET/VETiS services on behalf of the AFTT should document which partner is responsible for ensuring compliance with each of the requirements of the Standards and should be incorporated into the formal legal agreement as an appendix.</p> <p>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.</p> <p>The agreement will also specify consistent with RTO standard 8.2 the requirement for the third party to cooperate with the regulator.</p>
K.	<b>Prepare agreement</b>	Campus Manager	<p>Draft written agreement, ensuring VET/VETiS checklist is attached where applicable and arrange for signing by all parties.</p>
L.	<b>Retain original signed agreement and provide copies to stakeholders</b>	Campus Manager	<p>Copies of the written agreement should be provided to:</p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Student Administration</li> </ul>
M.	<b>Notify ASQA of commencement</b>	Campus Manager	<p>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.</p>
N.	<b>Implement the Training and Assessment Strategy</b>	Campus Manager	<p>Ensure all students undertake a Pre-training Review, which includes 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.</p> <p>The AFTT is prohibited from subcontracting out any aspect of the Pre-training Review; this must be undertaken by the AFTT.</p>

O.	<b>Monitor arrangement</b>	Campus Manager	Ensure that the arrangement complies with all terms of the Agreement, legislative requirements and AFTT policies and procedures.
P.	<b>Notify Quality Services within fourteen (14) days (to allow notification to regulators within the required timeframe)</b>	Campus Manager	Notify Quality Services within fourteen (14) days of the completion / cessation of any agreement.
Q.	<b>Notify ASQA of completion</b>	Campus Manager	Quality Services must notify ASQA of the completion / cessation of any agreement within thirty (30) days.
R.	<b>Confirm Trainer and Assessor Skills</b>	Campus Manager	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.	<b>Report termination of arrangement</b>	Campus Manager	As soon as possible to allow notification to ASQA within thirty (30) days of the termination of the agreement. (Regardless of the circumstances).
T.	<b>Notification of Students</b>	Campus Manager	Students must be aware that they are receiving training and assessment through a third-party arrangement.

## 5. RELATED DOCUMENTS

- 5.1. AFTT Glossary

## 6. RELEVANT LEGISLATION

- 7.1 Standards for Registered Training Organisations (RTOs) 2015
- 7.2 National Vocational and Education and Training Regulator ACT 2011
- 7.3 ESOS National Code
- 7.4 Australian Qualification Framework (AQF)

## 7. POSITIONS RESPONSIBLE

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

## 8. APPROVAL INFORMATION

<b>Approval Authority</b>	Quality Education and Risk Committee (QERC)
<b>Health Check approval authority</b>	AFTT CEO
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