

What you need to know – key take outs

A partnering/third-party arrangement exists where an organisation (which may or may not be an RTO) is engaged to deliver training, assessment, or other services on behalf of an RTO. This includes employers engaged by IRT Academy for workplace training. These arrangements require monitoring to ensure a quality learning experience for students.

Always read this policy in conjunction with the related procedures identified below.

Policy principles	This policy ensures that any partnership or third party arrangement is undertaken in compliance with the relevant legislation and regulatory standards and is monitored and managed accordingly.
Purpose	IRT Academy is committed to providing quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs 2015). This policy ensures that services provided by third parties are subject to written agreements and that third parties comply with the SRTOs 2015 at all times.
Risk statement	IRT and ITeC Academy have a low risk appetite for failing to meet our legislative obligations.
Scope	The scope of this policy covers all ITeC Academy students, employees and/or third parties acting on behalf of ITeC Academy.
Related procedure	Full procedures are outlined in the ITeC Academy Procedure Manual Section/s; <ul style="list-style-type: none"> - Partnership/Third Party Arrangements – all sections
Related documents	<ul style="list-style-type: none"> • Policy 1.03.24 Training and Assessment • Policy 1.03.810 Continuous Improvement • Policy 1.03.813 Record Retention & Reporting Policy • Procedure Manual • Third Party and Partnership Register
Compliance requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTOs 2015; <p>The Standards for Registered Training Organizations (RTOs) 2015 are a set of regulations developed by the Australian Skills Quality</p>

	<p>Authority (ASQA) to ensure that RTOs deliver quality training and assessment services.</p> <ul style="list-style-type: none"> ○ SRTO1. The RTO’s training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses. ○ SRTO2. The operations of the RTO are Quality Assured ○ SRTO3. The RTO issues, maintains, and accepts AQF certification documentation in accordance with these standards and provides access to learner records. ○ SRTO4. Accurate and accessible Information about an RTO, its services and performance is available to inform prospective and current learners and clients. ○ SRTO5. Each learner is properly informed and protected ○ SRTO6. Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively. ○ SRTO7. The RTO has effective governance and administration arrangements in place. ○ SRTO8. The RTO cooperates with the VET regulator and is legally compliant at all times
Policy owner	General Manager ITeC Academy
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1 Regulatory Standards and relevant legislation

This policy has been written to align with the Standards for RTOs 2015 and other relevant legislation and regulations. The following table explains the link between this policy and the relevant external requirements.

Standard / legislation	What this means
National Vocational Education and Training Regulator Act 2011	<p>The National Vocational Education and Training Regulator Act 2011 is legislation that establishes the Australian Skills Quality Authority (ASQA) as the national regulator for the vocational education and training (VET) sector.</p> <p>ASQA is tasked with ensuring the quality and consistency of VET services across Australia.</p> <p>ASQA has powers to investigate complaints, conduct audits of providers, impose sanctions for non-compliance, and revoke registrations or accreditations where necessary to protect the integrity and quality of the VET sector.</p>
Standards for RTOs 2015	<ul style="list-style-type: none"> ○ The Standards for Registered Training Organizations (RTOs) 2015 are a set of regulations developed by the Australian Skills Quality Authority (ASQA) to ensure that RTOs deliver quality training and assessment services. ○ SRTO1. The RTO’s training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses. ○ SRTO2. The operations of the RTO are Quality Assured ○ SRTO3. The RTO issues, maintains, and accepts AQF certification documentation in accordance with these standards and provides access to learner records. ○ SRTO4. Accurate and accessible Information about an RTO, its services and performance is available to inform prospective and current learners and clients. ○ SRTO5. Each learner is properly informed and protected ○ SRTO6. Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.

	<ul style="list-style-type: none"> ○ SRTO7. The RTO has effective governance and administration arrangements in place. ○ SRTO8. The RTO cooperates with the VET regulator and is legally compliant at all times
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2 Partnering and Third Party Arrangements

A partnering/third-party arrangement exists where an organisation (which may or may not be an RTO) is engaged to deliver training, assessment, or other services on behalf of an RTO. This includes employers engaged by ITeC Academy for workplace training. These arrangements require monitoring to ensure a quality learning experience for students.

3 Identifying and Evaluating Partners/Third Parties

Potential partners/third parties will be identified, evaluated, and agreed upon through consultation with prospective third-party partners to ensure mutual benefit.

4 Contract Trainers and Assessors

Contract trainers and assessors providing training for ITeC Academy enrolled clients are not required to sign a third-party agreement but must comply with ITeC Academy policies and procedures.

5 Informing ASQA

The General Manager of ITeC Academy must arrange formal notification to ASQA of any written agreement entered into under Clause 2.3 of the Standards for RTOs 2015 within 30 calendar days of the agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first. This also applies within 30 calendar days of the agreement coming to an end.

6 Written Agreement

ITeC Academy will enter into written agreements with third parties/partners. These agreements specify how each party will discharge its responsibilities regarding the partnership and comply with the SRTOs 2015. These agreements will be maintained in the Third Party and Partnership register and reviewed annually and/or at expiry of the agreement.

7 Monitoring Partnering Arrangements

Regular monitoring activities, including management liaison, student feedback surveys, site visits, self-assessments, shared assessment moderation, and professional development activities, ensure compliance with the Standards for RTOs 2015. Updates on monitoring activities will be discussed at IRT Executive Leadership Team meetings and escalated if significant risks are identified.

8 Marketing and Advertising Material

Marketing materials used by partners must be approved by the ITeC Academy General Manager and must clearly explain the partnership to prospective students. Both logos must be incorporated into the marketing material.

9 Record Keeping and Retention

ITeC Academy will collect and retain all records of training and assessment delivered by partnering organisations. These records must be forwarded to ITeC Academy within 30 days of a student completing their program. Partnering organisations may retain a copy of student records before forwarding them to ITeC Academy.

10 Continuous improvement

As part of ITeC Academy's Continuous Improvement Activities, the findings from partnership and third party arrangements and outcomes will be reviewed by the RTO Leadership team to determine overall effectiveness of the arrangements, procedures and overall effectiveness of the policy. The requirement for improvement and associated actions will be approved and implementation monitored.

In practice example:

ITeC Academy enters a third party agreement with ABC RTO to conduct workplace assessments on behalf of ITeC Academy in Queensland. IRT Academy establishes a written agreement that has been authored by IRT Legal with ABC RTO and within 30 days notifies ASQA of the arrangement as required by Clause 2.3 of the Standards for RTOs 2015.

11 Roles and responsibilities

Role	Responsibility
Policy Owner – General Manager ITeC Academy	<p>Ensures that the RTO implements this policy and associated procedures relating to engaging third parties/partners to act on behalf of the RTO.</p> <p>Ensures that ASQA is notified in accordance with regulated requirements.</p> <p>Approved agreements with partners and third parties within IRT delegated authorities. Seeks approval for all arrangements outside scope of delegation.</p> <p>Engages with IRT legal for the development of legal agreements.</p> <p>Oversees the implementation and monitoring of the arrangements.</p>
Policy Monitor – Compliance Manager	<p>Review operational compliance with policy.</p> <p>Maintain the Partnership & Third Party register.</p> <p>Prepare draft policy improvements.</p>
Policy Monitor – RTO Manager	<p>Ensure day to day implementation and compliance with policy.</p>
Implementation – all employees	<p>Implement day to day operations associated with engaging with approved partners/third parties.</p>

12 Definitions

In this Policy, words have the following meaning:

Term	Definition
Third Party/Partner	<p>Any party that provides services on behalf of the RTO but does not include a contract of employment between an RTO and its employee.</p>
Educational and Support Services	<p>May include pre-enrolment materials, study support, LLN programs, mediation services, flexible scheduling, ICT support, alternative learning formats, and other necessary services to support learners.</p>

Term	Definition
Contract Trainer/Assessor	Trainer/Assessor who is contracted to ITeC Academy to deliver training and assessment services on behalf of the RTO as approved.
ASQA	Australian Skills Quality Authority