

TAFE Third Party Arrangements Procedure

Section 1 - Purpose / Objectives

(1) This procedure outlines the responsibility for, and processes involved in, engaging third parties to deliver vocational education and training qualifications on behalf of VUIT. It addresses VUIT's responsibilities in relation to:

- a. the National Vocational Education and Training Regulator (Australian Skills Quality Authority — ASQA), including the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS);
- b. the Victorian Registration and Qualifications Authority (VRQA); and
- c. the Victorian Department of Education and Training (DET) 2014 - 2016 Funding Contract.

Section 2 - Scope / Application

(2) This procedure is applicable across the University's TAFE operations including when establishing and managing third party arrangements for the delivery and/or assessment of Vocational Education programs in Australia and offshore.

Section 3 - Definitions

(3) Nil

Section 4 - Policy Statement

(4) Nil

Section 5 - Procedures

Part A - Roles and Responsibilities

Roles	Responsibilities
VUIT Managers / Directors	Identify business opportunities, public benefits and associated risks of working in partnership with a third party and make recommendations to the Vice President —Vocational Education.
Vice President —Vocational Education	Assess recommendations to engage with a third party for the delivery of education and training services. Notify regulatory bodies — ASQA, VRQA and DET — in writing of all new third party arrangements and seek prior approval as required.
Director responsible for VUIT Quality	Inform Legal Services of any notifications of changes to obligations and reporting requirements by regulatory bodies. Update Responsibility Matrix in line with changes imposed by regulatory bodies and/or identified internal continuous improvement actions.

Senior Manager National Planning and Business Growth	Conduct due diligence reviews of proposed partners for projects. Consult with legal services for projects whose revenue is estimated to exceed \$500,000.
Legal Services	Develop standard contract for TAFE Third Party Arrangements. Develop and maintain due diligence tool to be used for assessing suitability of prospective partners. Periodically review Third Party contracts and matrix of responsibilities.
VUIT Directors	Liaise with VUI in relation to off-shore delivery. Manage contract execution process. Appoint a Contract Manager. Overall responsibility for all services delivered by the third party, both on and off-shore, in line with regulatory body requirements. Ongoing monitoring of contract and associated reporting requirements.
Contract Manager	Oversight of third party arrangements, including the identification of potential risk or issues. Seek approval from Director for pursuing Third Party Agreements. Initiate negotiation of responsibilities using the VUIT Responsibilities Matrix to record individual responsibilities for each key area. Liaise with Finance and manage the payment schedule Liaison with VU services, eg Marketing, Enrolments, etc, in relation to third party arrangements. Ensure third party staff are provided with training in relation to VU procedures, eg Authorised Enrolment Officer training, resulting, etc. Ensure third party arrangements are published and potential/existing students are aware of such arrangements. Ongoing monitoring of contract and associated reporting requirements.

Part B - Procedures

(5) VUIT Managers and/or Directors will identify business opportunities, public benefits and associated risks of working in partnership with a third party and make recommendations to the Vice President VUIT, using the Partnership for Training Delivery and/or Assessment Proposal.

(6) The Vice President—Vocational Education will assess the recommendations to engage with a third party for the delivery of education and training services in line with the relevant regulatory requirements.

(7) The Vice President—Vocational Education to notify regulatory bodies — ASQA, VRQA and DET — in writing of all new third party arrangements and seek prior approval as required -

- a. To notify ASQA, use the Third Party Service Notification Form which is accessed and submitted via ASQANet/Notifications/Third Party Arrangements. Notification must be made within 30 days of program commencement.
- b. Permission to proceed to be sought from the Victorian Department of Education and Training (DET). Application is made through the Skills Victoria Training System (SVTS). This application is only required if students undertaking learning and/or assessment with the third party are eligible to receive funding under the Victorian Training Guarantee. Application must be made prior to program commencement, and delivery and assessment activities with the third party cannot commence until DET approval has been received.

(8) Director — Health and Community Services — VUIT will ensure that any changes to obligations and reporting requirements by regulatory bodies are reflected in the Agreement or Responsibilities Matrix.

(9) A due diligence review of the proposed partner must be undertaken by the Senior Manager National Planning and Business Growth. For projects whose revenue is projected to be \$500,000 or above, Legal Services must be consulted as part of the due diligence review and probity check.

- a. For projects whose projected revenue is up to \$500,000, due diligence checks will be completed within 5 working days.
- b. For projects with projected revenue of \$500,000 or above, due diligence checks will be completed within 20 working days of the request.

(10) VUIT Directors will liaise with VU International senior officers in relation to all off shore delivery contract execution

and management matters.

(11) Prior to finalisation of the Agreement, the VUIT Manager will liaise with the relevant partner Project Manager and complete the Victoria University Institute of Technology (VUIT) —Quality Responsibilities Matrix; Third Party Agreements for Training and/or Assessment of Nationally Recognised Programs, clearly articulating responsibilities for each aspect of the program.

(12) After completing the matrix, Managers will finalise costing / pricing for the project taking into consideration the responsibilities allocated to VUIT and use of VUIT's copyrighted documentation and templates for the program.

(13) VUIT Directors will manage the contract execution process.

(14) VUIT Directors will appoint a Contract Manager to provide direct contact with third parties and monitor activities in line with VUIT's quality system and regulatory bodies' requirements.

(15) The Contract Manager will be responsible for the oversight of the third party arrangements, including identification of potential risks and corrective actions required to manage risk, as well as ensuring regulatory bodies' requirements are met and provide regular reports to the relevant VUIT Director.

(16) The Contract Manager will liaise with Finance and manage the payment schedule.

(17) The Contract Manager will liaise with VU services, eg Marketing, Enrolments, etc, in relation to third party arrangements.

(18) The Contract Manager will ensure the relevant third party staff are provided with training in relation to VU procedures, eg Authorised Enrolment Officer training, resulting, etc, along with relevant notifications from regulatory bodies.

(19) The Contract Manager will ensure third party arrangements are published and potential/existing students are fully aware of such arrangements. Where there are any changes to agreed services, the Contract Manager will advise as soon as practicable both third party and learners of changes and implications.

(20) VUIT Directors are responsible for all services delivered by third parties — both on and off shore — including: providing data; co-operating with regulatory bodies such as ASQA and DET; complying with advertising and marketing standards; informing prospective students about courses and course admissions requirements; dealing with complaints and appeals; collecting fees; and recordkeeping.

(21) The VUIT Directors and Contract Manager are responsible for the ongoing monitoring of contract and associated reporting requirements. In particular -

- a. Set up a monitoring schedule that will include at least one audit of activity at the partner organisation each semester and at least one site visit each year.
- b. Conduct systematic monitoring, taking corrective action as necessary
- c. Ensure that the partner understands and complies with the requirement to make themselves and course / staff / student documentation available at short notice to VUIT, Victoria's Higher Education and Skills Group and the national VET regulator.

Section 6 - References

(22) [CRICOS Registration Requirements—ASQA](#)

(23) [Standards for Registered Training Organisations \(RTOs\) 2015](#) , made under the National Vocational Education and

Training Regulator Act 2011

(24) [User's Guide to the Standards for RTOs 2015](#) — ASQA

(25) [2014—2016 VET Funding Contract \(Dual Sector\) VTG Program](#) — on intranet

(26) [Non-school Senior Secondary Education Providers: Minimum Standards for Registration](#) — VRQA

Section 7 - Forms

(27) Partnership for Training Delivery and or Assessment Proposal (link to VE/FE Quality site pending)

(28) Victoria University Institute of Technology (VUIT) —Quality Responsibilities Matrix; Third Party Agreements for Training and/or Assessment of Nationally Recognised Programs (link to VE/FE Quality site pending)

(29) TAFE Third Party Agreements Agreement (link to legal contracts page pending)

Section 8 - Guidelines

(30) TAFE Third Party Arrangements Procedure Summary (link to VE/FE Quality site pending)

Status and Details

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Responsible Officer	Wayne Butson Chief TAFE Officer +61 3 99198756
Enquiries Contact	Deborah Tyler Director, Academic Quality and Standards +613 9919 4310