



PP25 – Third-Party Management Policy

1. Purpose

This policy ensures that all third-party arrangements entered into by Austra College are compliant with the Standards for RTOs 2025 and the National Vocational Education and Training Regulator Act 2011, specifically section 185. It establishes a transparent and accountable framework for managing and monitoring services delivered by third parties on behalf of Austra College.

2. Scope

This policy applies to all third-party organisations and individuals delivering services—such as training, assessment, or student support—on behalf of Austra College. It also applies to Austra College staff responsible for managing third-party relationships.

3. Definitions

Term	Definition
Third Party	Any individual or organisation delivering training, assessment, or related services on behalf of Austra College.
ASQA	The Australian Skills Quality Authority, the national regulator for Australia’s VET sector.
Third-Party Register	An official record maintained by Austra College listing all active third-party arrangements and relevant contract details.
Due Diligence	The process of evaluating a third party’s capacity, compliance, and suitability before formal engagement.
Third-Party Agreement	A formal written agreement between Austra College and a third party outlining the scope of services, responsibilities, and compliance obligations.

4. Legislative and Regulatory References

- Standards for RTOs 2025 – Outcome Standard 4.2
- National Vocational Education and Training Regulator Act 2011, including section 185
- ASQA Guidelines on Third-Party Arrangements
- Austra College’s Compliance and Governance Framework

5. Policy Statement

Austra College will only engage third parties where:

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- ✚ There is a clearly demonstrated need based on training product delivery or student support requirements.
- ✚ The third party meets Austra College's due diligence requirements.
- ✚ A written agreement is established, clearly outlining compliance obligations.
- ✚ Notification is made to ASQA in accordance with section 185 of the Act.
- ✚ Regular monitoring and compliance reviews are conducted to ensure ongoing adherence to regulatory obligations.
- ✚ Students are fully informed that services are being delivered on behalf of Austra College.
- ✚ Austra College retains full responsibility for the quality of training and assessment regardless of any third-party involvement.

6. Step-by-Step Procedure

Step	Action	Responsible Person
1	Identify Third-Party Need: Evaluate the need for a third-party arrangement based on training product requirements, Austra College delivery capacity, and student support needs.	CEO
2	Conduct Due Diligence: Assess the third party's operational history, compliance record, qualifications, and ability to meet Austra College and regulatory expectations.	RTO Manager
3	Develop Third-Party Agreement: Prepare a written agreement outlining the services provided, compliance obligations under the Standards for RTOs 2025, and quality assurance mechanisms.	CEO
4	Notify ASQA of Third-Party Arrangement: Submit third-party delivery details to ASQA via asqanet in accordance with section 185 of the NVETR Act, prior to commencement.	RTO Manager
5	Execute Third-Party Agreement: Signed written agreement outlining the services provided, compliance obligations under the Standards for RTOs 2025, and quality assurance mechanisms.	CEO
6	Provide Induction to Third-Party Staff: Deliver an induction session to third-party staff on their obligations, Austra College expectations, the TAS, student support, reporting, and audit requirements.	RTO Manager
7	Maintain Third-Party Register: Record and update all approved third-party arrangements in the official Third-Party Register, including service scope, contacts, and agreement dates.	Admin Officer
8	Communicate Regulatory and Policy Changes: Ensure third parties receive timely updates on legislative, policy, training product, or operational changes that affect delivery.	RTO Manager

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9	Monitor Third-Party Operations: Conduct regular compliance checks, including audits, delivery observations, document reviews, and collection of student feedback.	RTO Manager
10	Review Agreements Annually: Evaluate each third-party agreement annually to determine ongoing compliance and suitability. Decide whether to renew, revise, or terminate the arrangement.	CEO

7. Compliance Monitoring

- All third-party activities are subject to compliance audits, assessment validations, and student feedback reviews.
- Records must be retained for each engagement, including copies of agreements, communications, monitoring results, and ASQA notifications.
- Any non-compliance will result in immediate review and may trigger contract suspension or termination.

8. Related Documents

- Third-Party Agreement Template
- Third-Party Register
- TAS (Training and Assessment Strategy)
- ASQA Notification Records
- Third-Party Induction Checklist
- Compliance Audit Tools
- National Vocational Education and Training Regulator Act 2011 – Section 185

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9. Flow chart

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