



# THIRD PARTY POLICY

## PUBLICATION DETAILS

DGT Employment and Training Operating Principles

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## NOTE

For the purpose of this document the term "The Company" refers to DGT Employment and Training.

This policy shall apply to all DGT stakeholders participating in agreements to support services provided by DGT Employment and Training. The General Manager – Operations is responsible for ensuring the Procedures servicing this policy are undertaken.

All DGT Employment and Training Third Party Agreements are recorded on the official TPA and MOU Monitoring Arrangements register and saved to DGT QA-Documents Drive.

The Third Party Agreement clearly details the responsibilities of both parties named in the agreement,

This includes:

- Marketing and Advertising
- Recruitment
- Training and Assessment
- Student support services
- Use of facilities and resources
- Financial arrangements

All agreed activities undertaken by in the Third Party Agreement must follow DGT Employment and Training Policies and Procedures and meet Legislated requirements.

DGT Employment and Training Third Party Agreements include a monitoring schedule within the agreement, the monitoring activities are undertaken at least twice annually and include:

- Participation in validation activities
- Maintenance of Trainer and Assessors Industry Currency and participation in professional development activities
- Audit of timely compliant submission of completed assessment outcomes and sufficient satisfactory evidence is retained (Including RPL)
- Quality completion of the assessment tool submission system (Including RPL)
- Student Feedback
- Student files
- Audit of promotional materials
- Course progress and attendance
- Recruitment and enrolment records
- Website and social media audit
- Organisational change in control
- 50% provision of training and assessment services for students enrolled in qualifications funded under DGT SAS's Delivery Schedule\*.

DGT Employment and Training will inform ASQA and Department with which it has contractual obligations to do so within 30 days of entering into, or cancelling a written agreement with a third party.

DGT Employment and Training will complete compliance review requirements as per the Department contractual obligations at the time of undertaking the monitoring activities scheduled in the agreement. New Third Party Agreements and renewed SAS Agreements will trigger a compliance review within the first three months of entering into the agreement.

DGT Employment and Training will apply the Department allocated three character Third Party Purchasing Contract Schedule Identifier to the Student Management System for every enrolment after the 1<sup>st</sup> of July 2021 to report 50% provision of training and assessment services for students enrolled in qualifications funded under DGT SAS's Delivery Schedule\*.

DGT Employment and Training will clearly inform students prior to enrolment where a Third Party is engaged in the services related of that enrolment and inform them of any changes to agreed services including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.

DGT Employment and Training will only enter into Third Party Agreements with RTO's for training and assessment purposes that have the training product/s on it's scope of registration for the services agreed.

DGT Employment and Training represents only services provided and training product/s on their scope of registration. A non-current training product is only referred to while it remains on the scope of registration.

DGT Employment and Training will only issue certification documentation from their own scope of registration containing only DGT Employment and Training details and will not represent any third party provider. See OP-055 AQF Qualification Issuance Policy

DGT Employment and Training will be responsive to issues identified during third party monitoring and compliance review activities, these will be recorded and undertake corrective action. See OP-010 Continuous Improvement Policy

DGT Employment and Training is wholly responsible for all services provided on it's behalf.

## **Legislation**

National Vocational Education and Training Regulator Act 2011  
Standards for Registered Training Organisations (RTOs) 2015

## **Department Contract requirements**

Skills Assure Supplier agreement  
Skills Assure Policy  
Third Party Arrangements Directive

\*Does not include Skilling Queenslanders for Work (refer to schedule number issued under that program)

## VERSION CONTROL LOG

Version Number	Summary of Change	Date of approval
1.0	Initial publication	18.08.2021