CRICOS Provider No. 00103D | RTO Code 4909

# Federation University VET/VETiS Partnership Checklist

**Context**

The University will be considered to have subcontracted any part of the Training Services if they are carried out by an individual other than:

1. An employee or officer of the University, acting in their capacity as an employee or officer; or
2. A Sole Trader engaged directly by the University in their capacity as a Sole Trader.

The RTO is ultimately responsible for ensuring quality training and assessment within their organisation and scope of registration, regardless of any third party arrangements where training and/or assessment is delivered on their behalf. The RTO must have a written agreement with any party that delivers services on its behalf.

A partnership agreement with a third party that delivers services on behalf of an RTO should document which partner is responsible for ensuring compliance with each of the requirements of the NVR Standards and HESG Funding Agreement requirements, notwithstanding that Federation University is ultimately responsible for the quality of the training and assessment delivered on its behalf.

This checklist is a guide to the resources, services, processes and records that are required to meet the regulatory requirements. A written agreement should clearly document who is responsible for developing, delivering or maintaining each of these resources, services, processes and records.

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| Requirements | responsibility | | |
| Strategies & Practices | **FedUni** | **Third Party** | **Not Applicable** |
| Training and Assessment Strategy (TAS Part A) |  |  |  |
| Delivery and assessment plan (TAS Part B) |  |  |  |
| Learning Resources (for trainer/s and students) |  |  |  |
| Assessment Tools, inc. RPL tools |  |  |  |
| Strategies for industry engagement and systematic use of the outcome of that industry engagement to ensure the industry relevance of:   * training and assessment strategies, practices and resources, and * the current industry skills trainers and assessors |  |  |  |
| Validation process and records |  |  |  |
| Facilities and resources that meet the requirements of the Training Package |  |  |  |
| Trainers who meet the regulatory requirements as set out in the University’s VET Teacher Qualifications and Competency Policy and have:   * vocational competencies at least to the level delivered and assessed; * current industry skills directly relevant to the training and assessment being provided; and * current knowledge & skills in vocational training & learning that informs their training & assessment |  |  |  |
| Trainer records   * Staff files with certified copies of qualifications and evidence of ongoing professional development * Trainer skills matrix |  |  |  |
| Transition arrangements which meets all regulatory requirements where a qualification/unit becomes superseded |  |  |  |
| Operations are Quality Assured | **FedUni** | **Third Party** | **Not Applicable** |
| Compliance with the NVR Standards and HESG Funding Agreement at all times – Federation University is ultimately responsible for this however agreements should require partners to be responsible for compliance with all or some of the requirements as appropriate to the context of the partnership arrangement |  |  |  |
| Systematic monitoring of training and assessment strategies and practices |  |  |  |
| Systematic monitoring of services provided by a third party |  |  |  |
| AQF Certification Documentation is Issued, Maintained and Accepted | **FedUni** | **Third Party** | **Not Applicable** |
| As the issuing RTO, agreements should note that Federation University will retain responsibility for compliance with the following requirements:   * All AQF certification documentation issued by Federation University will meet the requirements of NVR Standards - Schedule 5 of the Standards * AQF certification documentation will be issued to a student within 30 calendar days of the student being assessed as meeting the requirements of the training product if the training program in which the student is enrolled is complete, and providing all agreed fees the student owes to the partner/Federation University have been paid * Records of student AQF certification documentation will be maintained by Federation University in accordance with the requirements of NVR Standards - Schedule 5 and are accessible to current and past students * Federation University will accept and provide credit to students for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by: * AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or * Authenticated VET transcripts issued by the Registrar * Federation University will meet the requirements of the Student Identifier Scheme * Agreements should note partners' responsibility for maintaining records of student results and providing assessment results to Federation University in a timely fashion |  |  |  |
| Accurate and Accessible Information about an RTO | **FedUni** | **Third Party** | **Not Applicable** |
| It is recommended that written agreements note that Federation University reserves the right to approve all student information.  It is particularly important that student information is: |  |  |  |
| * Actual and factual * Makes clear where a third party is recruiting prospective students for Federation University on its behalf * Distinguishes that training and assessment is being delivered on behalf of Federation University * Distinguishes between nationally recognised training and assessment leading to the issuance of AQF certification documentation from any other training or assessment delivered by the partner or Federation University |  |  |  |
| Students are Informed and Protected | **FedUni** | **Third Party** | **Not Applicable** |
| Students must be provided with information prior to commencement of services including any third-party arrangements affecting the delivery of training and/or assessment. This is to occur regardless of the manner in which the student has been engaged, and whether the student was initially engaged by the University itself or a third party. |  |  |  |
| Prospective students are advised about the training program appropriate to their needs, existing skills and competencies |  |  |  |
| Partnership agreements must nominate who is responsible for ensuring students are provided with all required information / content prior to enrolment or the commencement of training and assessment, whichever comes first. |  |  |  |
| The information / content will include at a minimum:   * Training and assessment information, including educational and support processes * Federation University and the partner's obligations to the students * The student’s rights, including the complaints and appeals process * The student’s obligations, e.g., re fee payments * Implications for the student of government training entitlements and subsidy arrangements in relation to the delivery of services * Fee information |  |  |  |
| Complaints and Appeals | **FedUni** | **Third Party** | **Not Applicable** |
| Agreements should note that Federation University is responsible for ensuring compliance with this Standard. In particular it should note that: |  |  |  |
| * Federation University’s complaints and appeals policy will apply to all students enrolled with Federation University * Federation University will maintain records of complaints and appeals |  |  |  |
| Effective Governance and Administration Arrangements | **FedUni** | **Third Party** | **Not Applicable** |
| Agreements should note that Federation University will be responsible for compliance with this standard. |  |  |  |
| Cooperation with VET Regulators and Legally Compliant | **FedUni** | **Third Party** | **Not Applicable** |
| It is important that third party arrangements are documented and transparent to facilitate the Regulator’s knowledge that such arrangements exist. This will enable them to factor this into the risk profile they apply when enforcing compliance with the Standards and to review, in the context of audits, the terms of the third-party arrangements and the effectiveness of the arrangements in facilitating compliance with these Standards. |  |  |  |
| Agreements should note that Federation University will be responsible for compliance with all the clauses in the NVR Standards, in particular that the VET Regulator (ASQA) will be notified of any written agreement entered into for the delivery of services on its behalf within 30 calendar days of that agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first. Permission will be sought from the Higher Education Skills Group (HESG) prior to the entering into any agreement for the delivery of services on the behalf of the University. |  |  |  |
| Agreements should note that partners are required to cooperate with the VET Regulator:   * by providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services; and * in the conduct of audits and the monitoring of its operations |  |  |  |