

Third Party Arrangements Policy

POLICY CODE: CR 3.17

Related Compliance Section 17

NATIONAL CODE OF PRACTICE FOR PROVIDERS OF EDUCATION AND TRAINING TO OVERSEAS STUDENTS 2018 (CTH). STANDARD 4

Purpose

This policy ensures that all third-party arrangements entered into by Australian College of Management and Innovation for the deliveries of services are compliant, transparent, and managed in accordance with regulatory requirements. It ensures written agreements are in place and notifiable, and that the quality of services delivered by third parties is effectively monitored.

Legislative Background

Compliance Requirements, Division 3 Accountability– Third Party Arrangement (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 (Cth).

National code of practice for providers of education and training to overseas students 2018 (cth). Standard 11

Scope

This policy applies to all Australian College of Management and Innovation staff and all third parties including but not limited to education and recruitment agents.

Policy Statement

Australian College of Management and Innovation is committed to ensuring that all services delivered by third parties on its behalf are governed by a written agreement entered into prior to the delivery of services. The RTO will ensure:

- All third-party agreements are compliant and notifiable to the National VET Regulator
- The agreement contains mandatory provisions, including obligations, monitoring rights, and cooperation with audits
- The third party is prohibited from issuing AQF certification, using Australian College of Management and Innovation branding or the Nationally Recognised Training (NRT) Logo
- Australian College of Management and Innovation monitors the quality of services and retains responsibility for compliance.

Australian College of Management and Innovation will strive to work only with reputable Education Agents who:

- have up to date knowledge and understanding of the Australian international education sector.
- have completed the Education Agents Training Course (EATC) offered by PIER (Professional International Education Resources) or a recognised equivalent.
- adhere to the ESOS Act, National Code 2018, and the Australian International Education and Training Agent Code of Ethics.
- belong to a professional association representing Education Agents where one exists.

Australian College of Management and Innovation maintains responsibility for the actions of its education agents and ensures:

- Each agent signs a written agreement outlining responsibilities and conditions,
- Performance is monitored regularly,
- Prompt corrective action is taken in response to non-compliance or misconduct,
- ASQA is notified of any agent agreement commencements or terminations within thirty (30) calendar days.

Document Control

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