

S.S.N.T TAFE DIVISION
QP 1.6 SUB-CONTRACTING RTO SERVICES
POLICY AND PROCEDURES

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Purpose

The purpose of this procedure is to ensure that each party to an agreement to sub-contract training delivery and assessment services has a clear understanding of its roles and responsibilities with respect to the services being sub-contracted.

Related AQTF standard

Standard 1.6: Subcontracting

Scope

This procedure applies to the persons authorised by the Principal to enter into sub-contracting agreements on behalf of S.S.N.T TAFE DIVISION.

Responsible parties

The Principal is responsible for the control and issue of this procedure.

POLICY STATEMENT

All training delivered by organisations other than S.S.N.T TAFE DIVISION for which S.S.N.T TAFE DIVISION is responsible for the issue of the AQF qualification or statement of attainment, must be the subject of a contract or memorandum of understanding signed by the Principal/chief executive officers of each party.

Training delivered by registered training organisations on behalf of S.S.N.T TAFE DIVISION for which the delivering registered training organisation issues the AQF qualification or statement of attainment will be the subject of a commercial arrangement only as each registered training organisation is fully accountable for the training it delivers.

PROCEDURES

All discussions with respect to the subcontracting of training and/or assessment services by S.S.N.T TAFE DIVISION are to be undertaken by the Principal/chief executive officer directly or by persons specifically authorised by the Principal/chief executive officer to do so. A written agreement is to be drawn up which clearly specifies the roles and responsibilities of each party to the agreement including the responsibilities for compliance with the AQTF standards.

The written agreement is to be signed by the Principal/chief executive officers of each party to the agreement.

The Principal of S.S.N.T TAFE DIVISION shall maintain an up-to-date register of all/any sub-contracting agreements entered into by S.S.N.T TAFE DIVISION

ASSOCIATED DOCUMENTS

- Plan for RTO Business
- Council Minutes