



AHETI

Transforming Aspirations into
Australian Health Careers

THIRD-PARTY AGREEMENTS POLICY

1 PURPOSE AND SCOPE

- 1.1 The purpose of this Policy is to establish and oversee legally binding Third Party Agreements, allowing AHETI to authorise third parties to deliver services on its behalf in adherence to [The Standards for RTOs \(2015\)](#).
- 1.2 The purpose of this Policy is to ensure the fulfilment of all legislative, regulatory, and quality standard requirements pertaining to the provision of services by third parties on behalf of AHETI.
- 1.3 This Policy is applicable to all personnel responsible for negotiating, monitoring, or administering Third Party Agreements on behalf of AHETI.

2 DEFINITIONS

- 2.1 In the context of this Policy and its associated Procedures, the following definitions shall apply:
 - i. AHETI - Australian Health Education and Training Institute.
 - ii. AQF - referring to the Australian Qualifications Framework.
 - iii. ASQA - denoting the Australian Skills Quality Authority, the national regulatory body for VET (Vocational Education and Training) providers.
 - iv. Services - encompassing training, assessment, relevant educational and support services, and any activities associated with the marketing or recruitment of prospective students.
 - v. VET - denoting Vocational Education and Training.

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3 POLICY STATEMENT

- 3.1 AHETI ensures that any agreements with third parties offering services on its behalf are clearly defined in legally binding contracts that comprehensively outline the roles and responsibilities of each party involved. These agreements also include provisions for monitoring and ensuring compliance.
- 3.2 Third parties engaged to provide services on behalf of AHETI are expected to align with and uphold the values and strategic goals of AHETI. The student experience delivered by these third parties should be in line with what AHETI offers, and students should be informed that the services are delivered through these third-party arrangements.
- 3.3 Agreements with third parties providing services on behalf of AHETI explicitly state the responsibilities of both AHETI and the third party to adhere to all record-keeping and privacy requirements as stipulated by relevant standards and regulations.

4 PRINCIPLES

- 4.1 AHETI consistently and systematically conducts thorough monitoring of Third Party Agreements to guarantee that service delivery aligns with AHETI's practices and complies with [The Standards for RTOs \(2015\)](#).
- 4.2 AHETI is committed to supplying ASQA with the required information regarding Third Party Agreements within the specified timeframes, as outlined in Clause 8.3 of [The Standards for RTOs \(2015\)](#).
- 4.3 AHETI keeps a comprehensive record of all Third Party Agreements.



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5 ROLES AND RESPONSIBILITIES

- 5.1 AHETI's Legal Affairs Officer is tasked with crafting and/or assessing Third Party Agreements.
- 5.2 The CEO of AHETI is responsible for formally endorsing Third Party Agreements.
- 5.3 The AHETI Committee for Educational Quality Assurance and Audit oversees quality assurance and audit procedures within Third Party Agreements.

For more information	
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