

RTO	City-Wide Building & Training Services Pty Ltd (RTO ID 91138)
Type	Public
Applicable standards	Standards for Registered Training Organisations 2015 State and Territory Funding contracts Smart and Skilled Subcontracting and Brokering Arrangement approval policy
Authorised by	General Manager Quality and Compliance
Effective date	10 January 2022
Version	V1.2

Policy: Third-Party Delivery and Assessment

Overview

Under the Standards for Registered Training Organisations 2015, RTOs may engage third parties to deliver and assess training programs. Subcontracting is an arrangement where any part of a provider's operations is carried out by an individual or organisation (third-party) other than the Provider or the Provider's employees or officers.

It is important to note that CWBTS has funding contracts that preclude third party providers from training and / or assessing any portion of our training program or require approval prior to entering into subcontracting agreements with third parties.

This Policy does not relate to the following:

- Workplace training where a workplace trainer and / or supervisor is involved in 'on the job' training component
- Third parties undertaking recruitment and marketing practices
- Trainers who hold an employment contract as either a permanent, casual or contracted staff member

Policy

City-Wide Building & Training Services Pty Ltd (CWBTS) does not engage third party providers to deliver and assess any portion of our training programs.

Under Smart and Skilled funding contract approval would need to be sought from the Department prior to entering into subcontracting arrangements as per the Smart and Skilled Subcontracting and Brokering Arrangement approval policy. Applications must be lodged at least 28 days prior to the intended commencement of the proposed subcontracting arrangement.

Approval is not needed if the subcontractor is an individual engaged to conduct the role of trainer and/or assessor on a contract basis provided that the individual is the contracting party (not engaged via a trust or company).

Should CWBTS enter into a third-party delivery and / or assessment arrangement in future; this policy will be updated accordingly. CWBTS will also require a written agreement to be completed in line with relevant standards and guidelines as applicable at that time.