

POLICY C2.0

THIRD-PARTY

1.0 INTRODUCTION

1.1 Context

The Australasian College of Health and Wellness (ACHW) is a nationally accredited higher education provider and training institute offering qualifications ranging from Undergraduate Certificates to Bachelor's degrees. ACHW aims to provide courses which are of high standard to facilitate students to achieve graduate qualities that equip them for their chosen careers. ACHW delivers education through an online delivery model with practicum components delivered in purpose-built clinics under Room Hire agreements. ACHW also partners with third-party partners (TPP)s to deliver courses under Third Party Agreements (TPA).

1.2 Purpose

This policy outlines the principles under which ACHW develops, executes agreements with, and manages Third Party Partners (TPP) in the provision of its courses.

1.3 Scope

This policy and its procedure apply to ACHW staff and staff of the TPP providing educational services under a TPA with ACHW. It applies to all TPP's and to any courseware licensing agreement where ACHW courseware is provided under licence to a third-party.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. ACHW staff and staff of the TPP are responsible to comply with this policy and its procedure.
2. Responsibilities for actioning procedures under this policy are provided in the Third-Party Procedure.

3.0 POLICY

3.1 Principles

1. ACHW is committed to the provision of high-quality teaching and learning, irrespective of where, and with whom, its courses are provided.
2. ACHW develops partnerships with TPP that:
 - a. are mutually beneficial and support the corporate strategies of both ACHW and the TPP;
 - b. give priority to quality, academic rigour, student experience and student safety;
 - c. ensure the Higher Education Standards Framework and all relevant other legislation are reflected and maintained in the provision of courses to students;
3. ACHW will regularly monitor and ensure the TPP is held accountable for its responsibilities under ACHW policies, the Higher Education Standards Framework, other relevant legislation, the Third-Party Agreement and the Framework for the Management of Third-Party Course Delivery Arrangements (the Framework).
4. All TPP are subject to thorough due diligence and risk assessment before the development of an agreement between ACHW and the third party.
5. All TPP are formalised through a Third-Party Agreement which is executed under the supervision of an external legal counsel.
6. Third-Party Agreements are extensively reviewed, including due diligence and risk assessment, in line with the terms of contract of the TPA or as required.
7. Third-Party Agreements include an exit clause which provides strategies which allow ACHW to meet its obligations to students should it, or the TPP, decide to exit the third-party relationship.

4.0 DEFINITIONS

- **Third-Party** - an organisation, other than ACHW, providing education services to students on behalf of ACHW, such as delivering an ACHW unit or course.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- [Australian Qualifications Framework](#)
- Course and Unit Lifecycle Policy and Procedure
- Delegation of Authority Policy
- Framework for the Management of Third-Party Course Delivery Arrangements

- [Higher Education Standards Framework](#) 2015
- Third-Party Procedure

6.0 POLICY OWNERSHIP

Policy Owner	Executive Director/ Head of School ACHW
Status	New
Approval Authority	ACHW Academic Board
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Implementation Owner	Head of School, ACHW
Maintenance Owner	Senior Policy and Compliance Officer
Review Due	May 2024
Content Enquiries	Candice Heskey- Executive Director/ Head of School ACHW Email: cheskey@achw.edu.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
C2.0	1 June 2021	Academic Board	New Policy