

Form F

Notification of third-party arrangements

About this form

An RTO must use this form to notify the VRQA of their third-party agreements. On receipt of Form F, the VRQA will record the details in its third-party arrangements register. There is no fee for notifying of third-party arrangements.

Associated document

* [VRQA Guidelines for VET providers](https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations#vetguidelines)

Submitting the notification

This form must be sent via email to: [vrqa.vet@education.vic.gov.au](mailto:vrqa.vet@education.vic.gov.au)

**About third party agreement**

The VRQA Guidelines for VET Providers relating to third-party arrangements were introduced so learners and prospective learners receive appropriate, high-quality training and support services and accurate information about the training they undertake.

An RTO is responsible for all services delivered under its registration, regardless of whether these are delivered by a third party or where these are conducted, including in other countries. This responsibility applies to all obligations as an RTO.

An RTO must notify VRQA of the third-party agreement:

* within 30 calendar days of that agreement being entered into, or prior to the obligations under the agreement taking effect, whichever occurs first, and
* within 30 calendar days of the agreement coming to an end.

A third party is any party that provides services on behalf of the RTO but does not include a contract of employment between an RTO and its employee. Services include training, assessment, related educational and support services and/or any activities related to the recruitment of prospective learners. It does not include services such as student counselling, mediation or ICT support.

**Privacy disclaimer**

All information collected in this declaration is required by state or Commonwealth legislation and associated regulatory frameworks.

* The VRQA will only use this information in relation to its powers and functions under the *Education and Training Reform Act 2006* (the Act). To read the VRQA privacy policy, see: [Information Privacy Policy](https://www2.vrqa.vic.gov.au/vrqa-privacy-statement)

You are able to request access to the personal information that we hold about you and request that it be corrected.

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| **Commencement of arrangement**  Complete within 30 calendar days of a third-party agreement being entered into, or prior to the obligations under the agreement taking effect, whichever occurs first. | | | |
| **RTO details** | | | |
| RTO name (legal entity) |  | | |
| RTO number (TOID) |  | | |
| **Third-party arrangement details** |  | | |
| Commencement date | \_ \_ / \_ \_ / 202 \_ | | |
| Nature of the agreement | Training delivery | | Educational and support services |
| Assessment services | | Recruitment of prospective learners |
| Third party name (legal entity) |  | | |
| Trading name |  | | |
| Parent company (if applicable) |  | | |
| Address details |  | | |
| Director(s) name(s) |  | | |
| CEO or equivalent |  | | |
| Names and roles of senior management team |  | | |
| Does the third party have any arrangements with other RTOs? If so, please provide details |  | | |
| Delivery to under 18s –   * The 3rd party adheres to VRQA Guideline 6 - Child Safe Standards * The 3rd party has appropriate Child Safe Standards policies and procedures in place | YES  NO  Not Applicable  YES  NO  Not Applicable | | |
| **Third-party arrangement details 2** | Only complete if more than one agreement is being entered into | | |
| Commencement date | \_ \_ / \_ \_ / 202 \_ | | |
| Nature of the agreement | Training delivery | Educational and support services | |
| Assessment services | Recruitment of prospective learners | |
| Third party name (legal entity) |  | | |
| Trading name |  | | |
| Parent company (if applicable) |  | | |
| Address details |  | | |
| Director(s) name(s) |  | | |
| CEO or equivalent |  | | |
| Names and roles of senior management team |  | | |
| Does the third party have any arrangements with other RTOs? If so, please provide details |  | | |
| Delivery to under 18s –   * The 3rd party adheres to VRQA Guideline 6 - Child Safe Standards * The 3rd party has appropriate Child Safe Standards policies and procedures in place | YES  NO  Not Applicable  YES  NO  Not Applicable | | |
| **Third-party arrangement details 3** | Only complete if more than 2 agreements are being entered into and duplicate below if more than 3 are | | |
| Commencement date | \_ \_ / \_ \_ / 202 \_ | | |
| Nature of the agreement | Training delivery | | Educational and support services |
| Assessment services | | Recruitment of prospective learners |
| Third party name (legal entity) |  | | |
| Trading name |  | | |
| Parent company (if applicable) |  | | |
| Address details |  | | |
| Director(s) name(s) |  | | |
| CEO or equivalent |  | | |
| Names and roles of senior management team |  | | |
| Does the third party have any arrangements with other RTOs? If so, please provide details |  | | |
| Delivery to under 18s –   * The 3rd party adheres to VRQA Guideline 6 - Child Safe Standards * The 3rd party has appropriate Child Safe Standards policies and procedures in place | YES  NO  Not Applicable  YES  NO  Not Applicable | | |

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| **End of arrangement**  Complete within 30 calendar days of a third-party agreement coming to an end. | | | | |
| **RTO details** |  |  |  |  |
| RTO name (legal entity) |  | | | |
| RTO number (TOID) |  | | | |
| **Third party arrangement details** |  | | | |
| Date arrangement ceased | \_ \_ / \_ \_ / 202 \_ | | | |
| Nature of the agreement | Training delivery | | Educational and support services | |
| Assessment services | | Recruitment of prospective learners | |
| Third party name (legal entity) |  | | | |
| Trading name |  | | | |
| Parent company (if applicable) |  | | | |
| Address details |  | | | |
| Reason the arrangement was ceased |  | | | |
| **Third-party arrangement details 2** | Only complete if more than one agreement is being ended and duplicate below if more than 2 are | | | |
| Date arrangement ceased |  | | | |
| Nature of the agreement | Training delivery | | Educational and support services | |
| Assessment services | | Recruitment of prospective learners | |
| Third party name (legal entity) |  | | | |
| Trading name |  | | | |
| Parent company (if applicable) |  | | | |
| Address details |  | | | |
| Reason the arrangement was ceased |  | | | |

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| **Statutory declaration of Chief Executive Officer or Principal Executive Officer** | | |
| I, |  | (Full name of Chief/Principal Executive Officer) |
| of |  | (Legal entity registered) |
|  |  | (RTO number or TOID) |
|  | do solemnly and sincerely declare that: |  |
| * all information provided is accurate * the RTO does and will continue to comply with the applicable RTO Standards and VRQA Guidelines for VET providers. The third-party has agreed to comply with these requirements. * the RTO has a third-party agreement that complies with the VRQA Guidelines for VET providers. | | |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Declared at | | |  | | | | | (location of signing) | | | in the State of Victoria, this | | | | | \_ \_ / \_ \_ / 202 \_ | (date) | | | | |  | |  | | | | (signature of person making this declaration – to be signed in front of an authorised witness) | | | | |  | | |  | | |  | | | | | Authorised witness\* | | | |  | | |  | | | | Before me: | | | | | | |  | | | |  |  | | | | | | | | (witness name) | |  |  | | | | | | | | (title) | |  |  | | | | | | | | (address) | |  |  | | | | | | | | (signature) | |  |  | | | | | | | |  | | \* The authorised witness must print or stamp his or her name, address and title under section 30 of the *Oaths and Affirmations Act 2018* (as of 1 March 2019), previously *Evidence (Miscellaneous Provisions) Act 1958*). For a list *of* authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see:   * [www.justice.vic.gov.au/statdecs](http://www.justice.vic.gov.au/statdecs) | | | | | | | | | | | | |