

## Notification of Third Party Agreement

### RT03 NOTIFICATION OF THIRD PARTY AGREEMENT

It is a requirement under Clause 8.3 of the *Standards for Registered Training Organisations (RTOs) 2015* that RTOs must notify TAC of all third party agreements.

RTOs will need to notify TAC when entering into a new or ending an agreement as outlined below:

- When entering into an agreement with a third party, an RTO must notify TAC, either:
  - within 30 calendar days of the agreement being entered into; or
  - prior to the obligations of the agreement taking effect (whichever occurs first).
- When ending an agreement with a third party, an RTO must notify TAC within 30 calendar days of the agreement coming to an end.

Failure to notify the TAC Secretariat of these arrangements may result in non-compliance.

This requirement **covers** agreements for a third party that provides any of the following services on behalf of the RTO:

- training;
- assessment;
- education and support services; and
- activities that relate to the recruitment of prospective learners such as marketing, enrolment and collection of fees.

This requirement **does not** cover agreements for a third party that provides any of the following services on behalf of the RTO:

- counselling;
- mediation;
- ICT support;
- contract of employment between an RTO and its employee; and
- where students have been referred and the referring company does not receive payment from the RTO. eg Employment Services Providers (eg. Centrelink, Job Services Australia, Disability Services Commission, Migrant Resource Centre), Australian Apprenticeship Providers, Apprenticeship Centre, Department of Education.

It is expected that the written agreement between the RTO and any third parties delivering services on its behalf will be available at audit.

Please do not send the actual agreement to the TAC Secretariat.

Applications can be submitted to TAC Secretariat by:

Post:  
PO Box 1766  
OSBORNE PARK WA 6916

Hand Deliver:  
Level 9, 20 Walters Drive  
OSBORNE PARK WA 6017

Email:  
tac@des.wa.gov.au

**SECTION 1 – APPLICATION DETAILS**

Name of RTO legal entity: \_\_\_\_\_

Registered business (trading) name: \_\_\_\_\_

RTO Number: \_\_\_\_\_

Signature:  
Legally Responsible Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

**SECTION 2 – THIRD PARTY ARRANGEMENT DETAILS**

Please provide details of the third party arrangements that you wish to add or remove below:

Add/ Remove	TGA Code & Title of Training Product or Agreement eg marketing	Third Party Involved	Start Date	End Date	Third Party Service Provided eg Training and Assessment