

Policy Rationale

- The purpose is to ensure that each party to an agreement to subcontract training delivery and assessment services has a clear understanding of its roles and responsibilities with respect to the services being subcontracted.
- Where current staff are not equipped or qualified to deliver training, contractual arrangements can be undertaken, in line with College policy, contractual and reporting requirements of the State or Federal funding body.

Policy Aims

- All training delivered by subcontractors must be the subject of a contract or Memorandum of Understanding signed by the Chief Executive Officer and/or Manager of each organisation.
- Training delivered by subcontractors on behalf of the CCAE will be the subject of a commercial arrangement as each RTO is fully accountable for the training it delivers, which must be to an acceptable standard.

Procedure - Responsibilities

- The Manager is responsible for the control and issue of this procedure.
- All discussions with respect to the subcontracting of training and/or assessment services by Campaspe College are to be undertaken by the Chief Executive Officer or Executive Training Manager. A written agreement is to be drawn up which clearly specifies the roles and responsibilities of each party to the agreement including the responsibilities for compliance with the AQTF standards including the issue of qualifications.
- The Chief Executive Officer of Campaspe College shall maintain an up-to-date register of all/any subcontracting agreements entered into by the College.

Procedures in Victoria

- Training delivery and assessment undertaken by subcontractors must not exceed the designated percentage of SCH's as outlined in either ATTP or ACFE funding guidelines.
- Subcontracting (however described) is permitted only if and to the extent that it is done in conformity with the provisions for partnerships as set out in the AQTF for RTOs.
- All subcontractors must adhere to all policies and procedures as per the Campaspe College Policy and Procedures manual and are required to sign a written contract prior to the commencement of employment.

Procedures in New South Wales

- On occasions where Campaspe College envisages entering into any form of subcontracting arrangements for ATTP, Skills gap, CTP or any other NSW funded training prior approval must be sought from DET. The department must be informed either by fax, email or in writing. The subcontractor cannot be engaged until approval has been received from the department.
- Subcontracting (however described) is permitted only if and to the extent that it is done in conformity with the provisions for partnerships as set out in the Australian Quality Training Framework for Registered Training Organisations.
- All subcontractors must adhere to all policies and procedures as per the CCAE Policy and Procedures and are required to sign a written contract prior to the commencement of employment.

Procedures – Associated Documents

- Sub-contract or Memorandum of Understanding Pro-forma
- Contracts Register.

Evaluation

This policy will be reviewed bi-annually.