

Third Party Arrangements Policy

Version number	1
Approved by	Corporate Governance Board
Date of approval	13/11/2017

Purpose

Sydney Institute of Higher Education (SI) is committed to offering an exceptional higher education experience for all of the students and takes pride in high standards of teaching and learning. SI recognises its responsibility for ensuring the high quality of its educational services is maintained across all aspects of its educational operations, including those delivered by a third party.

The purpose of the *Third Party Arrangement Policy* is to establish and describe how SI ensures the quality of its higher education offerings are maintained when outsourced to a third party. This policy outlines the processes of third party selection and approval and identifies the delegation and auditing functions that govern quality assurance monitoring of third party arrangements at SI.

Scope

This policy applies to all SI staff involved in establishing and maintaining third-party arrangements at SI.

Principles

SI is responsible for ensuring all third-party arrangements meet the requirements of SI's risk management policies and processes, and are compliant with the *Higher Education Standards Framework (HESF) 2015*.

Third-party arrangements will be subject to regular review to ensure compliance with SI policies and legal and regulatory standards.

SI may enter into third party arrangements for the partial or full provision of the following services:

- Program development, delivery, assessment
- Library and information services
- Student support services
- Online learning management systems

Other third-party arrangements will include external research partnerships, arrangements to offer work-integrated learning with external organisations, and other academic activities. SI will not contract a third party to undertake any of the following functions:

- Awarding credit

- Conferring degrees
- Admissions processes
- All third parties with which SI enters into an arrangement will:
- Share SI's values and dedication to providing quality outcomes for students
- Employ qualified staff
- Provide comprehensive business plans
- Agree to the requirements of SI's policies and procedures.

All third-party arrangements will be governed by a contract approved by the *Corporate Governance Board*. Arrangements between a third party and SI will not be implemented until such a contract is approved and signed.

Procedures

Roles and responsibilities

The *Corporate Governance Board* will:

- Annually review third party arrangements to ensure compliance with the third party arrangement contract, SI's policies and procedures, and the *Threshold Standards 2015*.
- Inform SI's legal representative of all third party arrangements SI enters
- Appoint legal expertise to review third-party arrangement contracts on behalf of SI

The President will:

- Provide a primary point of contact between SI staff and the third party
- Identify third parties suitable to enter into an arrangement with SI
- Oversee all the stated third party arrangements as per the third party contract
- Provide the third party with regular updates from SI and notifying the third party of any relevant changes to SI policy or circumstance
- Liaise with the Finance Manager in case there is a need for continued financial input or review
- Liaise with the third party and relevant SI departments to ensure the monitoring and reporting requirements established in this policy are met
- Submit a report, in accordance with the *Compliance Calendar*, to the *Corporate Governance Board* assessing quality assurance of third party arrangements
- Submit a report, in accordance with the *Compliance Calendar*, to the *Corporate Governance Board* reviewing the performance of third party providers

Third-party arrangement contracts

Third-party arrangement contracts will be drawn by a legal representative of SI to include:

- SI's expectations of the third party
- The rights and responsibilities of SI and the third party
- Requirements for compliance with SI policies and the *HESF 2015*
- Clauses providing for the monitoring and review of third party arrangements against SI procedures
- How SI's quality requirements will be communicated to third parties

- How the third party will deliver a service to meet SI's requirements
- Monitoring and reporting mechanisms of third party performance
- Procedures in the event of contractual non-compliance
- Termination and suspension processes for third party arrangements

Monitoring and review of third-party arrangements

The President will maintain a register recording all current agreements between SI and third parties.

The President is responsible for reviewing third party performance and will submit a third-party performance report to the *Corporate Governance Board*, in accordance with the *Compliance Calendar*. The third-party performance report will review:

- The impact of the arrangement on the intended work area
- The extent to which the third party meets the requirements of the third party arrangement contract
- The ongoing necessity of the third-party arrangement
- Pathways implemented for feedback and complaints of third party service providers
- Any improvements or issues since the previous review
- Adjustments made to the third party arrangement, and reasons for adjustments
- Review of budgeting against expenditure
- Maintenance of the register of agreements
- Staff and student feedback of third party performance
- The *Corporate Governance Board* will make the decision to renew a third party contract based on the third party performance review.

In the event that a third-party arrangement is terminated, SI will immediately notify all relevant bodies.

Quality assurance

The President is responsible for reporting on the quality assurance of third party arrangements. The President will submit third party quality assurance report, in accordance with the *Compliance Calendar*, to the *Corporate Governance Board* which assess the following:

- The strategic rationale for the arrangement
- The financial impact of the arrangement
- The risks associated with the arrangement
- Safeguards in place to ensure compliance with internal SI policies and external regulatory requirements
- Both parties' terminating path for the arrangement

The reputation of the third party, including their:

- Financial standing
- Track record of performance
- Integrity of operations

The President will conduct a major review of the third party arrangement halfway through the agreed period of the third party's service provision, as stipulated in the contract arrangement. The major

review will:

- Ensure all third-party provider activities comply with the relevant national and state legislation, and the threshold standards
- Accept responsibility for maintaining internal and external alignment of assessment, program delivery, design, and admission requirements.
- Ensure that any premise exterior to SI in which SI students undertake educational activities matches SI's standards
- Ensure the third party exercises high-quality supervision over its activities
- Accept responsibility for the welfare of students in the case that the third-party ceases to function, or the arrangement is terminated

Research partnerships

In the case that SI or a staff member at SI enter into a research partnership, the following steps must be taken in addition to the above:

- A Chief Investigator (CI) must be assigned
- The CI must develop a proposal on the research partnership for submission to the Dean

On approval by the Dean, the relevant parties must clarify:

- Authorship of the research
- Ownership of intellectual property generated
- Entitlement to any financial proceeds must be clarified
- The use of SI resources must be cleared SI
- All relevant parties must sign a written agreement on the above details.

On conclusion of the partnership, the CI must submit a report describing the research outcomes, authorship and IP finalisation, the use of resources and any commercialisation of the research produced.

Policy Implementation and Monitoring

The Corporate Governance Board delegates responsibility for the day-to-day implementation of this policy to Finance Manager and President.

The Corporate Governance Board will review all periodic reports from relevant committees and staff members, in accordance with the *Compliance Calendar*.

The Corporate Governance Board must ensure that findings of these monitoring activities are taken into account in planning, quality assurance and improvement processes.

Definitions

Corporate Governance Board: the governing body responsible for oversight of all higher education operations, including the ongoing viability of the institution and the quality of its higher education delivery. The *Corporate Governance Board* guides management and delegates responsibility for academic

matters to the *Academic Board*.

Higher Education Standards Framework (Threshold Standards) 2015: The national standards for higher education all higher education providers must meet as established by TEQSA.

Tertiary Education Quality and Standards Agency (TEQSA): Australia's regulatory and quality agency for higher education. TEQSA's primary aim is to ensure that students receive a high-quality education at any Australian higher education provider.

Third-party: An individual or organisation external to SI.

Review schedule

This policy will be reviewed by the *Corporate Governance Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board	13/11/2017		13/11/2020

▲ Related Documents

- [Corporate Governance Policy](#)
- [Intellectual Property Policy](#)
- [Work Integrated Learning Policy](#)

End of document: "Third Party Arrangements Policy"

Document ID: 8677, Revision No : (9), Created : January 6, 2020 2:14 pm, By : Nigel Finch, Last updated : July 17, 2020 2:19 pm, Updated by : Aleisha Zhao, Reviewed & Approved by : Nigel, On : January 1, 1970, Next Review by : Nigel, Review Scheduled For : January 1, 1970
Produced & Printed : Thursday 10th of September 2020 03:23:08 AM "Sydney Institute of Higher Education ABN 49 618 742 813 TEQSA PRV14323 CRICOS 03866C"