

Smart and Skilled Third Party (Subcontracting and Brokering) Monitoring Schedule and Checklist

Instructions for use:

This form is to be used to monitor the performance of Third Parties delivering services on our behalf

If any of the checklist items are identified as inadequate (i.e. marked: No) the details must be recorded, the CEO notified and strategies for improvement implemented immediately.

Name of Third Party	
Type of service	<input type="checkbox"/> Training and Assessment Delivery <input type="checkbox"/> Recruitment <input type="checkbox"/> Other (specify):
Date of expiry of written agreement	
Person completing checklist (name and position title)	
Type of Review	<input type="checkbox"/> Desk <input type="checkbox"/> Site Visit
Scheduled Review	<input type="checkbox"/> Monthly <input type="checkbox"/> Bi-annual <input type="checkbox"/> Annual
Date Review Conducted	

Category	Item	Yes	No	n/a
General	ASQA has been informed of the Third Party Arrangements within the timeframe specified in the National Standards			
	Application to NSW Training Services for approval of the Third Party arrangement has been made 28 days prior to their proposed commencement.			

Category	Item	Yes	No	n/a
	No Third Party arrangement has commenced without NSW Training service approval			
	Written Agreements have been signed and copies kept by both parties			
Marketing (Including Third Party website)	All marketing material acknowledges our registered name and RTO Number as on training.gov			
	Correct National ID no and name of training products as on training.gov is used in all marketing material			
	Only current training products are promoted			
	Marketing material meets the standards of the Marketing and the Consumer Protection Policy			
	Marketing material meets the contractual requirements of the Smart and Skilled Program			
Pre enrolment information	Reflects the Training and Assessment Strategy(s) for each training product			
	Meets the requirements of the Marketing and Customer Protection Policy			
	Meets the contractual requirements of the Smart and Skilled Program			
Enrolment	All enrolment forms have been filled in correctly and returned for each enrolled student			
	The nomination of enrolment process has been completed as per Smart and Skilled Guidelines			
Training and Assessment	Trainer/assessor competencies and qualifications have been checked and meet Standards			
	A Professional Development Plan has been developed for each trainer/assessor to ensure VET and Industry Currency and evidence of attendance at PD provided as per the Plan.			
	Assessments have been conducted as per the Assessment Plan and Course Schedule			
	Evidence of assessments and assessment outcomes have been received for each completed student			
	Assessments have been validated as per the Validation Plan			
	Evidence of students being issued with Learning and Assessment Resources as specified in the Training and Assessment Strategy has been received (this should include the signature of the student)			

Category	Item	Yes	No	n/a
Venue Facilities	A venue inspection of all sites where training and delivery takes place has been conducted using the Venue Checklist			
	Facilities and physical resources are as identified in the Training and Assessment Strategy			
Records Management	All records of student participation and outcomes have been returned within the <i>specified timeframe</i> to enable issuance of qualifications/statements of attainment within 30 days of completion of the training program			
Complaints and Grievances	The Third Party has informed us in writing of any complaints or appeals relating to services provided on our behalf within 5 days of their occurrence.			
Other				
Identified non-conformances and recommended rectifications.				
Documents attached (attach any examples of non-conformance e.g. screenshots, assessments and etc)				
Report Sent to				
Date sent				
Action Taken				
Signed				
Name		Date		
Position				

