



Monitoring Third Party Policy & Strategy

Purpose

This policy describes the mechanisms that Australian College of the Arts Pty Ltd (Collarts) uses to monitor the quality and compliance of VET services provided under our auspices as part of our quality assurance systems. Collarts, and the organisations it partners with, are committed to the delivery of quality educational outcomes to all students engaged with the RTO. VET in Schools programs provide an important foundation for students wishing to engage in roles within the music industry and further education.

Scope

This policy applies to all aspects of the Collarts operations including services delivered by our third party Auspicing Partners.

Policy

There are two key stages involved in this quality assurance process:

1. Induction and Commencement of the Auspicing Partnership
2. Ongoing Monitoring and Review of the Auspicing Partnership

A summary of activities around the above stages is provided on the following pages.

1. Induction and Commencement of the Auspicing Partnership

Activity	Timing	Responsibility	Resources	Actions
Introduction to VET Music & RTO Auspicing Partner Induction Session	Prior to commencement of Partnership	<ul style="list-style-type: none"> - VET Manager - VET Advisor - Partner Trainer and Assessor - Partner VET Coordinator - Other Partner stakeholder (if applicable) 	Qualification Training Package details VCAA program requirements (if applicable) Teacher requirements Auspice Handbook	
Site Meeting & Audit	Prior to commencement of partnership	<ul style="list-style-type: none"> - VET Manager and/or - VET Advisor - Partner Trainer and Assessor - Partner VET Coordinator - Other Partner stakeholder (if Applicable) 	<ul style="list-style-type: none"> - Site inspection (digital pictures used to document resources) - Canvas - TAS - Auspicing Contract - Course profile - Partner Induction form - Site Audit Checklist 	<ul style="list-style-type: none"> - Meet with leading staff at school/organisation to assess suitability and readiness to offer the program and meet AQF requirements - RTO Staff consults with Auspicing Partner to establish a program that suits the specific needs of the student cohort, local industry and community outcomes, trainer skills and available facilities.
Auspice Contact signing	Prior to commencement of partnership	<ul style="list-style-type: none"> - VET Manager and/or - VET Advisor - Partner Trainer and Assessor - Partner VET Coordinator 	Auspice Contact	
Approval to Deliver	After Signed Auspice Contact received & authorized Prior to commencement of Auspice partnership and course	<ul style="list-style-type: none"> - Partner Trainer and Assessor 	https://collarts.instructure.com/ Canvas Learning Management System	Trainers provided certified documents to support their ability to deliver the course. <ul style="list-style-type: none"> - USI access - TAE40118 - VIT/WWCC/Teacher registration - Course specific qualifications - PD Log - VCM (Vocational Competency Matrix) - Attend Collarts Partner PD day or view the webinar

2. Ongoing Monitoring and Review of the Auspicing Partnership

Activity	Timing	Responsibility	Resources	Actions
Auspicing Contract	Annual Renewal	<ul style="list-style-type: none"> - VET Manager - Partner Trainer and Assessor - Partner VET Coordinator - Other Partner stakeholder such as Partner leadership team (if applicable) 	<p>Auspicing Contract</p> <p>Auspicing Contract Checklist</p>	<p>Formal agreement outlines responsibilities of the RTO and the Auspicing Partner. Used to establish and monitor any changes to:</p> <ul style="list-style-type: none"> - Trainer Qualification - Program Units - Student Enrolments
Student Induction Checklist	No less than every two years	<ul style="list-style-type: none"> - Partner Trainer and Assessor 	<ul style="list-style-type: none"> - Student Handbook - Student Enrolment guide - Student Induction Checklist 	<ul style="list-style-type: none"> - Trainers are to induct students into the program, addressing all items on the checklist. - Supporting evidence is provided to Collarts during program review meeting.
Assessment Validation	Annual Terms 2,3 & 4	<ul style="list-style-type: none"> - VET Manager and/or - VET Advisor - Partner Trainer and Assessor 	<ul style="list-style-type: none"> - Assessment Validation Summary - Assessment Material Cover Sheet - Validation Meeting Information - Samples of assessed student evidence including UOC, Assessment Task, TAS and Meeting Minutes 	<p>Review of assessment tools and judgements.</p> <p>Recommendations for improvements to assessment tools and judgement documented in Assessment Validation Summary.</p> <p>Amend assessment tools or processes as required</p>
Professional Development	Annually	<ul style="list-style-type: none"> - Partner Trainer and Assessor 	<p>Professional Development Log (PD)</p> <p>Professional Development Certificates</p> <p>https://collarts.instructure.com/</p> <p>Canvas Learning Management System</p>	<p>Trainers must undertake at least 10 hours of PD annually to maintain their VET and vocational currency. This is monitored through the annual provision of a PD Log.</p> <p>Collarts provide an annual PD program and PD webinar's to all trainers to assist in supporting them maintaining their currency.</p>
RTO Partnership Support	Ongoing throughout the partnership	<ul style="list-style-type: none"> - VET Manager/ VET Adviser - Partner Trainer & Assessors 	<p>Site Visits</p> <p>Emails, phones & virtual meeting/support</p> <p>Incursions and excursions</p> <p>workshops</p> <p>Presentations</p>	<p>Auspicing Partners are provided ongoing support through a variety of mechanisms and are encouraged to contact Collarts where they require additional support or clarification regarding delivery and assessment or compliance requirements.</p>