

Partnering Policy

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GDC is committed to establishing documented partnering or subcontract agreements that establish the extent of mutually agreed conditions for training and assessment and providing all due diligence to monitoring the partnering arrangements' performance and progress on a regular basis.

Partnering Procedure

- The CEO shall ensure that all partnering agreements established with other organisations are entered into with the signing of a **'Memorandum of understanding'(MOU)** that will clearly define the responsibilities of either entity, duration and conditions for the termination of the agreement.
- The CEO shall ensure that partnering organisations understand their obligation to the VET regulator:
 - a) by providing accurate and factual responses to information requests from the VET Regulator relevant to its training and assessment delivery; and
 - b) in the conduct of audits and the monitoring of its operations.
 - The CEO notifies the Regulator:
 - a) of any subcontract agreement it enters into within 30 calendar days of entering into that agreement or prior to the obligations under the agreement taking effect, whichever occurs first; and
 - b) within 30 calendar days of the subcontract agreement coming to an end.
 - The CEO shall ensure that a current 'Quality Monitoring Schedule' is created and included in each MOU and that the Quality Monitoring Schedule is maintained in each year that the partnering arrangement continues.
 - The CEO shall ensure that all partnering agreements be recorded on its register for partnering and subcontract agreements.
 - The CEO shall ensure that each partnering agreement that it enters into is reviewed for currency and mutual acceptance at least annually.

The written agreement must contain the following information in accordance with 'clause 16 of the Revised Standards for RTOs' compliance requirements':

- a) the names of the parties
- b) the start and end date of the agreement
- c) the obligations of the parties
- d) the quality assurance and monitoring mechanisms
- e) a requirement that the third party cooperate with the VET Regulator:
 - i) in the conduct of audits and the monitoring of its operations
 - ii) by providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services
- f) conditions and restrictions relating to the use of logos, including the Nationally Recognised Training logo and GDC's branding in the delivery of services and advertising and the issuing of AQF certification documentation.

This procedure is subject to annual review or as required by changes in legislation, standards, or organizational needs.