

**Form**

Third party arrangement - VET courses of concern

About this form

Complete this form to request ASQA’s approval to engage a non-RTO (third party) to perform marketing, administrative or delivery services on behalf of your RTO through a third-party arrangement, for a ‘VET course of concern’.

The following courses are ‘VET courses of concern’:

* TAE40116 Certificate IV in Training and Assessment
* TAE50216 Diploma of Training Design and Development
* TAE50116 Diploma of Vocational Education and Training
* TAESS00013 Enterprise Trainer—Mentoring Skill Set
* TAESS00015 Enterprise Trainer and Assessor Skill Set
* TAESS00014 Enterprise Trainer—Presenting Skill Set
* TAESS00011 Assessor Skill Set

A third-party arrangement may cover any VET services performed by another organisation on behalf of your RTO, including:

* marketing
* recruitment
* use of facilities and resources
* training and/or assessment.

It is a requirement of the [General Direction—third-party arrangements for training and or assessment of VET courses](https://www.asqa.gov.au/news-publications/publications/general-directions/third-party-arrangements-training-andor-assessment-vet-courses) to get approval before you enter into a third party arrangement for a ‘VET course of concern’.

Learn more about [third party arrangements](https://www.asqa.gov.au/resources/fact-sheets/third-party-arrangements-0).

Email your completed form and a copy of the proposed third-party arrangement to [registration@asqa.gov.au](mailto:enquiries@asqa.gov.au).

## Need assistance?

If you need help completing this form, [Email us](mailto:enquiries@asqa.gov.au) or phone 1300 701 801.

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| --- | --- | --- | --- | --- | --- |
| Applicant’s details | | | | | |
| RTO code: | | RTO code | | | |
| RTO legal name: | | Legal name | | | |
| **Contact person submitting this form:** | | | | | |
| Title: | Title | Surname: | Surname | | |
| Given name(s): | | Given name | | Position: | Position |
| Phone: | Phone | | | Mobile: | Mobile |
| Email: | Email | | | | |
| Postal address: | | Postal address | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Proposed third party details | | | | | | |
| Legal name: | | | Legal name | | | |
| ABN/ACN (if applicable): | | | ABN/ACN | | | |
| **Contact person:** | | | | | | |
| Title: | Title | Surname: | | Surname | | |
| Given name(s): | | Given name | | | Position: | Position |
| Phone: | Phone | | | | Mobile: | Mobile |
| Email: | Email | | | | | |
| Postal address: | | Postal address | | | | |

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| Proposed arrangements | |
| Relevant VET course/s:  Note:   * selected item/s must be on your RTO’s scope of registration when submitting this form * your RTO must not have any conditions imposed which would prohibit engaging a third party | TAE40116 Certificate IV in Training and Assessment  TAE50216 Diploma of Training Design and Development  TAE50116 Diploma of Vocational Education and Training  TAESS00013 Enterprise Trainer­—Mentoring Skill Set  TAESS00015 Enterprise Trainer and Assessor Skill Set  TAESS00014 Enterprise Trainer—Presenting Skill Set  TAESS00011 Assessor Skill Set |
| Services to be performed by third party: | Advertising or recruitment  Enrolment or administration (incl. certification issuance)  Provision of training and/or assessment |
| Intended start date of arrangement: | Click or tap to enter a date. |
| Intended end date of arrangement: | Click or tap to enter a date. |

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| Are there any circumstances you wish ASQA to consider with this request? |

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| Click or tap here to enter text. |