



TYPE OF DOCUMENT:	POLICY
TITLE:	PARTNERSHIP
DOCUMENT NUMBER:	POL28
VERSION NUMBER	2.0

POLICY STATEMENT

Perth Boat School acknowledges that it must manage partnership arrangements with other suppliers or organizations conducting training and assessment activities on its behalf, for the benefit on its ongoing success and professionalism.

Perth Boat School is committed to ensuring that appropriate partnering arrangements are entered into and that these are monitored to ensure their effectiveness and compliance against AQTF 2007 requirements.

As such, Perth Boat School will ensure that it develops, complies, maintains and monitors written agreements with all parties providing services on its behalf.

In doing so, Perth Boat School will:

- * implement and maintain written procedures for entering into, maintaining and monitoring written agreements for training and assessment services;**
- * ensure that written agreements are developed where necessary;**
- * monitor the written agreements for training and assessment during the annual AQTF audit process;**
- * specify how each party to the agreement will discharge its responsibilities for compliance with the Standards for Registered Training Organisations;**
- * ensure all parties sign and are provided with a copy of the agreement documentation; and**
- * maintain a register of all agreements made with other parties.**

PARTNERSHIP

1.0 INTRODUCTION

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such, Perth Boat School is required to have and comply with written agreements and a register of these agreements with other organisations or person that provide training and /or assessment on behalf of Perth Boat School.

Perth Boat School may, from time to time, utilise industry experts and qualified trainers/assessors, on a contractual basis, for the delivery of training and assessment services. Each of these interactions requires the development and maintenance of written agreements.



2.0 POLICY PRINCIPLES :

- All contract trainers and assessors are required to agree, sign and comply with a written agreement for services and activities undertaken on behalf of Perth Boat School.
- All partner organizations are required to agree, sign and comply with a written agreement for services undertaken on behalf of Perth Boat School.

3.0 SUPPORTING DOCUMENTATION

Perth Boat School documentation which supports the implementation of this Policy includes:

- F28_01 MOA Template
- MOA register



4.0 PROCEDURES :

RTO PARTNERSHIP ARRANGEMENTS

28 - 01

Step One – Development, modification of agreement template

1. Perth Boat School will develop the agreement template in accordance with AQTF requirements.

Step Two – Signing the agreement

Individual Trainer/Assessors

1. Once the trainer or assessor has progressed through the appropriate processes of Perth Boat School Recruitment and selection, the trainer or assessor is advised of their success and offered a contractual position under the arrangements of the written agreement.
2. The Director and the trainer /assessor negotiate the conditions of the agreement which are modified to suit both parties and in accordance with AQTF requirements and this policy
3. The Written agreement is signed by both the Director and the trainer/assessor
4. The original signed copy will be placed in a drop file for the agreement, the Trainer/assessor is provided with a copy of the agreement.
5. The Manager will update the agreements register to include the new agreement

Step Three – Monitoring of the Agreement

- 1 The Manager will monitor and audit the arrangement each year during the AQTF internal audit to ensure both parties are complying with the agreement.
- 2 Maintenance of the agreement and services provided will be in accordance with that as specified in the agreement.

Step Four – Performance Evaluation

- 3 This process feeds into the Performance Evaluation procedures.