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ASQA	ASQA Fact Sheet – Third Party Arrangements (updated 20 Dec 2019) . Per sub-section ‘What should a written agreement for third party services include?’
BP	Binnacle Profile v2. In line with the release of Binnacle’s new and improved staff profile and minimum ‘per semester’ requirement for recording of industry and VET currency activities.



PAGE	TPA SECTION	UPDATE	REASON FOR UPDATE		
			ASQA	BP	Comments
2	Contents	<u>New Heading Added:</u> ‘Record Keeping’ (of student enrolment information and completed assessments)	<input checked="" type="checkbox"/>		Added to TPA as its own section (positioned directly after the 'Privacy' section) to specify Binnacle's record keeping processes specific to enrolment information and completed assessments.
5	Summary Information	<u>New Section Added:</u> ‘Third Party Services on behalf of Binnacle Training as RTO’	<input checked="" type="checkbox"/>		This new section is linked to Table 2 ‘Independent Contractor (Third Party) Responsibilities’, pages 9-11.
5	Summary Information	<u>Updated Section:</u> ‘Marketing Consent to Independent Contractor (Third Party)’. Reference is now made to Binnacle's two separate policies – ‘Marketing Requirements for School Subject Selection’; and ‘Marketing Requirements for School Website’. This was previously one single policy titled 'Marketing Requirements for Schools'.	<input checked="" type="checkbox"/>		The importance of each School's Website being accurate and factual with regard to the RTO responsible (including RTO Code listed) for each individual qualification that is listed on the School's Website. Binnacle has supplied a working template for Schools / Independent Contractors to use (available here).
6	Definitions and Interpretations	<u>New Definition/Interpretation Added:</u> ‘Third Party Arrangement’	<input checked="" type="checkbox"/>		Specifying the role of the Independent Contractor (as Third Party) under this Agreement – specifically, that the Independent Contractor is providing services under this Agreement on behalf of, and in the name of, Binnacle Training as RTO. <i>Key outcome = role clarity of both parties.</i>
7	Table 1. Binnacle Training Responsibilities	<u>Added Clause #3:</u> Systematic monitoring of the Independent Contractor (Third Party)'s services – including the ongoing monitoring of the Independent Contractor's human and physical resource requirements.	<input checked="" type="checkbox"/>		Added to Table 1 to consolidate Binnacle's responsibility for this outcome; linked to ‘Evaluation’ (page 12).
8	Table 1. Binnacle Training Responsibilities	<u>Updated Clause #10:</u> Added specific reference to Binnacle being responsible for validation of completed student assessments.	<input checked="" type="checkbox"/>		This clause previously outlined Binnacle’s role in processing assessment submissions and reporting on issues. Wording updated to add specific reference to validation of completed student assessments.
9	Table 2. Independent Contractor (Third Party) Responsibilities	<u>Updated Clause #2(c):</u> To outline the minimum Teacher HR requirements for industry currency (one industry visit <u>plus</u> one other industry-specific PD, <u>per year</u>) and VET currency (one VET-specific PD, per semester).		<input checked="" type="checkbox"/>	As also outlined in Resource Requirements for First Aid & CPR (see Appendix 2). <i>Key outcome = clarity of teacher HR requirements.</i>



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10	Table 2. Independent Contractor (Third Party) Responsibilities	Updated Clause #11: To reference Binnacle's two separate policies – ‘Marketing Requirements for School Subject Selection’; and ‘Marketing Requirements for School Website’. This was previously one single policy titled 'Marketing Requirements for Schools'.	<input checked="" type="checkbox"/>		Marketing responsibilities of the Third Party is a critical area given the nature of Binnacle Training, as the RTO specific to this Agreement, being wholly responsible for all services provided on its behalf by the Independent Contractor (Third Party).
12	Evaluation	Updated Section: Addition of ‘Monitoring of the Independent Contractor (Third Party)’s services’ in evaluation of the performance of the Third Party arrangement.	<input checked="" type="checkbox"/>		Added to this section to consolidate Binnacle’s responsibility for this outcome; as a key review item in the evaluation of the performance of the Third Party arrangement.
14	Record Keeping	New Heading Added: ‘Record Keeping’ (of student enrolment information and completed assessments)	<input checked="" type="checkbox"/>		Added to TPA as its own section (positioned directly after the ‘Privacy’ section) to specify Binnacle’s record keeping processes specific to record keeping of enrolment information and completed assessments.
	Appendix 2 – Resource Requirements: First Aid & CPR	Updated HR requirements to outline the minimum requirements for industry currency (one industry visit plus one other industry-specific PD, per year) and VET currency (one VET-specific PD, per semester).		<input checked="" type="checkbox"/>	As also outlined in Table 2 ‘Independent Contractor (Third Party) Responsibilities’ page 11. <i>Key outcome = clarity of teacher HR requirements.</i>