

THIRD PARTY AGREEMENTS POLICY AND PROCEDURE

Responsible Officer	Chief Academic Officer
Approved by	Board of Directors
Approved	21 February 2024
Commenced	21 February 2024
Review by	February 2027
Relevant Legislation and Policies	Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2019 (ESOS) Higher Education Standard Framework 2021 Higher Education Support Act (HESA) 2003 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code) National Standards for Foundation Programs Public Records Act 1973 State Records Act 1998 Tertiary Education Quality and Standards Agency Act 2011 (TEQSA)
Responsible Organisational Unit	CEO Office/Academic Affairs

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1. Policy Statement

1.1 Authority

The Australian Institute of Music Limited (AIM), known as 'the Institute', is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow 'best practice' principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

1.2 Application

This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs offered at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery elsewhere in Australia or overseas.

1.3 Purpose

The purpose of this policy and procedure is to provide direction regarding the delivery of AIM's courses in partnership with other education providers in Australia and in offshore locations.

1.4 Scope

This policy and procedure applies to:

- a. Formal delivery arrangement with domestic and international partners involving Higher Education (HE) award and non-award courses by AIM.
- b. Courses, staff and students at AIM campuses
- c. Staff involved in course delivery in partnership with other providers
- d. Partner institution staff involved in course delivery on behalf of AIM
- e. Students undertaking AIM courses delivered in partnership with other providers.

1.5 Coverage

This policy and procedure applies to all AIM Foundation Program and higher education courses offered at the Sydney and Melbourne campuses.

1.6 Special Conditions or Exceptions

Nil

2. Principles

The following principles frame any prospective AIM engagement in any Third Party Agreement:

1. AIM will ensure an appropriate Business Plan is in place covering all aspects of the viability of the intended arrangement, all liabilities, and any risk mitigation strategies.
2. Prior to entry into any TPA, AIM will undertake a due diligence check of the proposed provider covering; provider financial viability; industry reputation; evidence of a track-record of provision of equivalent courses; physical inspection of facilities and premises; company records check; Fair Trading complaints; accreditation standing; learning resources capacity; equipment audit; consideration of TEQSA requirements and guidelines; risk assessment; staffing capacity and qualifications. AIM will also specify any further due diligence checks that may be appropriate to the circumstances of the agreement.
3. Any prospective TPA may be submitted to AIM's legal representatives and the Board for their scrutiny and counsel.
4. AIM will have a formal process for certifying any TPA and for final agreement (Academic Board, Board of Directors). Variations to any TPA will also be similarly authorised after appropriate scrutiny and approval.

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5. AIM will reserve the right to immediately terminate any TPA that may negatively impact AIM's business viability and/or reputation.

2.2 Guidelines

Any TPA should include agreements in regards to (but not exclusively):

1. Governance:
 - Policy and Procedure Structure
 - Duration and Termination of Contract
 - Agreement Review Cycle
 - Quality Assurance and Risk Management Structure
 - Dispute Resolution procedure
 - Certification and Issuance of Awards
 - WH&S requirements
2. Course Delivery and Monitoring
 - Staff Qualifications
 - Course and Unit Management
 - Provision of Course, including multi-site/multi-campus operations
 - Campus Facilities and Infrastructure
 - Course Outcomes reporting
 - Student Feedback
 - Student Records and Data collection and management
 - Any co-teaching arrangements
 - Agreed procedure for moderation of program including content and delivery
 - Work integration procedures
3. Fee Structure
 - Fee Structures
 - Fee Refund Policy
 - Tuition Assurance Requirements
4. IP and Course materials
 - Ownership and production of course materials, including co-production of materials
 - Intellectual Property
 - Course branding
5. Compliance
 - Any arrangements in regards to International Students and Under 18's
 - Alignment with AQF requirements
 - Alignment with TEQSA guidelines
 - Alignment with CRICOS/ESOS requirements
6. Student Recruitment and Admission
 - Student Admission Criteria
 - Student Information and Marketing (Promotion)
 - Student Complaints and Grievances
 - Student Support and Welfare

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2.3 Quality Assurance and Reporting

2.3.1 The nominated staff member responsible for the management of the TPA will prepare an annual report to the Board of Directors on the arrangement, outlining key activities and outcomes and identifying any issues that have or may emerge and actions to address the issues.

2.3.2 The experience, engagement and performance of student cohorts will be reported and monitored through AIM’s academic governance committees, these include:

- a. Examination Review Subcommittee
- b. Academic Progression, Scholarships and Awards Subcommittee
- c. Learning & Quality Committee
- d. Academic Board

3. Accountabilities

3.1 Responsible Officer

- a. **Chief Academic Officer:** overall responsibility for this policy and procedure

3.2 Contact Officer

- a. **Quality & Compliance Officer:** responsible for notifying Tertiary Education Quality Standards Agency (TEQSA) of new, amended or terminated arrangements as required.
- b. **Chief Academic Officer or nominee:** responsible for facilitating coordination and communication between AIM and the third party provider.

4. Supporting Information

4.1 Supporting Documents

- *Student Code of Conduct*
- *Staff Code of Conduct*
- *Risk Management Policy*

4.2 Related Documents

- *Admissions Policy and Procedure*
- *Assessment Policy and Procedure*
- *Course Policy & procedure*

4.3 Superseded Documents

Nil

5. Definitions and Acronyms

Term/Acronym	Definition
AIM referred to as the ‘Institute’	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C
Academic	Learning, teaching, assessment and research related matters including (but not limited to) eligibility for entry to a program of study, course design and delivery, student participation and attainment, attrition, retention, progression, completion, grade distribution, curriculum content and awards in a course of study.
Domestic student	A student who is an Australian citizen, a New Zealand citizen, or a holder of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).

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International student	A student who is not a domestic student, and who may hold a student visa and is protected by the ESOS legislative framework.
Prospective Student	Any person seeking to enrol in the Institute.
Senior Academic	<ul style="list-style-type: none"> • Chief Academic Officer • Head of Learning & Teaching • Associate Head of Learning & Teaching
Staff	Any person currently employed by the Institute.
Student	Any personal currently enrolled by the Institute.
Third Party Arrangement	An arrangement is made by one or more other parties (in Australia or overseas) to deliver some of all of a higher education course as agreed.

6. Revision History

Version	Date Approved by Board of Directors	Review History	Next Review Date
1.0	21 February 2024	New Policy	February 2027