

PARTNERSHIP ARRANGEMENTS POLICY

1. PURPOSE

- 1.1 International Child Care College Pty Ltd (**ICCC**) is committed to fostering supportive and strong working relationships with our contracted partnerships, including the individuals who represent them. This Policy outlines the obligations and responsibilities of each party as per the terms of the partnership arrangement.

2. SCOPE

- 2.1 In this Policy, “**Company**” or “**ICCC**” refers to International Child Care College Pty Ltd.
- 2.2 This Policy applies to existing partnership arrangements between ICCC and another organisation, such as another Registered Training Organisation (**RTO**) or a Children’s Service provider.

3. DEFINITIONS

- 3.1 A **partnership arrangement** exists where an organisation is contractually engaged to deliver training and/or assessment services on behalf of ICCC.
- 3.2 The Australian Skills Quality Authority (**ASQA**) is the National VET Regulator (**NVR**) www.asqa.gov.au.

4. WRITTEN AGREEMENT

- 4.1 Partnership arrangements are overseen by an agreement that outlines the roles and responsibilities of each party, in accordance with the requirements set out in the Standards for NVR Registered Training Organisations.
- 4.2 The written agreement includes arrangements for (this list is not exhaustive):
- Developing, monitoring, and reviewing training and assessment strategies;
 - Providing information to students regarding the partnership arrangement;
 - Issuing qualifications and statements of attainment;
 - Approving, implementing, and monitoring the marketing materials; and
 - Monitoring the compliance of the arrangement.

Informing the National VET Regulator

- 4.3 When entering into or concluding a partnership arrangement, ICCC is under obligation to formally notify the National VET Regulator either as commenced or concluded. This notification is to be submitted on behalf of the CEO.

5. PARTNERSHIP REPRESENTATIVES

Managerial Representative

- 5.1 Each partnership must supply the name and contact details for at minimum, one managerial representative for the partnering organisation.
- 5.2 ICCC will work directly with the managerial representative on:
- Training and Assessment strategies;

- Pre-enrolment, enrolment, and finalisation information;
- Financial arrangements; and
- Performance monitoring outcomes.

Lead Trainer Representative

- 5.3 Employees engaged to deliver training and or/assessment services under a partnership arrangement between ICCC and their employer are referred to as **Partner Trainers and Assessors**.
- 5.4 Each partner must nominate one Trainer and Assessor to be the lead contact point for ICCC.

Meetings and Communication Expectations

- 5.5 ICCC Training managers will work closely with the lead contacts to ensure an adequate level of training support and communication is provided. This includes providing regular newsletters and hosting monthly partnership meetings to provide training direction and updates.
- 5.6 Partner Trainers and Assessors may contact appropriate ICCC representatives at any time, with the expectation to receive a response within 72 hours or an otherwise reasonable timeframe.
- 5.7 The nominated contacts for the partnership will be required to:
- Lead interactions with ICCC and attend the monthly partnership meetings;
 - Communicate issues, concerns, or areas of misunderstanding, or risk; and
 - Maintain reasonable levels of communication regarding the training and assessment of and progress of their students.
- 5.8 It is the responsibility of the partnership representatives to communicate relevant responses or updates to their organisation and training team.

Onboarding

- 5.9 ICCC will support the onboarding of the partnership and any representatives as required. This may include meeting with the Trainers, answering any queries, and demonstrating internal processes, such as the use of the Portal.
- 5.10 Onboarding documentation provided to the partners will include:
- Induction documents, including ICCC's Partner Trainer Handbook; and
 - Relevant ICCC policies and procedures as required, including this Policy, and ICCC's Professional Development Policy.

6. MARKETING MATERIALS

- 6.1 Marketing material used by partnering organisations must be reviewed and approved by ICCC. This includes items such as course brochures and advertisements.
- 6.2 In all marketing materials and activities, it must be abundantly clear to prospective students and stakeholders that there is an existing partnership arrangement between ICCC and the partnering organisation. Students must be aware of this information prior to enrolment.
- 6.3 Partnering organisations must incorporate appropriate use of all required logos in marketing materials.

7. MONITORING AND RECORDS MANAGEMENT

- 7.1 ICCC monitors partnership arrangements to ensure that both parties are meeting their agreement obligations, and that the services provided on behalf of ICCC comply with the Standards for NVR Registered Training Organisations.
- 7.2 ICCC may use a combination of activities to monitor the arrangement, such as:
- Monthly partnership meetings;
 - Site visits and observing Partner Trainer interactions with students;
 - Workplace Supervisor and student feedback; and
 - Moderation and professional development activities.
- 7.3 All monitoring activities are documented for compliance and continuous improvement purposes.

Records Management

- 7.4 ICCC will collect and retain all records of training and assessment delivered on behalf of the College by partnering organisations. Such records include completed assessment materials, student administrative records, and a copy of the issued certificate.
- 7.5 Partnering organisations may retain or request a copy of relevant student records as required.

8. PARTNERING ARRANGEMENTS WITH FIRST AID TRAINING PROVIDERS

- 8.1 ICCC partners with numerous RTOs to facilitate the delivery and assessment of the First Aid-related unit within the Early Childhood Education and Care training package. Under these arrangements, the partnered RTO must retain copies of:
- Student completed assessment activities and training outcomes;
 - Trainer and Assessor profiles including equivalency and professional development records; and
 - Validation of training and assessment material records.
- 8.2 Such documents including evidence of student competence may be requested at any stage by ICCC.

9. CONDUCT AND PERFORMANCE EXPECTATIONS

- 9.1 ICCC may change training and assessment practices and processes from time to time, upon review, receiving feedback, and to support the objective of continuous improvement.
- 9.2 Upon communication of changes or updates to processes, such as Portal changes, or changes to student management processes; it is the expectation that partnering organisations will implement such changes at the direction of ICCC.
- 9.3 Partnership representatives are encouraged to share constructive feedback and communicate reasonable concerns where appropriate.

Professional Development

- 9.4 Professional development expectations are outlined in ICCC's Professional Development Policy.

Appropriate Conduct

- 9.5 Any individual or party at the terms of a partnership arrangement is expected to demonstrate and uphold appropriate workplace behaviour and conduct at all times. Partnership representatives may refer to ICCC's staff Code of Conduct for further information.

10. COMPLIANCE

10.1 Any breach of this Policy or failure to meet ICCC standards may result in the termination of a partnership arrangement.

11. REVISION HISTORY

Rev	Date	Revision Description	Name
v1	-	Initial Policy and versions	KC
v2	26.09.2023	Revised formatting and contents	KC/HR