

Third Party Arrangements

Requesting approval of a third party arrangement for training delivery

The VET Student Loan program limits third party delivery to providers that are either approved course providers or accredited by TEQSA, the national regulator of the higher education sector. This ensures students have access to quality training delivered by training providers that are comparable (in quality) to their primary course provider. This ensures a high level of quality assurance and regulatory oversight of training for students.

Individual subcontractors delivering parts of a course that cannot otherwise be delivered by the provider may be approved on a case by case basis.

Under section 15 of the [VET Student Loans Act 2016](#), approved courses must be delivered by:

- VET Student Loans (VSL) approved course providers
- a person or body registered by TEQSA
- persons or bodies specifically approved by the Secretary (or delegate of the Secretary) under the Act.

This guide outlines the process to submit a request to the delegate of the Secretary for approval under section 15(1)(c) of the Act.

When can I submit my request?

You can submit a request at any time throughout the year.

Who can make a request?

Requests must be submitted by a person who has been nominated by the provider in HITS as a contact.

How do I submit a request?

If you wish to request approval of a VSL third party training delivery arrangement, email VSLprogramintegrity@dewr.gov.au to obtain a third party arrangement request form. After preparing your request, please return the form, with the required supporting evidence, to VSLprogramintegrity@dewr.gov.au.

What evidence should be submitted in support of your request?

You must submit verifiable evidence of the skills, qualifications and relevant experience of the third party (for example a company, an association, a partnership or an individual). You must also include a complete copy of the agreement between your organisation and the third party.

Please frame your submission in a manner that addresses each of the elements of the [VET Student Loans Manual for Providers](#) - *Procedure for assessing applications for third party arrangements*.

Are there circumstances where I do not need to submit a request for approval of a VSL third party arrangement for training delivery?

Yes, if the third party you decide to use meets the requirements of section 15 of the Act. Under the Act, the approval of the delegate of the Secretary is not required if the third party is either a VSL approved course provider itself or a TEQSA approved higher education provider. In such instances, the legal entity name of the new third party must be added to the 'third party' field in HITS, alerting the department to your new third party training delivery arrangement.

Note: Consistent with the definition of 'third party' set out in the Standards for Registered Training Organisations (RTOs) 2015, an individual in an employment arrangement with the relevant VSL approved course provider is not considered a third party for the purposes of section 15 of the Act. However, that an individual engaged as an independent contractor is a third party for the purposes of section 15.

VSL providers are reminded that section 15 only covers the delivery of training. Other related functions, such as the enrolment of students, are captured by section 49 of the Act – the prohibition on brokers and agents.

How long will it take to process my request?

You can expect to be notified of the outcome within three weeks after receipt of your request.

Where can I find further information?

You can refer to the [VET Student Loans Manual for Providers](#) - Procedure for assessing applications for third party arrangements or use the VET Student Loans [online enquiry form](#) to submit a question.