

POLICY C2.2

THIRD-PARTY

1.0 INTRODUCTION

1.1 Context

The AIM Business School (ABS) is a nationally accredited higher education provider and training institute offering qualifications ranging from Graduate Certificates to a Master of Business Administration. ABS aims to provide courses which are of high standard to facilitate students to achieve graduate qualities that equip them for their chosen careers. ABS also partners with Third-Party Partners (TPP)s to deliver courses under Third Party Agreements (TPA).

1.2 Purpose

This policy outlines the principles under which ABS develops, executes agreements with, monitors and manages Third Party Partners (TPP) in the provision of its courses.

1.3 Scope

This policy and its procedure apply to ABS staff and staff of the TPP providing educational services under a TPA with ABS. It applies to all TPPs and to any courseware licensing agreement where ABS courseware is provided under license to a third-party.

1.4 Scope Exceptions

None.

2.0 RESPONSIBILITIES

1. ABS staff and staff of the TPP are responsible to comply with this policy and its procedure.
2. Responsibilities for actioning procedures under this policy are provided in the Third-Party Procedure.

3.0 POLICY

3.1 Principles

1. ABS is committed to the provision of high-quality teaching and learning, irrespective of where, and with whom, its courses are provided.
2. ABS develops partnerships with TPP that:
 - a. are mutually beneficial and support the corporate strategies of both ABS and the TPP;
 - b. give priority to quality, academic rigour, student experience and student safety; and
 - c. ensure the Higher Education Standards Framework and all relevant other legislation are reflected and maintained in the provision of courses to students.
3. ABS will regularly monitor and ensure the TPP is held accountable for its responsibilities under ABS policies, the Higher Education Standards Framework, other relevant legislation, the Third-Party Agreement and the Framework for the Management of Third-Party Course Delivery Arrangements (the Framework).
4. ABS is responsible for compliance with the relevant legislation and standards for all of its TPPs in relation to the courses that are being delivered on its behalf.
5. All TPP are subject to thorough due diligence and risk assessment before the development of an agreement between ABS and the third party.
6. All TPP are formalised through a Third-Party Agreement which is executed under the supervision of an external legal counsel.
7. Third-Party Agreements are extensively reviewed, including due diligence and risk assessment, in line with the terms of the contract of the TPA or as required.
8. Third-Party Agreements include an exit clause which provides strategies which allow ABS to meet its obligations to students should it, or the TPP, decide to exit the third-party relationship.
9. ABS will ensure records relating to third party partners are maintained and in the event of a Termination of the agreement, that all relevant records are transferred to ABS.

4.0 DEFINITIONS

- **Third-Party** - an organisation, other than ABS, providing education services to students on behalf of ABS, such as delivering an ABS unit or course.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- [Australian Qualifications Framework](#)
- Course and Unit Lifecycle Policy and Procedure
- Delegation of Authority Policy
- Framework for the Management of Third-Party Course Delivery Arrangements
- [Higher Education Standards Framework 2021](#)
- Third-Party Procedure

6.0 POLICY OWNERSHIP

Policy Owner	Executive Director, ABS
Status	Reviewed on May 2024
Approval Authority	ABS Academic Board
Date of Approval	25 June 2024
Effective Date	2 July 2024
Implementation Owner	Executive Director, ABS
Maintenance Owner	Head of Compliance
Review Due	May 2027
Content Enquiries	Professor Sabina Cerimagic - Executive Director, ABS Email: sabina.cerimagic@aimbusinessschool.edu.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
C2.0	22 June 2021	Academic Board	New Policy
C2.1	10 March 2023	Head of Compliance	Minor Administrative Change: Update of staffing titles
C2.2	25 June 2024	Executive Director	Reference to responsibilities for monitoring and setting annual audit schedule.