

## POLICY C2.3

### THIRD-PARTY

#### 1.0 INTRODUCTION

##### 1.1 Context

The Australasian College of Health and Wellness (ACHW) is a nationally accredited higher education provider offering qualifications ranging from Undergraduate Certificates to Bachelor's degrees. ACHW aims to provide courses which are of high standard to facilitate students to achieve graduate qualities that equip them for their chosen careers. ACHW delivers education through an online delivery model with practicum components delivered in purpose-built clinics under Room Hire agreements. ACHW 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 ACHW 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 ACHW staff and staff of the TPP providing educational services under a TPA with ACHW. It applies to all TPP's and to any courseware licensing agreement where ACHW courseware is provided under license to a third-party.

##### 1.4 Scope Exceptions

None.

#### 2.0 RESPONSIBILITIES

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

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## 3.0 POLICY

### 3.1 Principles

1. ACHW is committed to the provision of high-quality teaching and learning, irrespective of where, and with whom, its courses are provided.
2. ACHW develops partnerships with TPP that:
  - a. are mutually beneficial and support the corporate strategies of both ACHW and the TPP; and
  - 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. ACHW will regularly monitor and ensure the TPP is held accountable for its responsibilities under ACHW 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 ACHW 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 ACHW 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 ACHW, providing education services to students on behalf of ACHW, such as delivering an ACHW 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	Chief Education Officer Higher Education
Status	Reviewed on September 2025
Approval Authority	ACHW Academic Board
Date of Approval	11/09/2025
Effective Date	15/09/2025
Implementation Owner	Head of School, ACHW
Maintenance Owner	Senior Compliance Manager Higher Education
Review Due	December 2027

## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
C2.0	1 June 2021	Academic Board	New Policy
C2.1	25 June 2024	Executive Director	Reference to record keeping and responsibility for compliance of TPPs
C2.2	13 January 2025	Executive Director	Changes to staffing
C2.3	11 September 2025	Senior Compliance Manager Higher Education	Minor administrative changes <ul style="list-style-type: none"> <li>• Update to staff titles</li> <li>• Template slightly revised following benchmarking</li> </ul>