

PURPOSE

This policy is based on ensuring that Life International Trainings' partners are aware of and fulfil their obligations as they relate to the ongoing compliance with the *Standards for Registered Training Organisations 2015*.

SCOPE

The objective of this policy is to ensure that Life International Trainings' partners are aware of their obligations to ensure the quality of training and assessment delivered is of the highest standard and that clients and students are provided with accurate information, quality training and appropriate support services.

PROCEDURE

APPLYING TO BE A PROVIDER

A person or organisation wishing to become a partner with Life International Training must undertake an application process which involves –

- Providing all relevant details about the organisation
- Providing all required information about the trainers they wish to have approved using the *Instructor Accreditation Form*
- Providing evidence that they have the required human and physical resources to meet the requirements of our *Training and Assessment Strategies* for the units of competency/courses they wish to deliver
- Signing our *Partnership Agreement*

OBLIGATIONS OF PARTNERS

Partners are required to adhere to all requirements of the *Partnership Agreement*. This includes but is not limited to –

- Adhering to all policies and procedures
- Ensuring the ongoing professional development of trainers
- Ensuring marketing is conducted with honesty and integrity
- Involvement in the review of training and assessment and providing input for the ongoing improvement of services
- Participation in annual auditing of training and assessment services

Specific details of these obligations are found in the Partnership Agreement and in our policies and procedures. Whilst a policy or procedure may not specifically state obligations of a partner, generally all obligations are applicable.

NOTIFYING THE REGULATOR

Life International Training will notify the regulator:

- of any written agreement entered into under the Standards for RTO's, clause 2.3 for the delivery of services on its behalf within 30 calendar days of that agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first, and
- within 30 calendar days of the agreement coming to an end under the Standards for RTO's, clause 8.3