

Institution	Universal Higher Education (UHE)
Policy name	Third Party Policy
Policy Governance	Board of Directors

## THIRD PARTY POLICY

### 1. Purpose

This policy provides the guidelines for the delivery of Universal Higher Education (UHE) services by third party providers, in Australia and other countries.

This policy aims to ensure that all aspects of third party provision are compliant with UHE's obligations as a registered higher education provider under the Higher Education Standards Framework (Threshold Standards), and are consistent with UHE's Quality Assurance and Enhancement Framework.

### 2. Definitions

A third-party provider is a legally established entity separate from UHE with which UHE has a legally binding agreement for the purpose of providing services on behalf of UHE.

Services may include but are not limited to unit and/or course delivery, student learning and personal support services, and arrangement and management of work-integrated learning placement for students.

### 3. Third-Party Agreement

UHE will enter a third-party agreement with each third-party provider prior to the commencement of service delivery.

UHE will undertake due diligence prior to entering into third-party agreements and will identify, manage and monitor risks associated with its third-party agreements.

The engagement of a third-party provider must be approved by the Board of Directors.

UHE will maintain a database of the details of its third-party agreements and will appropriately resource the management and monitoring of its third-party agreements.

Third party agreements will provide for exit strategies that enable UHE to meet its obligations to students.

#### **4. Due Diligence**

Potential partners for the delivery of UHE services will be identified by UHE's senior leadership team.

The Executive Manager, UHE is responsible for conducting a due diligence on the risks and financial viability of the proposed third-party arrangement, considering a range of factors about the potential partners, including but not limited to:

- ability to successfully deliver the proposed responsibilities;
- track-record in the provision of services, including regulatory status and history if the services are related to course delivery;
- ownership and governance structures;
- financial strength and viability;
- track record of probity.

The findings of the due diligence process will be submitted to Academic Board, for partners providing academic and student support, and Board of Directors, for partners providing professional services. For third-party partners providing academic and student support, Academic Board will need to submit recommendations to the Board of Directors for final approval prior to engagement.

#### **5. Quality Assurance**

UHE is responsible for all aspects of course delivery and support by a third-party provider, including:

- quality and academic standard of course content, teaching, learning and assessment;
- qualifications of teaching staff;
- course and unit learning outcomes are achieved; and
- ensuring and demonstrating compliance with the Higher Education Standards Framework.

UHE will monitor academic standards and the quality of unit and course delivery by third party providers through:

- Academic Board;
- UHE's Quality Assurance and Enhancement Policy; and
- UHE policies and procedures.

UHE will review each third-party agreement and evaluate their performance in line with the Higher Education Standards Frameworks requirements at least once every five years. The Academic Board and Board of Directors may approve the conduct of a review at a time other than a scheduled review.

## **6. Changes to Third-Party Arrangements**

Any changes to a third-party agreement that may impact on the delivery of an academic unit or course must be communicated to all students enrolled in the affected program.

UHE will have a contingency plan in place to support enrolled students to complete their course of study, to be implemented should the third-party agreement cease.

## **7. Related Policies and Procedures**

- Quality Assurance and Enhancement Policy