For all relevant RTO staff

**Purpose**

- To provide information and clarification about the subcontracting of training and assessment under 2013 Service Agreements (the Agreements).

**Background**

- RTOs may subcontract government subsidised training and assessment in specified circumstances, according to conditions specified in Clause 5 of the relevant 2013 Service Agreements.

**Main Points**

- A Fact Sheet (Attachment 1) has been prepared to assist RTOs in interpreting and complying with the conditions relating to subcontracting of training and assessment under the Agreements.

- An RTO may only subcontract training and assessment to another RTO where both the principal RTO and the subcontracting RTO:
  - are currently contracted under a 2013 Service Agreement; AND
  - have the relevant Approved Funded Scope; AND
  - are on the RPL Approved Provider List (if the subcontracting arrangement includes the provision of recognition of prior learning).

- The Department, in its absolute discretion, may approve a written request for an exception to be made in relation to the requirement that the subcontracting RTO must hold a 2013 Service Agreement. Exceptions will not be made to the requirement that both parties must be on the RPL Approved Provider List in order to deliver RPL. The attached fact sheet provides information on the appropriate process for requests.

- RTOs are reminded that they must promptly notify the Department via SVTS if the RTO enters into an arrangement for Brokering Services.

- RTOs entering into subcontracting arrangements are responsible for ensuring that all subcontracting conditions and requirements under the 2013 Service Agreement and associated documents are complied with. The Department is not liable for RTO subcontracting arrangements and will not become involved in the internal administration of these arrangements.

**Actions Required:**

- RTOs should note the information provided in this SAN and the attached Fact Sheet.

- All enquiries concerning this Service Agreement Notification should be lodged on SVTS under the category ‘Subcontracting Arrangements’.

**Critical Dates**

- This SAN is effective immediately.

**Attachments / Relevant Resources**

- Fact Sheet – 2013 Subcontracting of Training and Assessment

Lee Watts  
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