



THIRD PARTY / PARTNERING AGREEMENT

2027

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Key details and execution page

Authorisation & acknowledgements

I am authorised by the school named below to execute this Agreement. I acknowledge SAVILE remains responsible for compliance and issuance of AQF certification.

School Name	
School Address	
Nominated School Contact and role	
Email	
Phone	

By signing, the school agrees to the following key requirements:

- Release of staff: each approved teacher/trainer/assessor will be provided a minimum of two (2) full days of SAVILE - directed professional development per school year.
- Validation of Tools/Validation Judgements: at least one teacher/trainer/assessor (or nominated contact) will participate in SAVILE validation tools/validation judgement activities each year.
- Monitoring: the school agrees to SAVILE's risk-based monitoring program (announced or unannounced) and will provide access to premises, staff, learners and records as requested.
- Approved delivery only: only SAVILE-approved personnel/materials are used; no unapproved changes to the TAS, schedule, assessment tools or conditions.

Conditions precedent (agreement takes effect when all are checked)

- Approved Training & Assessment Strategy (TAS) for each qualification to be delivered has been issued by SAVILE.
- Facilities & Equipment Checklist for each qualification has been completed by the school and approved by SAVILE.
- Compliant Staff Profiles for each teacher/trainer/assessor (credentials, unit-level vocational competency, currency/PD logs, WWCC/VIT) have been approved by SAVILE and recorded.

Execution

Signed for and on behalf of the school

- Name: _____
- Position/Title: _____
- Signature: _____
- Date: _____

Signed for and on behalf of SAVILE Learning (RTO 45452)

- Name: Joshua Miller (Chief Executive Officer)
- Signature: _____
- Date: _____

Agreement context and purpose

Oxford Training Academy Pty Ltd trading as SAVILE Learning (will hereafter be referred to as 'The RTO') is a Registered Training Organisation authorised to deliver and assess nationally recognised training to secondary school students in Victoria (VET Delivered to Secondary Students, VETDSS).

Under an auspicing (third-party) arrangement, a school (will hereafter be referred to within this document as 'the school') engages the RTO to authorise specified training and/or assessment to be delivered to the school's students. The RTO remains responsible and accountable for compliance with the Standards for Registered Training Organisations (RTOs) 2025 and any applicable Victorian requirements, and for the quality and integrity of all outcomes, including the issuance of AQF certification.

This Agreement sets out the terms, roles and responsibilities by which the parties will work together so that every student enrolled with the RTO receives a high-quality teaching and learning experience that meets all regulatory, safety and quality expectations.

By selecting the RTO as its auspice partner, the school commits to the following principles:

1. Delivery to the approved plan — implement the RTO-approved Training and Assessment Strategy (TAS) and any endorsed assessment tools.
2. Qualified personnel — engage appropriately qualified teachers/trainers and assessors, or staff working under direction in accordance with the RTO's credential and supervision requirements.
3. Fit-for-purpose resources — provide and maintain the facilities, equipment and learning resources necessary to deliver the program safely and effectively.
4. Student support and welfare — provide appropriate pastoral care and learning support to maximise each student's opportunity to successfully complete their nationally recognised qualification or units.

This Agreement also sets out the fees and charges applicable to services delivered under auspice or, where agreed, services delivered directly by the RTO to students enrolled by the school.

This Agreement takes effect only when executed by both parties and any stated conditions precedent are satisfied. No services may commence until that time.

Once effective, this document records the parties' mutual obligations for the successful delivery and assessment of VET programs to secondary school students

What is a third-party (auspicing) arrangement?

A third party is any person or organisation that delivers services on behalf of the RTO. In the school context, this includes the delivery of training, assessment, related educational and learner support, and/or activities connected to recruiting prospective learners for RTO programs.

It does not include general services that are unrelated to regulated VET delivery—such as standalone counselling/mediation services or generic ICT support.

Examples of educational and learner support services

- Pre-enrolment information and course advice.
- Study support and study-skills programs.
- Language, literacy and numeracy (LLND) assessment, support, or referrals.
- Resources or reasonable adjustments that improve access for learners with disability and other learners.
- Access to learning resource centres.
- Flexible scheduling and delivery arrangements.
- Learning materials in alternative formats (e.g. large print).
- Contextualised learning and assessment suited to workplace requirements.
- Any other reasonable support the RTO deems necessary for learners to achieve competency.

Your School's status under this Agreement

By entering this Agreement, the School is the Third Party. The school must comply with all third-party obligations set out in this Agreement and the Standards for RTOs (2025). The RTO always remains responsible and accountable for quality and compliance.

Compliance (summary):

- A signed written agreement must be in place before any services begin.
- The RTO retains full responsibility for compliance and quality, including issuing AQF certification.
- The school must cooperate with the regulator when requested and allow access to premises, staff, students, and records.
- The school must not use the NRT logo, misrepresent itself as the RTO, issue certificates, or market RTO courses without written RTO approval.
- The RTO will notify ASQA of this third-party arrangement (and its cessation) in line with the required timeframe of 30 days.
- The RTO may monitor and audit delivery, including unannounced visits and sampling of assessment evidence.

Qualifications included in this Partnering Agreement

Qualifications offered under Oxford Training Academy Pty Ltd (RTO 45452) trading as SAVILE Learning include:

- CHC22015 Certificate II in Community Services
- CHC32015 Certificate III in Community Services
- SIS20321 Certificate II in Sport Coaching
- SIS20122 Certificate II in Sport and Recreation
- SIS30122 Certificate III in Sport, Aquatics and Recreation
- SISSS00118 Sports Trainer Level 1

Note: The RTO's scope is reviewed periodically. For the most current list of qualifications and units, please refer to the RTO's entry on training.gov.au (RTO 45452) and select "Scope":

<https://training.gov.au/Organisation/Details/45452>

Training and Assessment Strategy (TAS)

Before any students are enrolled, the school will be provided with an RTO-approved Training and Assessment Strategy (TAS) for each qualification it intends to offer. Delivery and assessment must not commence until the applicable TAS has been issued and adopted.

The TAS is designed to satisfy the Standards for RTOs (2025) including the outcomes for quality training and assessment and the associated compliance requirements and is the reference point for how each program will be delivered, assessed, monitored and continuously improved.

Further guidance on implementing, monitoring and evaluating training and assessment strategies and practices is available from ASQA (www.asqa.gov.au).

Each TAS will document, in a form approved by the RTO:

- **Qualification overview** – code/title, release, packaging rules, pathways, and any VETDSS considerations.
- **Units of competency** – core and elective selections, rationale for electives, and mapping to packaging rules.
- **Target cohort and entry** – the intended learner group (school students), entry/prerequisites, LLND needs, pre-training review arrangements, and any specific access or safety requirements.
- **Delivery design** – modes (on-campus/online/blended), timetable and term schedule, learning sequence, Amount of Training (AoT) and Volume of Learning (VoL) appropriate to the cohort.
- **Assessment system** – assessment methods and conditions per unit, tools and instruments to be used, reasonable adjustment, academic integrity expectations, and validation tools/validation judgement arrangements (including sampling plan and frequency).
- **Trainers/assessors** – required credentials under the 2025 Credential Policy, vocational competency and industry currency expectations, and any under-direction arrangements for schoolteachers (including oversight method and frequency).
- **Resources and facilities** – facilities, equipment, software and learning resources at unit level, including any gaps, controls and responsibilities.

- **Workplace learning** – Structured Workplace Learning/placements (if applicable), supervision, assessment in the workplace and verification procedures.
- **Support and welfare** – LLND support, additional learning support, accessibility/adjustments, and how student welfare and child safety requirements are met in the school context.
- **Monitoring & improvement** – how delivery and assessment will be monitored (including class observation, assessment audits and feedback), how issues will be corrected, and how the TAS will be reviewed and updated.
- **Records & reporting** – evidence retention (including 2-year assessment evidence retention for completions on/after 1 July 2025, and 30-year certification records held by the RTO), and data/reporting responsibilities.

General guidance

- **RTO ownership and approval:** SAVILE develops, approves and version-controls the TAS for each qualification delivered under an auspice arrangement. The current version must be always used.
- **Local contextualisation:** Any proposed contextualisation (e.g., timetable changes, assessment context, resources) must be submitted to and approved by the RTO in writing before implementation.
- **Consistency across sites:** Where a qualification is delivered at multiple schools, the TAS provides the baseline for consistency; site-specific annexes may outline local facilities, staffing and scheduling.
- **Evidence of implementation:** The School maintains evidence that delivery/assessment is occurring as per the TAS (e.g., timetables, class attendance records, session plans, assessment booking sheets, observation records).
- **Review:** The RTO and school will review TAS effectiveness at least annually (and after training package changes), considering student outcomes, validation findings, industry feedback and audit results.

Length of Training / Amount of Training / Volume of Learning

Amount of training (AoT) and program length

All programs are designed to meet the AQF volume of learning expectations and the relevant training package requirements, considering guidance issued by State and Territory education authorities for delivery to secondary students. The Training and Assessment Strategy (TAS) for each qualification specifies the amount of training, delivery mode(s), timetable structure and any site-specific considerations. The school must deliver the program as per the approved TAS; any compression, extension or material variation requires prior written approval from the RTO.

Timetabling and session structure

The school will implement a timetable that provides structured and paced learning, including supervised training and assessment activities sufficient for learners to achieve competency. Where public holidays, school events or exam blocks affect delivery, the school will schedule alternative sessions to maintain the approved AoT.

Attendance recording and evidence

The school must maintain accurate session attendance records for every scheduled class, capturing at minimum: date, period, trainer/teacher, and each student's status (present/absent/late/left early) with reasons where known. Records must be readily available to the RTO on request for monitoring, validation judgement and audit purposes.

Managing absences and make-up learning

If a student misses a scheduled class, the school will:

- Arrange make-up learning and/or assessment consistent with the TAS (e.g., supervised catch-up classes, rescheduled assessment, learning tasks to be completed in study time or self-directed learning). The school will retain evidence of make-up arrangements and completion when completed on school premises (e.g., attendance rolls).

Insufficient participation

Where attendance or participation is insufficient to satisfy the AoT or assessment conditions, the RTO may require additional training sessions or defer recording outcomes until sufficient valid evidence of competency is obtained. Competency is not awarded on hours alone, but scheduled hours must be sufficient and evidenced for learners to meet the required standards.

Teacher/trainer/assessor requirements

Pre-approval requirement

Before any training or assessment commences, the school must submit evidence for each proposed teacher/trainer/assessor to the RTO for approval. Evidence must demonstrate compliance with the Standards for RTOs (2025), including the Credential Policy. The RTO will verify and authenticate the evidence and confirm approval in writing prior to allocation to classes or assessment activities.

What must be submitted by the trainer:

1. Training & assessment credentials
 - Current qualification that satisfies the 2025 Credential Policy for trainers/assessors.
 - or, where not held, operation under direction (see policy).
2. Vocational competency relevant to every unit to be delivered/assessed (at least to the level being delivered).
3. Current industry skills (currency) appropriate to the industry/units.
4. VET PD — recent professional development in competency-based training/assessment.
5. Clearances — Working with Children Check, VIT registration or Permission to Teach.

How vocational competency is demonstrated:

- Holding the exact unit(s) being delivered/assessed; or
- Demonstrating equivalence through a unit-by-unit mapping of the training package requirements to the person's recent work experience, tasks, responsibilities and/or other accredited/non-accredited training.
 - The mapping must reference each element, performance criteria, knowledge and performance evidence requirement and show where/how the person meets it.
 - Evidence may include position descriptions, portfolios/work samples, supervisor attestations, licences/tickets, statements of attainment, or higher-level qualifications.

Industry currency:

Currency must be recent and relevant to the units being delivered/assessed (e.g., structured workplace engagement, vendor updates, shadowing, industry projects, advisory roles). The school keeps a currency log; the RTO confirms sufficiency during approval and monitoring.

Operating “under direction” (when a teacher doesn’t hold the required TAE):

Where a proposed teacher/trainer/assessor does not yet meet the trainer/assessor credential requirements, they may deliver and/or contribute to assessment only under direction of an RTO-approved trainer/assessor. No person operating under direction may independently determine competency or vary assessment tools/conditions.

Time limit on working towards a credential: Where a person is operating under direction because they are actively working towards TAE40122 Certificate IV in Training and Assessment or TAE50122 Diploma of Vocational Education and Training (rather than already holding an approved Pathway 2 credential), the school must provide evidence that the person is enrolled and has commenced the relevant qualification, and must confirm at each PD/currency review that the person is making satisfactory progress toward completion. This arrangement is time-limited to two (2) years from the date the person commenced the qualification, consistent with the RTO's Credential Policy. Where the credential is not completed within this period, the person may not continue to deliver or contribute to assessment until it is obtained, unless SAVILE agrees an extension in writing based on documented mitigating circumstances. This time limit does not apply to a person approved under Pathway 2 (school teaching qualification plus Assessor Skill Set), which is a standing credential.

Authentication and verification:

- Evidence must be clear, current and certified (or originals sighted by the RTO).
- The RTO will verify credentials with issuing bodies where appropriate and keep a personnel approval file for audit.
- Any change in status (expiry of WWCC, change of role, new units, new site) must be notified to the RTO within 10 business days and re-approved before continuing delivery.

Ongoing obligations:

- Each approved individual must complete at least two (2) days per school year of PD related to delivery/assessment and/or industry currency, with evidence retained.
- The school's participation in the RTO's validation tools/validation judgement and monitoring activities is mandatory.

- Failure to maintain credentials, currency, clearances or required evidence is grounds for the RTO to suspend or withdraw approval immediately.

RTO approval outcome:

The RTO will confirm approval (or conditions) in writing and list each person and their approved units in their Trainers Matrix. Only approved personnel may deliver or assess training under this Agreement.

Specific requirements

Pre-approval requirement

No training or assessment may commence until SAVILE has approved in writing everyone proposed by the school. The school must provide verifiable, authentic evidence for each person. SAVILE will authenticate evidence before confirming approval and will list approvals through a completed Trainer Matrix.

A. Credential requirements (meet one of the pathways below)

Pathway 1 – Full trainer/assessor credential (preferred):

Evidence that the person holds a qualification that satisfies the 2025 Credential Policy for trainers/assessors, for example (including but not limited to):

- TAE40122 Certificate IV in Training and Assessment; or
- TAE40116 Certificate IV in Training and Assessment; or
- TAE40110 Certificate IV in Training and Assessment *with any additional units/conditions required by the Credential Policy/transition arrangements*; or
- A higher-level relevant VET teaching/assessment qualification recognised as meeting the Credential Policy.

Pathway 2 – School teacher + assessor skill set (secondary setting):

- TAESS00019 (Assessor Skill Set) or TAESS00024 (VET Delivered to School Students Teacher Enhancement Skill Set); and
- An approved secondary teaching qualification; and
- Compliance with any additional conditions set by the Credential Policy and this Agreement (e.g., co-assessment/validation judgement as specified by SAVILE).

Pathway 3 – Under Direction (where full credential not yet held):

Where a proposed teacher does not yet meet the full trainer/assessor credential:

- The person may deliver and/or contribute to assessment only under direction of an RTO-approved trainer/assessor.
- SAVILE will begin to follow the working under supervision policy and procedure which will specify the directing person and credentials; scope permitted; oversight method/frequency; sampling/second marking; and who endorses final competency decisions (an RTO-approved assessor).

Note: No person operating under direction may independently determine competency, vary assessment tools/conditions, or issue results.

- Where the person is working towards TAE40122/TAE50122 (rather than holding a Pathway 2 credential), the school must supply evidence of enrolment and commencement, and this pathway is capped at two (2) years from commencement, per the RTO's Credential Policy. SAVILE will track progress at each PD/currency review and may withdraw approval to continue delivering under direction if satisfactory progress is not evidenced.

B. Vocational competency (unit by unit)

The person must hold vocational competencies at least to the level being delivered/assessed for each unit/cluster, demonstrated by either:

- Holding the exact unit(s); or
- A unit-level equivalence mapping to recent, relevant industry experience and/or other training that clearly addresses elements, performance criteria, knowledge evidence, and performance evidence.

C. Current industry skills (currency)

Provide evidence of recent, relevant industry engagement aligned to units delivered (e.g., practice/workplace projects, vendor updates, shadowing, advisory roles). Maintain a currency log; SAVILE confirms sufficiency at approval and during monitoring.

D. VET training/assessment currency

Provide evidence of recent PD in competency-based training and assessment (e.g., validation participation, assessment PD, TAS updates). Minimum expectation: ≥ 2 days per school year, recorded and retained.

E. Induction and clearances

- Complete SAVILE induction (policies, assessment system, child safety, academic integrity, reasonable adjustment).
- Hold a current Working with Children Check and, where applicable for delivery on school premises, VIT registration or Permission to Teach, and comply with the school's code of conduct.

Evidence standards and verification

- Provide certified copies or originals for sighting; where appropriate, SAVILE will verify with issuing bodies and retain evidence in a personnel approval file.
- Evidence must be current, legible, and linked to units to be delivered/assessed.
- Any change (credential expiry/upgrade, role, units, site, WWCC/VIT status) must be notified within 10 business days; continued delivery is not permitted until SAVILE re-approves in writing.

Ongoing obligations

- Participate in validation tools/validation judgement and monitoring (including class observation and assessment audits).
- Maintain required currency and PD each year and keep records available for audit.
- Failure to maintain credentials, currency, clearances, induction, or evidence may result in suspension or withdrawal of approval.

- For persons on the working-towards-TAE pathway: provide SAVILE with evidence of enrolment status and progress annually, or on request, to confirm the two-year completion timeframe remains on track.

Professional development

SAVILE is committed to high-quality training, assessment and learner support. Maintaining the professional competence and industry currency of all personnel delivering or assessing on the RTO's scope is essential to that commitment.

1) Minimum requirements

a) Annual PD & currency – Each teacher/trainer/assessor approved under this Agreement must complete at least two (2) days per school year of documented professional development that is relevant to:

- competency-based training and assessment practice (VET pedagogy), and
- the industry/occupation to which the units relate (industry currency).

b) Unit coverage – For every unit delivered/assessed, the individual must either:

- hold the exact unit (or a higher-level qualification that clearly subsumes it), or
 - demonstrate equivalence through a unit-level mapping to recent, relevant industry experience/training

c) Under-direction pathway – Where a teacher does not yet meet full trainer/assessor credential requirements or does not yet hold the relevant unit:

- they may participate only under direction of an RTO-approved trainer/assessor.
- an Under-Direction Plan (issued by SAVILE) will specify scope, oversight frequency/method, second-marking or sampling, and who endorses final competency decisions (an RTO-approved assessor).
- they must not independently determine competency or vary tools/conditions until approved by SAVILE to do so.

2) Approved PD and industry engagement activities

Examples include (not exhaustive):

- Industry currency: structured workplace engagement/shadowing; vendor/technology updates; industry projects; professional association activity; advisory committees; current licences/tickets.
- VET pedagogy: assessment design and evidence rules; validation tools/validation judgement sessions; TAS implementation workshops; LLND/Accessibility and reasonable adjustment; academic integrity; child safety and duty of care in school settings.

3) Evidence and records

The school will ensure each approved individual maintains a PD & Currency Log containing, at minimum:

- activity title/description, date, hours, provider/supervisor, and link to units/skills.
- certificates/attendance records, workplace attestations, portfolios or artefacts.
- an updated Trainer/Assessor Matrix showing unit-by-unit coverage (held/equivalent/under direction) completed in conjunction with SAVILE.

SAVILE will keep a personnel approval file for audit and may verify evidence with issuing bodies.

4) Monitoring and review

- SAVILE will monitor PD and currency during site visits, desk audits and validation, and may prescribe corrective actions with timeframes.
- Annual refresh: matrices must be reviewed and updated at least annually and whenever units, delivery sites or roles change.
- Training package transition: SAVILE will notify the school of updates and will set timelines for any required PD, gap training or assessment tool changes to maintain compliance.

5) Induction

Before delivery/assessment begins, all personnel must complete SAVILE induction covering assessment system requirements, TAS implementation, validation tools/validation judgement participation, information security, child safety and school-site protocols.

6) Non-compliance

Failure to maintain required PD, currency, clearances or evidence is grounds for SAVILE to suspend or withdraw approval immediately and, where necessary, to reallocate delivery, require additional training sessions, and/or withhold results until compliance is restored.

Validation Judgement and Validation Tools

Principle and accountability

SAVILE (the RTO) is responsible and accountable for the quality and compliance of all training and assessment delivered to students enrolled with SAVILE. The school acknowledges that services are delivered as a third party and agrees to full cooperation with the RTO's quality assurance activities.

1) Monitoring framework (risk-based)

SAVILE will implement a risk-based monitoring plan for each School. Monitoring activities may be announced or unannounced and will include a combination of:

- Assessment monitoring (desk audit of samples and outcomes)
- TAS implementation checks (resources, timetable/AoT, approved personnel)
- Class observations (training and/or assessment in practice)
- Learner/employer feedback reviews
- Data integrity checks (attendance, results, competency records)

Minimum frequency (guide):

- High risk (new site/teacher, under-direction, prior non-compliance, new package/tools): each term + unannounced visit.
- Medium risk: twice per year.
- Low risk: at least annually.

SAVILE may adjust frequency based on findings, complaints, or regulator interest.

2) Assessment monitoring (sampling)

SAVILE will check both targeted high-risk and random samples to verify that assessment decisions comply with training package requirements and SAVILE's assessment system. As a guide:

- Targeted samples (100%) where: first delivery of a unit/site; teacher operating under direction; changed tools; complaints/appeals; high fail/100% pass anomalies; borderline results.
 - Random samples ($\geq 10\%$) of completed assessments per unit/term for each site.
- Sampling will consider all assessors, all units over time, and any reasonable adjustment used.

Evidence reviewed may include marked tools, model answers/benchmarking, mapping, assessor notes, authenticity declarations, and validation judgement records. SAVILE will document findings and issue feedback and follow up actions where required.

3) TAS monitoring (implementation checks)

SAVILE will verify, at intervals set in the monitoring schedule, that delivery/assessment aligns with the approved TAS, including:

- Scheduled Amount of Training (AoT) and delivery sequence/timetable
- Facilities, equipment and software in use (unit-level requirements)
- Use of approved trainers/assessors (or documented under-direction arrangements)
- Attendance capture, make-up learning processes, and result entry timeliness

4) Observation of teaching/training and assessment

All approved personnel must be available for observation when requested. Observations may be conducted by:

- A SAVILE representative; or
- A calibrated senior educator nominated by the school using SAVILE's observation tool, with SAVILE retaining the right to attend or re-observe at any time.

Observers will use criteria aligned to the unit requirements and SAVILE's pedagogy and assessment standards. Observation is mandatory where assessment/TAS monitoring indicates risk to learner outcomes.

Validation Judgement vs. Validation Tools (definitions and practice)

- Validation of tools: a pre-use review to confirm assessment tools are consistent with the training product and the requirements of the Standards that they are valid, reliable, fair and flexible before they are used with students (e.g., mapping against units of competency, expert or peer review of tools, trial application).
- Validation of judgements: a post-assessment review of a sample of completed assessments and the judgements made against them, to confirm that assessments and assessment judgements are producing consistent, defensible outcomes in line with the training product (e.g., cross-assessor comparison of marked evidence, sample re-review, consensus discussion of outcomes).

5) Validation program (pre-use and post-assessment)

SAVILE will run a pre-use review of assessment tools for each new or revised unit/cluster and a post-assessment validation program that:

- Covers each qualification on scope over a rolling cycle.
- Uses panel members with current vocational/assessment expertise (may include School staff and industry representatives).
- Documents tool improvements, systemic issues, and actions for learning resources, TAS and assessor PD.

Participation by School personnel nominated by SAVILE is required.

6) Corrective actions, timeframes and step-in rights

Where non-conformances are identified, SAVILE will issue feedback and follow up actions to the responsible person/s and due date. Standard timeframes (unless risk requires shorter):

- Minor (documentation/low-risk process): 20 business days
- Significant (implementation or repeat issue): 10 business days
- Critical (student safety/qualification integrity at risk): immediate suspension of affected delivery/assessment and step-in by SAVILE to rectify, including re-assessment or additional training if required.

7) Evidence, access and cooperation

The school must provide timely access to premises, classes, staff, learners, records and systems. The school will maintain and make available:

- Attendance records, timetables and session plans
- Assessment evidence and marking records
- Trainer/assessor approvals, PD/currency logs and under-direction plans
- Equipment/facilities checklists and maintenance logs
- Complaints/appeals and incident registers

8) Reporting and continuous improvement

SAVILE will provide written monitoring/validation reports to the school, track schools performance on feedback to closure, and feed lessons learned into resource updates, PD plans, TAS revisions and system improvements. Summary outcomes may be shared across sites to drive consistency.

Post agreement completion

SAVILE (RTO) — roles and responsibilities

Upon execution of this Agreement, SAVILE will provide, approve and/or action the following before any enrolments open or classes commence:

A. Information, systems & materials

- Learner information: current Student Information Handbook and pre-enrolment information.
- Enrolment pack: Enrolment Form and Pre-Training Review (PTR) form plus Assessor Guide for the PTR.
- Authorised documents: the approved Training and Assessment Strategy (TAS) for each qualification/site, including unit lists, AoT/VoL, delivery calendar and assessment conditions.
- Learning & assessment resources: learning materials, assessment tools and recording instruments mapped to the training package.
- Portal access: secure access to the SAVILE Portal for approved personnel with role-appropriate permissions and usage requirements.

B. Approvals & site readiness

- Personnel approval: assess and approve teachers/trainers/assessors on submission of their matrices and evidence, and record approvals in the Trainer Matrix.
- Facilities & equipment: review and approve equipment/resource checklists submitted by the School against the Facilities & Equipment register per qualification.
- Induction: deliver RTO Induction for approved personnel (assessment system, TAS implementation, validation tools/validation judgement, information security, child safety, academic integrity).
- Professional development: recommend PD to meet VET pedagogy and industry currency expectations (≥ 2 days per school year).
- School Mentor: The school is assigned a school mentor as primary contact.
- Site verification (as required): conduct a follow-up readiness review to confirm facilities/resources are fit-for-purpose and aligned to the final TAS.
- Final TAS issue: issue the final, version-controlled TAS for the agreed courses and site(s).
- Regulatory notice: record and (where applicable) notify ASQA of the third-party arrangement in line with the required timeframe of 30 days.

The school — roles and responsibilities

The school will complete the following after execution and before enrolment/commencement, and maintain them during delivery:

A. Pre-enrolment & staffing

- Student Order Form: submit the completed form so SAVILE can prepare enrolment documentation and pre-order learner materials.
- Proposed personnel list provides a full list of teachers/trainers/assessors to be engaged.
- Evidence for approval (per person) — submit verifiable, authentic evidence to enable SAVILE approval (see Schedule 2), including:

- Trainer/assessor credentials (permitted pathway under the 2025 Credential Policy, e.g., TAE40122 / approved skill set + teaching qual / under-direction plan).
- Vocational competency evidence unit-by-unit (matrix showing held units or equivalence mapping).
- Industry currency log (last 24 months) and VET PD record (last 12 months; ≥ 2 days/year).
- Certified copies of qualifications/SoAs; CV signed/dated; WWCC and, where applicable for school delivery, VIT/PTT.
- Induction: ensure each nominated person completes the SAVILE Induction before engaging in training or assessment.

B. School readiness & implementation

- Resources & facilities: ensure required facilities, equipment and software are in place and approved by SAVILE prior to commencement.
- Coordinator: nominate a Course/VET Coordinator to liaise with SAVILE; the coordinator must complete SAVILE's VET Coordinator Induction each year (new or returning stream).
- Document access: ensure all approved personnel review the issued TAS and resources and use the current versions.
- Ongoing PD: confirm each approved person undertakes PD/currency activities aligned to units delivered and keeps records.
- Compliance with Agreement: ensure all personnel comply with this Agreement, School policies and reasonable directions from SAVILE.

Acceptance criteria: SAVILE has approved personnel and site in writing; all inductions completed; materials and systems are accessible; final TAS issued and adopted.

Milestones

To keep both parties aligned, the following milestones apply:

1. Milestone 1 – Pre-marketing
 - Final TAS issued; third-party arrangement logged; brand/marketing rules acknowledged.
2. Milestone 2 – Pre-enrolment
 - Enrolment pack live; PTR assessor guide issued; coordinator appointed; portal access provisioned.
3. Milestone 3 – Pre-commencement
 - Personnel approved; facilities/equipment approved; induction completed; student materials available.
4. Milestone 4 – During delivery
 - Attendance/results captured; make-up learning process in place; PD/currency logs current; monitoring per schedule.
5. Milestone 5 – Close-out
 - All assessments finalised; evidence retained; outcomes reported; student certification issued by SAVILE; lessons learned fed into continuous improvement.

Pre-enrolment information

Principle

Students and parents must receive clear, accurate, and timely information to make an informed course choice. The school acts as a third party for pre-enrolment activities; the RTO (SAVILE) retains responsibility for compliance and approval of all pre-enrolment and marketing materials.

SAVILE (RTO) roles and responsibilities

SAVILE will, before any marketing/enrolment opens:

- Respond to enquiries
 - Acknowledge any pre-enrolment enquiry from the school within 1 business day.
 - Provide clarification or additional information within 2 business days, unless a complex request is flagged (in which case a timeframe will be agreed in writing).
- Supply authoritative information & tools
 - Provide an up-to-date Student Information Handbook and pre-enrolment pack (sample application, USI guidance, fees/refunds, support & complaints/appeals process).
 - Provide approved course information for each qualification (code/title, entry requirements, AoT/VoL, delivery calendar, assessment overview, resources, pathways).
 - Provide approved marketing materials (course flyers, short text, images) for the school to use unchanged.
 - Provide access to SAVILE's Marketing & Advertising Policy and Procedure and any branding/style guidance (including NRT logo restrictions).
- Approval & quality control
 - Review and approve all School-generated or modified marketing/pre-enrolment materials in writing before use.
 - Maintain an archive of all approved materials and versions for audit.
 - Provide a brief Info Session Guide/slide outline for School information evenings.

The school — roles and responsibilities

The school will:

- Use approved materials only
 - Use only the marketing/pre-enrolment materials supplied or explicitly approved in writing by SAVILE.
 - Ensure staff involved in pre-enrolment are familiar with VETDSS delivery, SAVILE's Marketing & Advertising Policy, and the third-party nature of the arrangement.
- Deliver accurate, ethical information
 - Present information that is factual, current and balanced, without guaranteeing outcomes (e.g., jobs, automatic certification, or university entry).
 - Clearly identify SAVILE as the RTO (name and RTO code 45452) and the school's role as a third-party provider.
 - Provide each prospective student/parent with the Student Information Handbook and the approved course information prior to any application.
- Handle enquiries & referral
 - Offer reasonable opportunities for students/parents to ask questions; respond promptly or refer to SAVILE for specialist queries.
 - Contact SAVILE to clarify any information before communicating it to students.

- Compliance & approvals
 - Submit any School-created or adapted materials to SAVILE for written approval before use (including website pages, newsletters, social posts, subject handbooks).
 - Comply with all requirements of SAVILE's Marketing & Advertising Policy and Procedure, including no use of the NRT logo by the school.

Minimum information students must receive (at or before application)

The school must ensure that students/parents receive, at a minimum:

- RTO name and code (SAVILE – RTO 45452) and the third-party (auspicing) arrangement disclosure.
- Qualification code/title and packaging overview; units or sample program outline.
- Entry/prerequisites, assumed knowledge, any attendance/participation expectations, and special requirements (e.g., physical capacity, uniform, equipment, software).
- Delivery schedule (term timetable, mode), Amount of Training (AoT) and typical Volume of Learning for school learners.
- Assessment overview, including practical/observation components, conditions, and expectations for authenticity.
- Support available (LLND, adjustments, pastoral care) and how to request reasonable adjustment.
- Fees/charges payable by the school and/or student, consumables, and refund rules, plus who to contact about financial questions.
- USI requirement: privacy notice and consent to share data with the RTO/regulators as required.
- Pathways (study/employment), credit transfer/RPL information, and any work placement requirements.
- Complaints/appeals pathways (School and SAVILE contacts).

Prohibited conduct (School)

The school must not:

- Use the NRT logo, imply it is the RTO, or imply that the school issues AQF certification.
- Publish unapproved course information, change approved wording, or omit required disclosures.
- Make claims about guaranteed employment, automatic certification, or government funding where not applicable.
- Use outdated qualification codes/titles or superseded information.

Records & audit trail

- The school will retain copies of all pre-enrolment materials used (including webpages/PDFs) and attendance lists for information sessions for two years after the cohort commences.
- SAVILE will keep the source copies and approvals (version-controlled) and an advertising register identifying where/when materials were used.

Marketing and pre-enrolment may proceed only when:

1. SAVILE has issued the approved course information and Student Information Handbook.
2. all School-proposed materials have written approval; and
3. staff named to provide pre-enrolment information have sighted the policy and use current versions.

Student enrolment

SAVILE (the RTO) is responsible and accountable for the integrity of enrolment and suitability decisions. The school acts as a third party and must follow the RTO's processes and timeframes.

SAVILE (RTO) — roles and responsibilities.

SAVILE will:

- Respond & clarify
 - Acknowledge any enrolment enquiry from the school within 1 business day.
 - Provide clarification on enrolment requirements within 2 business days of the enquiry.
- Guide the process
 - Provide step-by-step Enrolment Instructions for the School and students (including timelines and who does what).
 - Provide guidance to the school and students on creating and verifying a USI.
 - Provide access to the Access & Equity Policy and Procedure and the privacy notice/consent wording used at enrolment.
- Assess applications (including suitability/PTR)
 - Receive applications via the SAVILE Portal, including the Pre-Training Review (PTR) and any LLND/foundation-skills screening.
 - Make the suitability decision for each applicant, taking into account the PTR, LLND results, entry requirements, hazards/safety, and support needs.
 - Where a course is not suitable, consult the school on alternatives or supports; record the decision and reasons.
- Communicate outcomes
 - Advise the School of the outcome within 5 business days of a complete application (or within 10 business days where further information is required).
 - Where learner needs are identified, liaise with the school to confirm reasonable adjustments and supports and who will provide them.
- Confirm enrolment
 - Issue written confirmation when all acceptance criteria (below) are met and the student is placed into the class/term schedule.

The school — roles and responsibilities

The school will:

- Check before advising students
 - Contact SAVILE to clarify any aspect before providing enrolment advice to students/parents.
- Support applications via the Portal
 - Guide students to submit the SAVILE enrolment application through the Portal and assist them to create/verify a USI.
 - Ensure the PTR (and LLND screening where used) is completed accurately and submitted with required evidence.
- Provide complete evidence
 - Where relevant, supply additional information to support access & equity or adjustment requests (e.g., medical/learning reports) and agree on responsibilities with SAVILE.

- Ensure parent/guardian consent (for students under 18) is captured using the school's subject selection and school enrolment form.
- Liaise & keep records current
 - Work with SAVILE to address incomplete applications or queries promptly.
 - Notify SAVILE immediately if a student withdraws after applying but before enrolment is finalised, and promptly of any post-enrolment changes (name/contact/guardian details).
- Comply with policy
 - Follow SAVILE's Access & Equity and Privacy procedures and any reasonable directions relating to enrolment.

Orientation

Students must start with a clear understanding of the program, expectations, supports and safety requirements. Orientation occurs before the first scheduled class (and for late starters, a catch-up orientation is required).

SAVILE (RTO) — roles and responsibilities

SAVILE will:

- Provide the Orientation Pack: facilitator guide, approved slides, student checklist/acknowledgement form, portal login instructions, and links to the Student Information Handbook.
- Brief the School: run a short coordinator/teacher briefing on how to deliver orientation and how to record evidence.
- Service levels: acknowledge any orientation enquiry within 1 business day and provide clarifications within 2 business days.
- Quality control: review and approve in writing any School-customised slides or handouts before use.

The school — roles and responsibilities

The school will:

- Deliver orientation/induction to all VET students (and arrange a catch-up for late starters) using SAVILE's approved materials.
- Submit the agenda/slides to SAVILE for approval at least 3 business days before delivery where customised.
- Demonstrate the SAVILE Portal: show students how to log in, access learning/assessment materials, find the timetable and request help.
- Apply policy: ensure content and delivery comply with SAVILE's Student Support and Access & Equity procedures.
- Record evidence: record the attendance into the schools database; verify each student has logged into the portal.

The orientation must cover, at minimum:

- Who is who: disclosure of the auspicing arrangement — SAVILE (RTO 45452) issues certification; the school acts as a third party.

- Course overview: qualification code/title, units/cluster outline, delivery schedule, Amount of Training (AoT), independent study expectations.
- Assessment: assessment methods, authenticity/academic integrity, reasonable adjustment process, due dates and resubmission rules.
- Attendance & make-up learning: roll marking, catch-up requirements, how absences are managed.
- Support & safety: LLND and additional support, disability adjustments, child-safe expectations, WHS and any PPE/special requirements.
- SAVILE Portal: live login and navigation, where to find materials and submit work.
- USI & privacy: USI requirement, privacy notice/consent, how information is used/shared.
- Fees & materials (if relevant to families): who pays what, when materials are issued.
- Complaints & appeals: School and SAVILE contacts and steps.
- Contact points: School VET Coordinator and SAVILE liaison details.

Acceptance criteria (orientation complete)

Orientation is considered complete when the school has:

- Delivered the session using approved materials.
- Collected a signed student acknowledgement (or digital acceptance) confirming the above items were covered.
- Submitted the attendance list and retained copies locally; and
- Confirmed portal access for each student (first login recorded).
- Records & evidence (retain for 2 years from cohort commencement)
- Approved slides/handouts; session agenda; attendance list; student acknowledgements; portal first-login report; any catch-up orientation records.

Training and assessment

SAVILE (RTO) — roles and responsibilities

SAVILE will:

- Provide authorised materials: Supply the learning workbooks/guides and assessment resources for every unit listed in the approved TAS and the School's Student Order. Materials are version-controlled and mapped to the training package.
- Assure training package and industry alignment: Ensure each TAS and all tools meet current training package requirements and reflect industry consultation outcomes.
- Assure assessment quality: Ensure assessment practices and instruments comply with the Principles of Assessment (fairness, flexibility, validity, reliability) and the Rules of Evidence (valid, sufficient, authentic, current).
Conduct pre-use reviews and post-assessment validation of units in line with the Validation Policy & Procedure.
- Support individual learner needs: Where learner needs are identified at enrolment, advise the school on reasonable adjustments and strategies. Where agreed, the school implements support, SAVILE monitors effectiveness.

- Monitor third-party delivery: Monitor delivery/assessment under the Management of Third-Party Agreements Policy & Procedure, including desk audits, class observations and assessment sampling. SAVILE may step-in or suspend affected delivery where student safety or qualification integrity is at risk.
- Service levels & liaison: Acknowledge School queries within 1 business day and provide clarifications within 2 business days. Maintain regular contact via the nominated liaison.
- No unapproved variation: Approve in writing any change to TAS, unit lists, delivery schedules, assessment conditions, or tools before implementation.

The school — roles and responsibilities

The school will:

- Implement the approved TAS: Ensure teachers/trainers/assessors understand the TAS and deliver strictly in accordance with it using SAVILE-approved learning and assessment materials.
- Use approved personnel only: Conduct all training and assessment through SAVILE-approved teachers/trainers/assessors (or staff operating under direction per their plan).
- Apply assessment system correctly: Follow SAVILE Assessment & Marking Guides, apply assessment conditions as specified, and uphold authenticity/invigilation and academic-integrity requirements.
- Support individual needs: Implement agreed supports and reasonable adjustments where feasible and appropriate and keep evidence of actions and outcomes.
- Monitor progress & provide support: Track attendance and progression; provide LLND and welfare support consistent with the Client Support Policy and School policies.
- Facilities and resources: Keep facilities, equipment and software safe, fit-for-purpose and available for the duration of the course; maintain/replace when required or when reasonably requested by SAVILE.
- Communications: Respond to SAVILE contact within 1 business day and maintain regular communication with the nominated school mentor.
- Evidence & records in the Portal: Capture and upload all required assessment evidence, results and records to the SAVILE Portal. Units/qualifications are awarded only when complete evidence is available and verified.
- Result timeframes (reporting readiness): Finalise all assessments no later than four (4) weeks prior to the final State Department reporting deadline to allow verification and quality checks.
- Variations prohibited: Do not alter TAS, resources, assessment tools or conditions without prior written RTO approval.
- Notify withdrawals: Notify SAVILE of student withdrawals and complete the Student Withdrawal process in the Portal promptly.

Continuous (daily) assessment monitoring & verification by SAVILE

- Portal monitoring occurs daily. Selected submissions enter a verification queue (risk-based + random sampling).
- Teacher notification: where a submission is sampled, the teacher is notified of verification status and any findings.
- Rectification: if issues are identified, SAVILE will issue instructions with due dates; the school must action promptly.
- Finalisation window: submissions not flagged for verification are treated as final after 2 business days from Portal submission, unless later non-compliance emerges (in which case SAVILE may reopen and require rectification).

Note: Competency is determined by evidence meeting the Rules of Evidence—not by attendance hours alone. SAVILE may defer outcomes or require additional training where evidence is insufficient.

Acceptance criteria — ready to deliver

Delivery may commence only when:

1. Final TAS (site/version) and authorised resources are issued and adopted.
2. Personnel are approved (or operating under an approved Under-Direction Plan).
3. Facilities/equipment are confirmed compliant; and
4. The school can upload evidence and results to the SAVILE Portal.

Records & retention

- The school uploads and retains assessment evidence as required; SAVILE retains certification records for 30 years and assessment evidence for 2 years for completions on/after 1 July 2025.
- Both parties ensure data privacy and security per applicable legislation and policy.

Student management and support

SAVILE (the RTO) retains responsibility for the integrity of training and assessment and for ensuring students are supported to participate safely and effectively. The school, as the third party, manages day-to-day engagement and implements agreed supports in line with this Agreement and the approved TAS.

SAVILE (RTO) — roles and responsibilities

SAVILE will:

- Overall responsibility – assume responsibility for overarching management of students enrolled with SAVILE for VET programs delivered under this Agreement.
- Support design & advice – identify learner needs at enrolment/PTR and provide written guidance to the school on reasonable adjustments and supports (LLND, disability, wellbeing, cultural, safety) that are feasible in the school setting.
- Escalation partner – work with the school to resolve student management issues promptly; where risk to safety or qualification integrity is identified, direct immediate actions and, if required, step-in or suspend affected activities.
- Complaints & appeals – administer SAVILE's Complaints and Appeals process and coordinate with the school where issues arise on school premises.
- Service levels – acknowledge student-management contacts from the school within 1 business day and provide a response/next step within 2 business days (or sooner for urgent/critical matters).
- Liaison – maintain regular communication via the nominated SAVILE contact and participate in case meetings as required.
- Child safety & privacy – ensure RTO personnel comply with MO1359 child-safe obligations and the Privacy Act and provide appropriate information-sharing guidance.

The school — roles and responsibilities

The school will:

- Day-to-day management – manage daily participation, behaviour and engagement in training/assessment delivered at the school, consistent with the TAS and School policies.
- Implement supports – provide agreed LLND, academic and wellbeing supports, and reasonable adjustments identified at enrolment or subsequently, documenting actions and outcomes.
- Monitor progress – track attendance and course progress; take early intervention where students are at risk of non-completion (e.g., catch-up sessions, mentoring, timetable adjustments).
- Records & access – maintain accurate attendance and pastoral records and make them available to SAVILE (and regulators) on request.
- Follow RTO guidance – implement SAVILE's instructions regarding academic integrity, assessment conduct, safety and support arrangements.
- Access & equity – ensure equitable access to learning and assessment, no unlawful discrimination or harassment.
- Timely communication – notify SAVILE promptly of emerging issues (absenteeism, behaviour, wellbeing, critical incidents) and respond to SAVILE inquiries within 2 business days (or immediately for critical matters).
- Engagement – encourage students and staff to complete SAVILE surveys/feedback to support continuous improvement.
- Policy compliance – comply with SAVILE's Access & Equity, Student Support, Complaints & Appeals, and the approved TAS.

Escalation pathway (issues affecting learning/safety)

1. Teacher/Trainer identifies issue → notifies School VET Coordinator (same day).
2. Coordinator applies local support → notifies SAVILE school mentor where risk persists or assessment is affected (within 1 business day).
3. Case meeting (School + SAVILE) to agree actions, responsibilities and timeframes (document Support/Intervention Plan).
4. Review progress by agreed date; escalate to School Principal and SAVILE if unresolved.
5. Critical incidents (safety, misconduct, child protection): immediate notification to SAVILE and application of School critical-incident procedures; SAVILE may suspend/step-in.

Evidence & records (minimum)

- Support/Intervention Plan(s) and adjustments implemented.
- Attendance logs and make-up learning records.
- Case notes/communications.
- Complaints/appeals records (where applicable).
- Incident/critical incident reports and outcomes.

Retention: keep for 2 years after cohort commencement (or longer where required by law). SAVILE retains enrolment, outcomes and certification records per its retention obligations.

Acceptance criteria (effective student management)

Student management is considered compliant when:

- Identified learner needs are documented and supported as agreed.
- Attendance/progress are monitored, and interventions are recorded.
- Issues and incidents are escalated per the pathway.
- Evidence is available on request and aligns with privacy and child-safe requirements.

Record keeping

SAVILE (the RTO) is responsible for the integrity, security and retention of student, training and assessment records. The school, as third party, must use the SAVILE Portal as the single source of truth and keep accurate, current records to support compliance, monitoring and audit.

SAVILE (RTO) — roles and responsibilities

SAVILE will:

- Provide authorised documents & systems
Supply current pre-enrolment and enrolment forms, PTR tools and assessor guide, learning and assessment materials, policy/procedure documents, trainer matrices, PD log templates, validation schedules/tools, complaints & appeals forms, and any other documents required for compliant delivery.
Provide and maintain the SAVILE Portal as the secure repository for teacher/trainer/assessor and student records.
- Assure data quality & compliance
Enter and maintain student data in an AVETMISS-compliant system; add outcomes promptly following verification.
Implement the Records Management Policy & Procedure and back-up/recovery controls.
- Retention
Retain assessment evidence for 2 years for students who complete on/after 1 July 2025 (or longer if required for funding/appeals).
Retain AQF certification issuance records for 30 years.
Retain other records in line with regulatory/funding requirements.
- Access & privacy
Provide students free access to their personal records upon request.
Handle personal information per the Privacy Act and Victorian privacy principles; operate a Notifiable Data Breach process.
- Guidance & continuous improvement
Provide instructions for competency completion reporting and any survey/indicator data requested.
Undertake validation of submitted assessments and feed findings into continuous improvement.

The school — roles and responsibilities

The school will:

- Use current documents only
Use SAVILE-issued master copies (forms, tools, guides) and the current versions downloaded from the Portal. Do not alter templates without SAVILE's written approval.
- Create accurate records & upload on time
 - Enrolment/PTR/consents: upload within 3 business days of completion.

- Attendance: enter/upload weekly (or more frequently if directed).
- Assessment evidence & results: upload within 2 business days of each assessment event to enable daily RTO verification.
- Competency completion / survey returns submit by the due dates set by SAVILE via the Portal.
Ensure all documentation is complete, legible and accurate before upload.
- Assessment integrity
Before marking a unit competent, confirm that:
 - (i) student and assessor signatures/acknowledgements are completed,
 - (ii) the assessment summary/cover sheet is complete, and
 - (iii) all evidence used to determine competency is uploaded or clearly referenced in the Portal.
- Security & confidentiality
Protect the integrity, confidentiality and security of master templates and completed documentation (hard copy and electronic). Restrict access to authorised personnel only.
- Withdrawals & changes
Notify SAVILE immediately of student withdrawals and complete the Student Withdrawal process in the Portal.
Use only current workbooks/assessment tools; replacement print copies may attract fees per Fees & Charges.
- Cooperate with audits
Make records available to SAVILE or regulators upon request.

Data privacy & breaches

- The school will handle personal information consistent with SAVILE's privacy notices and applicable law.
- Suspected or actual data breaches involving SAVILE data must be reported to SAVILE within 72 hours, with known details and containment steps; both parties will coordinate response and notifications as required by law.

Prohibited conduct (School)

- Altering or re-branding SAVILE master templates/tools without written approval.
- Using superseded forms/tools or sharing resources outside authorised use by enrolled students/approved staff.
- Storing assessment evidence solely on personal drives or unsecured devices.

Acceptance criteria — recordkeeping is compliant when:

1. All required documents are uploaded to the SAVILE Portal within the timeframes above and match current versions.
2. Assessment files contain complete evidence, signatures and assessment summaries that align with the Rules of Evidence.
3. Attendance, results and completion data are up-to-date and support audit/reconciliation.
4. Security, privacy and breach-notification requirements are met.
5. Records are retained/disposed of per the retention rules set out above.

Certification

Only SAVILE (RTO 45452) issues AQF qualifications, records of results and statements of attainment for students enrolled with SAVILE. The school must never issue, imply issue, or alter AQF certification.

SAVILE (RTO) — roles and responsibilities

SAVILE will:

- Issuance criteria & timeline
Issue AQF certification within 30 calendar days of the learner meeting all requirements, subject to:
 - verified USI.
 - finalised results in the AVETMISS system.
 - completion of SAVILE quality checks/verification; and
 - lawful eligibility conditions (e.g., funding/contract requirements).
- Quality controls before issue
Confirm the student file contains valid, sufficient, authentic and current evidence; reconcile results to the TAS and mapping; and complete any risk-based verification/validation. Notify the School where Portal records are non-compliant and require rectification.
 - Form of certification
 - Provide secure PDF credentials (qualification + record of results, or statement of attainment).
 - Use current qualification codes/titles and authorised signatories.
 - Match the legal name exactly (per USI/ID) and the issue date the credential is created.
 - Where permitted, provide view-only access to approved School stakeholders.
- Register & retention
Maintain a register of certification and retain issuance records for 30 years.
- Corrections, re-issue & revocation
 - Correct errors (spelling/name/date) on request with evidence; re-issue within 10 business days.
 - Re-issue replacement credentials where lost/damaged (identity evidence required; replacement fee may apply per Fees & Charges).
 - Revoke/withdraw credentials issued in error or obtained through fraud/misconduct, and re-issue corrected documentation where appropriate.
- Privacy & security
Protect the integrity, security and confidentiality of all certification data and systems.

The school — roles and responsibilities

The school will:

- Evidence readiness
Ensure each student's SAVILE Portal file is complete before results are submitted/accepted, including:
 - completed assessment tools and assessment summary/cover sheet.
 - required learner/assessor acknowledgements.
 - any reasonable adjustment evidence; and
 - attendance/make-up records relevant to the assessment conditions.
- Data accuracy
Confirm each student's legal name matches USI/ID prior to final results; promptly advise SAVILE of name/identity changes.

- **Timely uploads**
Upload results and evidence within agreed timeframes (see Record keeping) so SAVILE can complete quality checks and issue on time.
- **Cooperate on verification**
Action any rectification requests from SAVILE (e.g., missing evidence, clarification of judgements) promptly and keep an audit trail of changes.
- **Confidentiality**
Protect the integrity and confidentiality of student information and any view-only certification provided by SAVILE.

What gets issued

- Full qualification + Record of Results when all packaging rules are met.
- Statement of Attainment when one or more units are completed but the full qualification is not.
- Certification shows unit codes/titles, dates, and RTO details; it never displays the school as issuer.

Acceptance criteria (ready to issue)

Certification may be issued only when:

1. The learner has met all unit/packaging requirements.
2. USI is verified and the legal name is confirmed.
3. Results are final in SAVILE's AVETMISS system; and
4. SAVILE's verification finds the assessment evidence compliant (or rectified).

Continuous Improvement and Quality Management System

SAVILE maintains a culture of continuous improvement (CI) to ensure training and assessment are high-quality, compliant and learner centred. As a third party, the school participates in SAVILE's CI system and implements agreed actions within set timeframes. This clause aligns with the Standards for RTOs (2025) and SAVILE's Continuous Improvement Policy & Procedure.

1) Continuous Improvement framework (Plan → Do → Check → Act)

- **Plan:** Identify improvement opportunities from monitoring, validation, feedback, data trends, incidents and regulatory change.
- **Do:** Implement changes in delivery, assessment, resources, staffing or support arrangements.
- **Check:** Evaluate impact (e.g., sampling, spot checks, surveys, results).
- **Act:** Embed successful changes; where issues remain, escalate and re-plan.

2) Data sources feeding Continuous Improvement

SAVILE and the School will collect and share (as applicable):

- **Monitoring & audits:** School monitoring outcomes, observation notes, TAS checks, assessment sampling logs.
- **Validation Tools/Validation Judgement:** pre-use reviews, post-assessment validation findings, tool mapping issues.

- **Learner/parent & staff feedback:** portal surveys, focus groups, class feedback, exit feedback.
- **Performance data:** enrolments, attendance, progression, completion, withdrawal/re-engagement, assessment resubmission rates, timelines to result.
- **Complaints/appeals & incidents:** themes, root causes, resolutions, child-safety/WHs issues.
- **Regulatory/industry change:** training package updates, guidance notes, industry advisory input.

3) SAVILE (RTO) — roles & responsibilities

SAVILE will:

- **Lead Continuous Improvement governance:** maintain a continuous improvement register, prioritise actions by **risk**, and set owners/due dates.
- **Provide guidance & tools:** templates for action plans, survey instruments, validation tools, and change-control/version-control procedures.
- **Run validation & improvement cycles:** ensure each qualification cycles through pre-use and post-assessment validation annually (or per risk) and that tool/TAS updates are issued with version control.
- **Analyse & report:** produce site/qualification continuous improvement summaries and share with the school, highlighting trends and required actions.
- **Verify outcomes:** check that implemented actions are effective (follow-up monitoring/desk audit).
- **Escalate where required:** where risks remain, issue or amend a plan with revised timelines, or step-in for critical risks to learner safety or qualification integrity.

4) The school — roles & responsibilities

The school will:

- **Participate in Continuous Improvement:** complete surveys, attend validation tools/validation judgement as nominated, and provide data/evidence requested by SAVILE.
- **Implement actions:** carry out agreed continuous improvement actions and within timeframes; keep evidence of completion and effectiveness.
- **Local improvement:** identify site-specific opportunities (e.g., timetable tweaks, resource availability, additional LLND support) and seek SAVILE approval for changes impacting TAS/tools before implementation.
- **Close the loop:** provide feedback on outcomes and any further risks or support needed.

5) Timeframes (unless otherwise specified by risk)

- **Minor improvements** (documentation/low-risk process): **within 20 business days**.
- **Significant improvements** (implementation, repeated issues): **within 10 business days**.
- **Critical risks** (safety/integrity): **immediate containment**, with a SAVILE-directed action plan.

6) Change control & communication

- **Version control:** SAVILE issues updated TAS, tools or guidance with a new version/date and a Change Summary; the school withdraws superseded versions from circulation immediately.
- **Communication:** the school ensures teachers/trainers/assessors receive and adopt current versions before the next delivery/assessment event.

7) Evidence & records

Maintain and make available on request:

- continuous improvement register/agenda/minutes and action plans.
- validation tools/validation judgement reports and tool revisions.

- monitoring reports and follow-up checks.
- survey instruments, results and response rates.
- change-control logs and version-controlled documents.
- Retention: keep CI records for 2 years from cohort completion (or longer where required).

8) Acceptance criteria — Continuous Improvement is effective when:

- Issues and opportunities are **identified, prioritised, actioned** and **verified** within timeframes.
- Current versions of TAS/tools are **in use** and staff understand changes.
- Trend data shows **maintained or improved** learner outcomes and compliance.
- Evidence is available to demonstrate the cycle **Plan–Do–Check–Act** at this site.

Monitoring arrangements

SAVILE (the RTO) has a regulatory obligation to monitor all services delivered by a third party to ensure quality and compliance with the Standards for RTOs (2025) and broader VET Quality Framework. Monitoring is conducted under SAVILE's Management of Third-Party Agreements procedures and may be announced or unannounced. The school agrees to full cooperation, timely access to staff/learners/records, and prompt corrective action where required.

How we monitor (methods)

- Regular contact between SAVILE and the School (email/meetings/online meetings).
- Desk audits of completed assessment evidence and results; TAS implementation checks.
- Evaluation of learner/teacher feedback and competency completion data.
- Review of trainer PD/currency logs and approvals (incl. under-direction arrangements).
- Evaluation of training/assessment practices, facilities/equipment/resources.
- Review of student progress and attendance, and School policy compliance.
- Findings recorded within school folder with plans, tracked to closure.

Meetings & escalation

Progress and actions are reviewed at scheduled meetings and via ongoing communications. Either party may call a formal meeting with two weeks' notice. Where student safety or qualification integrity is at risk, SAVILE may direct immediate action and/or step-in.

Annual monitoring calendar (framework)

A) Pre-training – Partnering & site readiness (before marketing/enrolment)

- Execute the Third-Party (Auspicings) Agreement; confirm units/packages and issue TAS per site.
- Facilities/equipment check; issue recommendations/actions.
- Staff approvals: trainer matrices, credentials (TAE / assessor skill set + teaching), PD logs, CVs, WWCC/VIT, induction acknowledgements; create personnel file including Trainer Matrix.
- Confirm assessment system, observation/monitoring requirements, and IP/confidentiality.

- **Outcome:** written confirmation to the school (agreement in force; units, staff, numbers accepted); TAS issued.

B) Pre-training – Enrolment & orientation (before first class)

- School delivers info session and student induction using SAVILE materials; students receive handbook.
- Students submit enrolment + Pre-Training Review (PTR); suitability decided; supports agreed.
- **Orientation** completed (portal access confirmed; safety/support/assessment expectations covered).
- **Outcome:** enrolments confirmed; learner/teacher resources and assessment tools released.

C) Delivery – Term milestones (monitoring, observation, validation)

Mar–Apr

- Training commences; rollover of continuing students finalised.
- Teacher PD session: PTR internal review actions closed.
- Validation (initial sample) and feedback checks; engagement pulse.

May–Jun

- Communication log update; industry newsletter.
- PD session; formal mid-year program review to School.
- Observation of trainer practice; validation sampling; feedback review; engagement pulse.

Jul–Aug

- Repeat cycle: comms update/newsletter; PD; program review; observation; validation; feedback; engagement pulse.

Sep–Oct

- Repeat cycle: comms update/newsletter; PD; program review; observation; validation; feedback; engagement pulse.

Verification during delivery (continuous):

- Daily portal monitoring of submitted assessments; targeted + random verification; rectifications issued via plan with due dates.

Nov–Dec (close-out)

- Final validation sampling; school progress report; certification prepared for eligible students; statements/records issued.
- Comms log update; industry newsletter; trainer/school feedback; PD session on validation of tools and validation judgements; trainer qualifications process review.

D) Post-training review (Dec)

- Joint review of completion rates, trainer PD logs, training/assessment processes, facilities/resources, CI evidence, policy compliance and VETQF/ASQA readiness.
- Identify areas for improvement and set actions for next year; collate whole-school data; finalise trainer qualifications process.

Management of non-compliances

SAVILE (the RTO) remains responsible for student outcomes and compliance with the Standards for RTOs (2025). The school, as a third party, must cooperate with monitoring, provide access to records, and rectify issues promptly.

Triggers & definition

A non-compliance includes any departure from this Agreement, the approved TAS, assessment system/conditions, child-safety/WHs requirements, or the Standards for RTOs (2025), identified via monitoring, validation, complaints/appeals, data anomalies or regulator contact.

Notice & Plans

When an issue is identified, SAVILE issues a written notice which specifies findings, risk level, actions, responsible person and due dates.

- Minor (documentation/low risk): rectify within 20 business days.
- Significant (implementation/repeat): rectify within 10 business days.
- Critical (safety or integrity at risk): immediate containment; SAVILE may suspend affected delivery/assessment and step-in to protect learners.

The school provides evidence of completion by the due date; SAVILE verifies closure. If ineffective, further action may be directed.

Escalation for repeated/material breaches

1. First occurrence → plan and support.
2. Second occurrence/failure to complete plan → intensified monitoring, new plan, formal notice to the principal.
3. Third occurrence/material breach/fraud/refusal to cooperate → SAVILE may suspend services, withhold results, restrict Portal access, and terminate all or part of this Agreement.

Immediate containment & step-in

Where risk is critical, SAVILE can immediately suspend activities, conduct re-assessment or additional training, and implement a teach-out so students aren't disadvantaged.

Meetings, records & cooperation

Either party may call a formal meeting with two weeks' notice (sooner for critical risk). Both parties keep an audit trail (monitoring reports, plans, closure evidence, communications). The school preserves relevant records and provides access (including unannounced visits).

Regulator cooperation

The parties cooperate with regulator requests. SAVILE may notify ASQA of material non-compliance or changes to the third-party arrangement where required and will manage regulator engagement.

Concerns about SAVILE's performance

Raise with the SAVILE school mentor immediately; if unresolved, use SAVILE's Complaints & Appeals process and escalate to the CEO for urgent risks.

Intellectual property, confidentiality & copyright

Ownership

All intellectual property in SAVILE learning resources, assessments, the SAVILE Portal, templates, tools, policies,

brand assets, and improvements ("SAVILE IP") remains the exclusive property of SAVILE. No ownership transfers to the school.

Licence to use (limited)

SAVILE grants the school a non-exclusive, revocable, non-transferable, royalty-free licence to use SAVILE IP solely to deliver SAVILE-approved programs to enrolled students under this Agreement, for the Term and at the approved site(s).

Prohibited without prior written approval from SAVILE:

- sub-licensing, resale, publication, posting to public websites/LMS, or sharing beyond approved staff and enrolled students.
- copying, modifying, reverse engineering, or creating derivative works (other than approved contextualisation).
- any use after expiry/termination. On termination/expiry the school must cease use, return or destroy copies, and certify destruction (subject to lawful record-keeping).

Student work & School content

- The school grants SAVILE a licence to use student work for assessment, validation tools/validation judgement, audit, and de-identified quality improvement.
- The school warrants it has rights in School-provided content and that use will not infringe third-party rights.

Branding and NRT logo

- The school must not use the NRT logo and must not imply it is the issuing body.
- Any use of SAVILE branding must follow the Marketing & Advertising Policy and receive prior written approval.

Confidentiality

Each party must keep the other's Confidential Information secure and use it only for this Agreement. Permitted disclosures: to personnel under confidentiality obligations or where required by law/regulator (give prior notice where lawful). Obligations survive termination.

Information security & data breaches

The school implements reasonable security measures for SAVILE IP and personal information. Suspected/actual data breaches involving SAVILE data must be reported to SAVILE within 72 hours, with known details and containment steps.

Remedies

SAVILE may seek immediate injunctive relief for threatened/actual misuse of SAVILE IP or Confidential Information. Breach of licence terms is a material breach and may lead to suspension/termination and recovery of losses.

Survival

IP ownership, licence restrictions, confidentiality, privacy, data security, and return/destruction obligations survive expiry or termination.

Agreement review and renewal process

Term

This Third-Party (Auspicing) Agreement starts on the Commencement Date and runs for 12 months (or to the end of the school year, if earlier), unless terminated earlier under this Agreement.

Scheduled reviews

Performance will be reviewed in line with the Monitoring Arrangements and Monitoring Schedule, including a mid-year checkpoint and an end-of-year close-out.

Renewal

Subject to the conditions below, the Agreement renews for a further 12-month term unless either party gives written notice at least 30 days before the expiry date that it does not wish to renew. SAVILE will issue a Renewal Pack (updated fee/refund schedule, any policy changes, updated Schedules) not less than 45 days before expiry.

Conditions for renewal

Renewal is contingent on SAVILE being reasonably satisfied that:

- All plans are closed and material non-compliances resolved.
- approved personnel and facilities/equipment remain current.
- required validation/monitoring has occurred; and
- the school accepts the updated Annual Fees & Refund Arrangements and any required schedule updates.

Material changes

A new Agreement (or formal Variation) is required where there is a material change to: delivery site(s), scope/qualifications or packaging rules, ownership/management of the school, subcontracting, regulatory status, or any policy/condition that materially impacts obligations. The parties will execute the new document before the change takes effect. SAVILE will make any ASQA notifications required for third-party arrangements within regulatory timeframes.

Variation (non-material)

Operational policy or template updates issued by SAVILE (e.g., assessment tool versioning, monitoring forms) take effect on the date specified in the change notice. Where an update would have a material adverse effect on the school, the parties will agree a reasonable transition.

Non-renewal and transition

If either party elects not to renew, both parties will cooperate on a teach-out/transition plan so that students are not disadvantaged. Records, access and communications will be maintained until all outcomes are finalised.

Survival

Clauses dealing with intellectual property, confidentiality, privacy/data security, records/retention, fees/charges due, warranties, indemnities, limitation of liability, and dispute resolution survive expiry or termination.

Notices

Renewal, non-renewal or variation notices must be in writing and sent to the nominated contacts by email (with confirmation of receipt) or by other agreed method in the Notices clause.

Dispute resolution

This clause governs disputes between SAVILE and the School about this Agreement. It does not replace SAVILE's Complaints & Appeals process for student/parent matters.

Good faith & continuity

The parties will act in good faith to resolve disputes and will continue performing their obligations while the process runs, except where SAVILE exercises step-in/suspension rights to protect student safety or qualification integrity.

1) Notice of Dispute

- a) A party claiming a dispute must give the other a written Notice of Dispute stating:
 - the nature of the dispute, relevant facts and outcome sought; and
 - the name/role of its representative.
- b) The receiving party will acknowledge within 3 business days.

2) First meeting – operational representatives (within 10 business days)

Authorised representatives (e.g., SAVILE school mentor and School VET Coordinator) will meet (in person or online) within 10 business days of the Notice to attempt resolution and agree actions/timeframes.

3) Escalation – senior executives (within a further 10 business days)

If unresolved, either party may escalate to senior executives (e.g., SAVILE CEO/nominee and School Principal/nominee). They will meet within a further 10 business days and use best endeavours to resolve the dispute.

4) Mediation (after 20 business days from Notice)

If still unresolved 20 business days after the Notice of Dispute, either party may refer the dispute to mediation administered by a recognised provider (e.g., Australian Disputes Centre / Resolution Institute) in Victoria under its mediation rules.

Costs: the parties share mediator/venue costs equally and bear their own legal costs.
Mediation is without prejudice and confidential.

5) Litigation

If the dispute is not resolved within 45 business days after the Notice of Dispute (or as otherwise agreed in writing), either party may commence legal proceedings. Governing law and forum: the laws of Victoria, and the courts of Victoria.

6) Urgent relief & IP

Nothing prevents a party from seeking urgent injunctive or declaratory relief (including for intellectual property, confidentiality or data-security breaches).

7) Records & confidentiality

Each party will:
exchange relevant information reasonably requested for resolution.
keep dispute information confidential, except to advisers or as required by law/regulators; and
maintain an audit trail of notices, meetings, agreed actions and outcomes.

8) Relationship to student Complaints & Appeals

This process is separate from, and does not limit, the school's right to direct students/parents to SAVILE's Complaints & Appeals process or to external regulators/consumer law where applicable.

Agreement cancellation terms

1) Term and ordinary ending

This Agreement ends on the expiry date unless renewed under the Agreement review and renewal clause, or earlier in accordance with this clause.

2) Suspension / step-in (immediate)

SAVILE may suspend any affected services (including Portal access for specific units/classes) and step-in to protect learners where it reasonably considers there is an immediate risk to student safety or qualification integrity, or a material breach affecting compliance. Suspension remains until the risk is contained or the breach is rectified.

3) Termination for convenience

Either party may terminate this Agreement for convenience by giving 30 days' written notice. The parties will cooperate on a teach-out/transition so students are not disadvantaged.

4) Termination for cause (with cure period)

Either party may terminate by written notice if the other party commits a material breach and fails to cure it within the relevant period after receiving a plan or written notice:

- Significant breach: 10 business days to cure.
 - Minor breach: 20 business days to cure.
- If not cured by the due date, termination may be affected immediately.

5) Immediate termination (no cure period)

Either party may terminate immediately by written notice if the other party:

- a) engages in fraud, serious misconduct, or wilful breach of confidentiality/IP;
- b) refuses to cooperate with monitoring or regulator requests;
- c) loses relevant authorisations/insurances, becomes insolvent, appoints an external administrator, or is wound up;
- d) for the School: uses unapproved personnel, repeatedly breaches the TAS/assessment system, or prevents SAVILE access to students/records;
- e) for SAVILE: ceases to be an RTO or is subject to regulatory sanction that prevents delivery;
- f) a critical risk to student safety is identified and not immediately contained.

6) Effect of termination or suspension (student protection)

- The parties will implement a Teach-Out/Transition Plan. SAVILE may complete training/assessment using alternative sites, schedules or delivery modes it reasonably determines.
- The school must cooperate provide access to premises, students and records; cease any unapproved delivery; and communicate transition messages approved by SAVILE.
- Where termination occurs before completion, continuation by SAVILE will be on a cost-recovery basis.

7) Records, data and IP on termination

Within 10 business days of termination (or earlier if directed for teach-out), the school must:

- upload/hand over all student and assessment records not already in the Portal.
- return or securely destroy SAVILE IP and Confidential Information (other than records it must retain by law) and certify destruction on request.
- cease all use of SAVILE resources, branding and systems except as expressly authorised for teach-out.

Obligations relating to confidentiality, privacy/data security, IP, records/retention, indemnities, liability, and dispute resolution survive termination.

8) Fees and payments

- The school must pay all amounts due up to the termination date and any reasonable, evidenced costs incurred by SAVILE to complete teach-out/transition on a cost-recovery basis.
- Disputed amounts follow the Dispute resolution clause; the school must not withhold undisputed amounts.
- Learners who have met all requirements will be issued certification in accordance with SAVILE policy; financial disputes between the parties will not unreasonably delay issuance.

9) Notices and regulator notification

- Termination, suspension or non-renewal notices must be in writing to the nominated contacts.
- SAVILE will make any ASQA notifications regarding changes to third-party arrangements within required timeframes.

10) No waiver

Failure to exercise any right under this clause is not a waiver of that right.

Fee and refund arrangements

Fees are transparent, GST treatment is disclosed, and withdrawal/refund outcomes follow clear census and cut-off dates. The school pays SAVILE directly in line with these terms.

1) Submitting and adjusting student numbers

- Initial submission: Schools submit anticipated student numbers for the relevant delivery year to support planning and resourcing.
- Adjustments before year start: Student numbers may be amended up to the final day of the preceding school year, as specified in the Training Plan.
- Adjustments after year start: Further adjustments may be made up to the census point defined in the Training Plan. After this census point, per-student fees apply to the confirmed headcount.

2) Withdrawal, refund & census rules

- Withdrawals on/before the census date: The school is not charged the full per-student auspicating fee for removed students; however, a resource charge applies per withdrawn student, as outlined in the Training Plan.
- Withdrawals after the census date or not notified by the required reporting timeframe: The full per-student fee applies for those students.

- Printed materials: Replacement hard-copy workbooks or assessments may attract the applicable per-item fee listed in the Training Plan.

Example:

Initial Submission: A school submits numbers for 24 students in 2025 for the year 2026.

Adjustment in 2026: By the 21st of February 2026, the school realises that only 20 students will be partaking in the course. The school contacts SAVILE and notifies of reduction in student numbers.

Charges: The school will not be charged the full auspicings fee for the 4 students that have been removed. They will only be liable to pay the resource cost which is \$90 GST free for each of those students. Therefore, the total cost for the 4 removed students will be \$360 GST free.

3) Invoicing & payment

- Invoice issue: SAVILE issues invoices on the Monday of Week 6, Term 1.
- Payment due: 30-day terms; full payment is required after Week 6 or when the school's census date occurs—whichever is earlier.
- Payer: The school pays SAVILE directly.
- Funding: SAVILE does not claim government funding for VETDSS students in this arrangement.

4) Disputes about fees

Any fee/charge queries should be sent to info@savilerto.com.au. Disputes are handled under the Agreement's Dispute resolution clause.

5) Annual review

Fees and refund settings may be updated annually and will be provided in the Renewal Pack (see Agreement review and renewal). Changes take effect for the next delivery year unless otherwise agreed in writing.

6) Fees and associated charges

A full schedule of fees and charges are outline below:

Course	Course Cost	Admin Fee
Combined Qualification - SIS20122 - Certificate II in Sport and Recreation & SIS30122 - Certificate III in Sport, Aquatics and Recreation (Units 1 & 2)	\$399.95*	
SIS20122 - Certificate II in Sport and Recreation	\$239.95*	
SIS30122 - Certificate III in Sport, Aquatics and Recreation (Units 1 & 2)	\$239.95*	
SIS30122 - Certificate III in Sport, Aquatics and Recreation (Units 3 & 4)	\$239.95*	
CHC22015 - Certificate II in Community Services (Units 1 & 2)	\$239.95*	
CHC32015 - Certificate III in Community Services (Units 3 & 4)* partial completion with 3 UOC's being completed	\$239.95*	

Creation of Taster Courses of up to 90 hours from the SIS or CHC training package	\$145.95*	
SISSS00118 Sports Trainer Level 1 Skill Set	\$250.00*	
HLTAID011 Provide First Aid (delivered with HLTAID009, SISXEMR003 with SAVILE for SIS30122 Certificate III in Sport, Aquatics and Recreation Students)	\$119.95*	
HLTAID009 Provide CPR	\$65.00*	
Compliance, Administration and Delivery Fee for the school (Single Fee for 2026 – this is per school not per subject) – Based on 1 teacher at the school. <i>Teachers will be completing ongoing learning and development throughout the 2026 school year to attain the units of competency in their sequence. Teachers will be assessed in class by a Trainer and Assessor at your school throughout the 2026 school year.</i>	\$0	\$2200.00
Compliance, Administration and Delivery Fee for the school (Single Fee for 2026 – this is per school not per subject) – Based on 2 teachers at the school. <i>Teachers will be completing ongoing learning and development throughout the 2026 school year to attain the units of competency in their sequence. Teachers will be assessed in class by a Trainer and Assessor at your school throughout the 2026 school year.</i>	\$0	\$2650.00
Compliance, Administration and Delivery Fee for the school (Single Fee for 2026 – this is per school not per subject) – Based on 3+ teacher at the school. <i>Teachers will be completing ongoing learning and development throughout the 2026 school year to attain the units of competency in their sequence. Teachers will be assessed in class by a Trainer and Assessor at your school throughout the 2026 school year.</i>	\$0	\$2950.00
Assessments printed and delivered per student <i>Hard copy assessments are now required to be retained for 2 years post course completion e.g. for students finishing in 2026 will be stored until the end of 2028.</i>	\$34.95*	

*Fees are GST Free.

Additional Fees	
SAVILE trainer (to deliver your course)	\$1850.00 per day
Hard copy certificates	\$0 per student
Electronic copy certificates	\$0 per student
If a school decreases their numbers before week 4 of term one and notifies SAVILE, they will incur a resource charge only for the resources they have ordered	\$90.00*
If a school does not notify SAVILE of student withdrawals prior to the end of week 6 term one, the school will incur the full cost of the student as per the partnering agreement set by the Department of Education, ISV and MACS.	\$229.95* per student
TAESS00019 Assessor Skill Set per person	\$1495.00* per person

Definitions

In this Agreement, unless the context requires otherwise:

Agreement means this Third Party / Partnering Agreement between SAVILE and the School, including its Schedules, annexures and any documents incorporated by reference (including the approved TAS for each qualification).

Commencement Date means the date on which the last of the following occurs: (a) both parties have signed this Agreement; and (b) all Conditions Precedent set out in the Key Details and Execution page have been satisfied or waived in writing by SAVILE. Where these dates differ, SAVILE will confirm the Commencement Date to the School in writing.

Term means the 12-month period beginning on the Commencement Date (or ending at the end of the school year, if earlier), as set out in the Agreement review and renewal process clause, and any renewed period under that clause.

RTO means Oxford Training Academy Pty Ltd trading as SAVILE Learning (RTO 45452), the Registered Training Organisation and principal provider under this Agreement.

School means the third party named on the Key Details and Execution page that has engaged the RTO under this Agreement.

Standards means the Standards for Registered Training Organisations (RTOs) 2025, including the Outcome Standards, Compliance Requirements and Credential Policy, as amended or replaced from time to time.

TAS means the Training and Assessment Strategy approved and issued by SAVILE for a qualification under this Agreement, as described in the Training and Assessment Strategy (TAS) clause.

Frequency means every training product on scope must be validated at least once every 5 years more often if the RTO becomes aware of risks to training outcomes, changes to the training product, or relevant feedback from students, trainers, assessors or industry.

Risk-based sampling means the RTO must use a risk-based approach to decide which components of the assessment system to validate and what sample size of assessments to review.

Validator independence means the person(s) conducting validation shouldn't be the same person who delivered the training or made the original assessment judgements being reviewed and must meet the Credential Policy requirements for validators.