



# Third-Party Induction Checklist

## Section 1: Third-Party Details

Organisation Name	
ABN	
Representative Name & Position	
Service Type	<input type="checkbox"/> Training <input type="checkbox"/> Assessment <input type="checkbox"/> Marketing <input type="checkbox"/> Recruitment <input type="checkbox"/> Student Support
RSC Contact Person	
Induction Date	

## Section 2: Induction Checklist

Area	Item	Completed (✓)	Comments
Agreement & Legal	Signed Third-Party Agreement is in place	<input type="checkbox"/>	
	Roles & responsibilities are clearly understood	<input type="checkbox"/>	
	Understanding of RTO's <b>continued responsibility</b> under the Standards	<input type="checkbox"/>	



Area	Item	Completed (✓)	Comments
Scope & Services	Clarification of which training products and services will be delivered	<input type="checkbox"/>	
	Limits and boundaries of the third-party's role are clear	<input type="checkbox"/>	
Standards & Compliance	Explanation of applicable <b>RTO Standards 2025</b> obligations	<input type="checkbox"/>	
	Understanding of <b>ASQA audit requirements</b>	<input type="checkbox"/>	
	Evidence collection and <b>assessment validation expectations</b>	<input type="checkbox"/>	
	Adherence to the <b>Training and Assessment Strategy (TAS)</b>	<input type="checkbox"/>	
	Reporting obligations and timeframes	<input type="checkbox"/>	
Marketing & Enrolment	Approval process for marketing material referencing RSC	<input type="checkbox"/>	
	Disclosure obligations to learners about third-party delivery	<input type="checkbox"/>	
Record Keeping & Data Security	Systems for secure data storage, access and backup	<input type="checkbox"/>	



Area	Item	Completed (✓)	Comments
	Procedures for submitting student records to RSC	<input type="checkbox"/>	
Complaints & Appeals	Understanding of RSC's policies and escalation pathway	<input type="checkbox"/>	
Monitoring & Reviews	Agreement to monitoring schedule (e.g. audits, site visits, reports)	<input type="checkbox"/>	
	Commitment to participate in reviews and improvement processes	<input type="checkbox"/>	
Learner Support & Protection	Familiarity with support services available to students	<input type="checkbox"/>	
	Commitment to inclusive, non-discriminatory practices	<input type="checkbox"/>	

**Section 3: Acknowledgement**

I confirm that the above items have been discussed, and I understand my responsibilities in delivering services on behalf of RSC in accordance with the Standards for RTOs 2025.

**Third-Party Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RTO Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_