

SUBCONTRACTING UNDER A FUNDED ACTIVITIES AGREEMENT

This factsheet is for Registered Training Organisations (RTOs) who hold a current Funded Activities Agreement (FAA) with the Department and wish to subcontract with a third party to deliver funded activities.

The specific contractual obligations relating to subcontracting arrangements are detailed under the FAA Attachment 1, Clause 30.

Funded activities cannot be subcontracted without prior written permission from the Minister. The Minister will only pay a subsidy to your RTO and not to your approved subcontractor/s.

A subsidy will not be paid for any funded training activities delivered by your subcontractor/s prior to the Minister approving the subcontracting arrangement.

As a FAA holder, your RTO remains responsible for:

- enrolment of Eligible Students into Courses; and
- the issuance of qualifications and Statements of Attainment.

As the FAA requires your RTO to remain compliant at all times with the Standards for RTOs (see Attachment 2, Clause 7.1 (b)) you may wish to review [ASQA's third-party requirements](#) before submitting an application to the Minister.

Note: the reference to “subcontracting” in the FAA holds the same meaning as “third-party agreement” as defined by ASQA.

To seek the Minister’s permission for a sub-contracting arrangement

You must make an application in writing to:

Director
Traineeship and Apprenticeship Services, Skills SA
Department for Education
By email: SkillsContracts@sa.gov.au

Your application must consist of the following information:

- to whom the services will be subcontracted;
- which course/s or units would be delivered by the subcontractor;
- why subcontracting is considered necessary;
- summary of subcontractor’s qualifications and experience;
- proposed start and end date of subcontracting agreement;
- quality assurance arrangements within the agreement;
- a copy of your proposed subcontracting arrangements; and
- you must affirm that you have complied with all ASQA requirements for third-party arrangements.

Once all requested information has been received, your application should take approximately two weeks to assess. Unclear or incomplete information may delay the assessment decision.

For any queries or assistance, please contact the Skills SA Infoline on 1800 673 097 or email SkillsContracts@sa.gov.au