

**APPENDIX A**  
**Third Party Advisory Group to Senate Education Committee:**  
**Terms of Reference**

1. Review regulatory frameworks including TEQSA guidelines on third party providers, identify risks and recommend strategies to ensure their compliance.
2. Review existing third party provider practices and provide recommendations for consistent best practice across current partnerships and for future arrangements.
3. Identify existing policy and procedures as they impact on third party relationships and identify where risks could occur. Present recommendations to the Senate Education Committee for policy review work that is required to ensure the principles in policy are inclusive of third party providers. Ensure the procedures allow principles to be enacted in a variety of third party contexts.
4. Contribute to ensuring that student and course management systems are inclusive of third party providers by informing the design of relevant systems.

**PROJECTS/TASKS FOR THE ADVISORY GROUP IN RELATION TO THE TOR**

<p>Review regulatory frameworks including TEQSA guidelines on third party providers, identify risks and recommend strategies to ensure compliance with appropriate standards</p>	<ol style="list-style-type: none"> <li>1. Identify aspects of the act (HESF) that needs to be considered in agreements. Provide specific advice on approaches to embed the act within agreements. Kate Liddell to assist.</li> <li>2. Create a secure online site for members to interact with documentation.</li> <li>3. Pull together third party agreements – including offshore.</li> <li>4. Develop a typology of third party provider types. Ensure that International providers are included and that quality systems are</li> </ol>	<p>Timeframe</p> <p>TOR 1 will frame our work for the year.</p> <ol style="list-style-type: none"> <li>1. Documentation compiled by 2<sup>nd</sup> meeting (late March, early April). Work completed on this by 3<sup>rd</sup> meeting in May.</li> <li>2. By 2<sup>nd</sup> meeting</li> <li>3. By 2<sup>nd</sup> meeting</li> <li>4. Completed by June, 2018</li> <li>5. Completed by July, 2018</li> <li>6. Completed by end of year for 2019 work.</li> </ol>
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	<p>included.</p> <p>5. Based on 4 – undertake a risk assessment to determine where we need to focus our efforts for the year.</p> <p>6. Identify risk areas that will determine our future work.</p>	
<p>Review existing third party provider practices and provide recommendations for consistent best practice across current partnerships and for future arrangements.</p>	<p>1. Place within the share point site – include the College. Alpha Possamai-Inesedy and Kevin Bell to provide documentation from SCC and OES; Sara Denize from UEH; Stephen McNally from Hong Kong Baptist; Marisa Furno – any documentation she feels is relevant for International providers. Remainder of group to provide commentary on practices that impact on their respective areas.</p> <p>2. Provide a framework of best practice to ensure QA across 3<sup>rd</sup> party providers.</p>	<p>1. By 2<sup>nd</sup> meeting in late March or early April</p>
<p>Identify existing policy and procedures as they impact on third party relationships and identify where risks could occur. Present recommendations to the Senate Education Committee for policy review work that is required to ensure the principles in policy are inclusive of third party providers. Ensure the procedures allow principles to be enacted in a variety of third party contexts.</p>	<p>1. Compilation of policies that impact on third party providers (Kevin and Alpha to provide pre-established lists).</p> <p>2. Gather documentation on procedures and policies that are not captured through the governance framework that could impact on third party providers (Michael Burgess, International).</p> <p>3. Recommendation of process for those identified in point 2 to be have 3<sup>rd</sup> party providers considered and informed of outcomes.</p> <p>4. Creation of guidelines for experts in the University on how to consider 3<sup>rd</sup> party providers within policies</p>	<p>1. By 2<sup>nd</sup> meeting</p> <p>2. By 3<sup>rd</sup> meeting</p> <p>3. By June, 2018-</p> <p>4. By October 2018</p>

	and procedures.	
Contribute to ensuring that student and course management systems are inclusive of third party providers by informing the design of relevant systems.	<p>1. Based on documentation gathered and analysed to date, create a framework for the systems that relate to third party providers and consider our operational systems. This framework will assist the systems and process or resource owner within WSU as well the 3<sup>rd</sup> party provider.</p> <p>This framework will be embedded within TOR 1 – action item 4. It has been agreed to date that the systems should include:  Student and learning management systems  Finance and student data  MySR  Data warehouse  IT  Systems supported under the SSAF framework  Library systems.</p> <p>2. Create a framework for the reporting of design, implementation, operation and notes for improvement.</p>	1 and 2 – February 2019

Members:

(Chair) Alpha Possamai-Inesedy (Chair of Academic Senate, Director of SCC); Kevin Bell (PVC Digital Futures); Robyn Causley (Director, Student Administration); Meg Smith (Deputy Dean, School of Business); Marisa Furno (Associate Director, International Partnerships); Stephen McNally (Deputy Dean, School of Nursing and Midwifery); Brian Stout (Deputy Dean, School of Social Sciences and Psychology – Tim Griffin represents Brian); Kate Liddell (Associate Director Quality and Reviews, Office of Quality and Performance); Ellen Brackenreg (Executive Director, Student Services); Ms Hannah McLean (Associate Director Office of Governance Services).