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| **THE UNIVERSITY OF NEWCASTLE** |
| **THIRD PARTY ARRANGEMENT – EDUCATION ANNUAL REPORT DRAFT** |

*This report must be completed annually in accordance with the* [*Third Party Arrangements – Education Policy*](https://policies.newcastle.edu.au/document/view-current.php?id=301) *and* [*Procedure*](https://policies.newcastle.edu.au/document/view-current.php?id=328) *and provided to the University’s Teaching and Learning Committee.*

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| Third Party Arrangement Details | |
| Third Party Provider name | Click or tap here to enter text. |
| Agreement start date | Click or tap here to enter text. |
| Agreement end date | Click or tap here to enter text. |
| Location of delivery | Click or tap here to enter text. |
| Courses/programs delivered | Click or tap here to enter text. |
| College responsible | Click or tap here to enter text. |
| Reporting period | Click or tap here to enter text. |

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| Purpose of Report |
| Annual report – Performance, Quality & Compliance |

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| Part A – Third Party Arrangement Performance, Quality & Compliance Report |
| 1. Key Performance Indicators |
| * 1. **Admissions & Enrolments**  1. Admission targets and actual enrolments 2. Trends in student demand and application numbers 3. Demographic insights (domestic/international, equity groups, etc.) |
| * 1. **Student Retention & Success**  1. Retention rates for the reporting period 2. Student progression and completion rates 3. Comparative benchmarking against University-wide and sector data |
| * 1. **Student Experience & Feedback**  1. Summary of student feedback surveys 2. WHS incidents and actions taken. 3. Key themes and areas for improvement 4. Actions taken in response to feedback |
| Academic Quality Assurance |
| * 1. **Quality Assurance Activities**  1. Overview of course moderation and assessment processes 2. Outcomes from curriculum and teaching reviews 3. External benchmarking results |
| * 1. **Academic Governance**  1. Governance structures and responsibilities including number of meetings and record of attendees 2. Accreditation status and professional body requirements (if applicable) 3. Academic Integrity Module and any integrity issues |
| Compliance |
| **3.1 Are there any identified compliance breaches with internal University Policy and Procedure:**   1. the [Third Party Arrangements – Education Policy](https://policies.newcastle.edu.au/document/view-current.php?id=301) and/or [Procedure](https://policies.newcastle.edu.au/document/view-current.php?id=328) 2. the [Commercial Activities Policy](https://policies.newcastle.edu.au/document/view-current.php?id=153) and/or [Procedure](https://policies.newcastle.edu.au/document/view-current.php?id=377&version=1) (for transnational education). 3. any other relevant University governance processes, policies and procedures, |
| * 1. **Are there any identified compliance breaches with external regulatory frameworks:**  1. the [Higher Education Standards Framework (Threshold Standards) 2021](https://www.legislation.gov.au/F2021L00488/latest/text) 2. The [ESOS Act 2000](https://www.legislation.gov.au/C2004A00757/latest/text) and [National Code 2018](https://www.legislation.gov.au/F2017L01182/latest/text) |
| * 1. **Are there any identified changes to or impacts on the Agreement:**  1. Any modifications to the agreement or service delivery model including potential [material changes](https://www.teqsa.gov.au/guides-resources/resources/corporate-publications/material-change-notification-policy) 2. Impacts of external influences, including regulatory changes, emerging or actual political, economic and social issues. 3. Future outlook and risk assessment, including risk treatment measures, residual risk rating comparison against University risk appetite. |
| Stakeholder Feedback & Engagement |
| * 1. **Internal and external stakeholder feedback:**  1. Third party provider feedback and perspectives 2. Input from University stakeholders (Global Office, Student Central, Schools, etc.) 3. Summary of formal reviews, meetings, and site visits (if applicable) |
| * 1. **Site Visit (if applicable)**  1. Date of visit and attendees 2. Key observations and findings 3. Recommended corrective actions or improvements to mitigate risks and improve compliance, financial results and overall performance. |
| 5. Sustainability |
| * 1. **Financial viability**  1. Financial performance vs forecast 2. Revenue generation and cost structures 3. Any financial risks or issues identified including proposed risk treatment measures 4. Financial sustainability of the arrangement |
| * 1. **Evaluation and recommendations**  1. General assessment of partnership effectiveness 2. Identified areas for improvement 3. Recommendations for future engagement (renewal, modification, termination) |

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| 7. Appendices to this Report | | |
| **Number** | **Title** |  |
| 1. | Commercial Activity Monitoring Report (for TPA transnational education) |  |
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| **Associate Dean Education** |  | **College Pro Vice-Chancellor** |

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| **Prepared by** |  | XX/XX/2025 |
| **Edited by** |  | XX/XX/2025 |
| **Reviewed by** | TPA Operations Committee  TPA Joint Management Committee | XX/XX/2025 |
| **Approved for Teaching and Learning Committee** |  | XX/XX/2025 |