

AQTF 2010

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Session summary

- Changes to the Conditions
- Changes to the Standards
- Changes to the National Guidelines
- Where to go for further information
- Questions



When, what, why, where?

- 1 July 2010
- Separate conditions and standards for initial applicants to those for existing RTOs
- Review/strengthening of national guidelines
- COAG decision November 2009
- training.com.au

Condition 1 - Governance

- Business objectives, planning and viability
- Directors and substantial shareholders must satisfy **fit and proper person requirements**
- Decision making informed by experience trainers and assessors



Condition 2 – Interactions with Registering Body

- RTO must provide a statement demonstrating its **financial viability** and/or annual financial statements and/or a **business plan** on request of the registering body

Condition 5 – Financial Management

- Demonstrate financial viability on request at all times
- Specified fee information must be provided to clients
- Specified options (5) for protection of fees paid in advance

Condition 6 – Issuing Qual and SOA

- Student records management **system** with the capacity to provide AVETMISS compliant data
- Provide returns of client records as required by the registering body
- Meet unique student identifier requirements

Condition 7 – Recognition of Quals Issued by Other RTOs

- Must have process in place so recognition occurs before commencement of the learning program.
- Simple administrative process, students should not be charged fees.

Condition 8 – Accuracy and Integrity of Marketing

- Full disclosure about services to be provided.
- Services advertised must match services provided.

Element 1.2 - Strategies

- Could be one consolidated document or a range of documents.

Element 1.4 – Trainer and Assessor requirements

- C) - can demonstrate current industry skills directly relevant to the training/assessment being undertaken
- Appendix 1 of old standards now appendix 3.
- Appendix 2 added for transition until June 2012 – TAE40110 Certificate IV in Training and Assessment

Element 1.5 - Assessment

- D) is systematically validated
- Assessment tool definition includes – the evidence criteria used to judge the quality of performance (i.e. the assessment decision making rules)



Element 2.1

- New - The RTO establishes the needs of clients and delivers services to meet those needs

Element 2.3

- Previously 2.2
- Minor change in wording of element
- changed from ‘enrol or enter into a contract’ to ‘enrol or enter into an agreement’

Element 2.7

- Previously 2.6
- The RTO provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.

Element 3.1

- **New - The RTO's management of its operations ensures clients receive the services detailed in their agreement with the RTO.**



Recap - Transition arrangements

- RTOs must comply with all new requirements as of 1 July 2010, except:
- Condition 5 – options for collecting fees in advance
- Condition 6 – AVETMISS compliant data and USI
- Transition ends 3 January 2011

Transition arrangements (continued)

Information is being developed relating to:

- fees in advance – advice on approval arrangements for TASs and what ‘...approved by the registering body’ (option 5) means - DEEWR
- USI – advice on what will be required and when training.com.au
- AVETMISS – advice from NCVET

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Significant changes to national guidelines



National Guidelines for a Registering Body

- Previously a range of documents
- Now one publication that includes AQTF National Guideline for:
 - Audit Consistency
 - Conducting Audits of the Inter-jurisdiction Operations of an RTO
 - Responding to complaints about VET quality
 - Risk Management
 - Industry Body Engagement
 - Managing Non-compliance (to be finalised)

National Guideline for Risk Management

- Risk ratings – low, medium, high, **extreme**
- Supports an approach of lower risk less monitoring by a registering body – higher risk more monitoring and attention.

Risk rating criteria

- Previous assessment process – 3 criteria used to inform risk rating
- Revised assessment process – 17 criteria used to inform risk rating
- Criteria are in the following categories:
 - Performance (likelihood)
 - Financial (likelihood)
 - Governance (likelihood)
 - Supplementary (impact)

Risk rating matrix

		Impact			
		Minor	Moderate	Major	Severe
Likelihood	Almost Certain	High	High	Extreme	Extreme
	Likely	Medium	High	High	Extreme
	Possible	Low	Medium	High	High
	Unlikely	Low	Low	Medium	Medium
	Very unlikely	Low	Low	Low	Medium

Risk assessment Protocols

1. Inform registering body of monitoring of RTO
2. Conditions to be audited
3. Risk management incorporated into registering body's decision making
4. Current data will be maintained
5. Risk management will be continuously improved
6. Audits will be integrated where possible

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Case Study - DET changes to renewal of registration process

DET - Renewal of registration process

- Evidence to demonstrate compliance with **conditions of registration** is required with application
- Desk audit is conducted against conditions of registration
- If non-compliances identified - rectification period
- If non-compliances remain after rectification period, application will be referred to RME
- Site visit and review of standards no longer occurs for renewal of registration audit, although timing of next monitoring audit may be influenced by findings*

*Update: Since conducting this presentation there has been a slight change to the renewal application process. On receipt of the renewal application a risk assessment will be undertaken to determine if a site audit needs to occur to review the standards before the application is approved. As a general rule a renewal site audit will only occur where an RTO is due for a monitoring audit in the next few months.



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What else do I need to know?



Further information

- Standards/Publications – training.com.au
- Transition – training.com.au
- FAQs – nqc.tvetaustralia.com.au
- AVETMISS – ncver.edu.au/avetmiss/21059.html



Contact your registering body for additional information

- [ACT - Accreditation and Registration Council](#)
- [NT - Department of Education and Training](#)
- [NSW - Vocational Education & Training Accreditation Board](#)
- [QLD - Department of Education and Training](#)
- [SA - Training and Skills Commission](#)
- [TAS - Tasmanian Qualifications Authority](#)
- [VIC - Victorian Registration & Qualifications Authority](#)
- [WA - Training Accreditation Council](#)
- [NARA - National Audit and Registration Agency](#)



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Questions?