Webinar overview

1. Mentoring program overview
2. Standards for RTOs 2015
3. Who is who in the VET sector
4. Frameworks and guidelines
5. Unique Student Identifier
6. Priorities for annual planning
7. Staff & student induction & enrolment
8. Annual declaration on compliance
9. Key VET sector updates
Standards for Registered Training Organisations (RTOs) 2015

- Applies to the following RTOs:
  - ASQA regulated
  - TAC regulated
- VRQA regulated RTOs must comply with the AQTF and the [VRQA Guidelines for VET Providers](http://www.comlaw.gov.au/Details/F2014L01377)
Format of the Standards

Part 1 – Preliminary

• This includes the Glossary

Part 2 – Training and assessment

• Standards 1 – 3
• Schedules 1 & 2

Part 3 – Obligations to learners and clients

• Standards 4 – 6
• Schedules 4 & 5

Part 4 – RTO governance and administration

• Standards 7 – 8
• Schedules 3 & 5

Key components

• Explanation of the standards
  – Eight standards
  – Broken down into clauses
  – Context statement
  – Referred to collectively as ‘Standards’

• Commencement & revocation

• Transition arrangements

• Glossary

Key components

• Standard 1 - 27 clauses
• Covers whole scope of the RTO
• Training and assessment strategies and practices, including amount of training
• Industry relevance and engagement
• Learner support
• Assessment, including updates to Principles of Assessment and Rules of Evidence
• Systematic validation
• Trainers and assessors
• Working under supervision
• TAE delivery and independent validation
• Transition of training products
Key components

Part 2 – Training and assessment

Standard 2
• Quality assurance
• Systematic approach to review of training and assessment strategies and practices
• Evaluate information from:
  – QI data
  – Validation outcomes
  – Client feedback
  – Trainer and assessor feedback
  – Complaints and appeals
• Document third party arrangements for services

Systematically monitor third party arrangements

Part 2 – Training and assessment

Key components

Standard 3
• Certification
• Issued within 30 calendar days
• Schedule 5 requirements
• Register kept for 30 years
• Credit provision
• USI implementation

Part 3 – Obligations to learners and clients

Key components

Standard 4
• Marketing material
• Range of items to form a checklist
• Applies to third party arrangements

Standard 5
• Information prior to enrolment or commencement of course
• Ensures students are aware of their rights and obligations
• Includes fee, cooling off and refund information
Key components

**Standard 6**
- Complaints
- Appeals
- Publicly available
- Applies to third parties
- Resolved within 60 calendar days or notification in writing
- Must have a policy
- Independent third party if not resolved

**Part 3 – Obligations to learners and clients**

**Key components**

**Standard 7**
- Governance and administration
- Fit and Proper Person Requirements (Schedule 3)
- Financial Viability Risk Assessment Requirements 2011 (legislative instrument)
- Fee protection (Schedule 6)
- Public liability insurance
- Data Provision Requirements 2012 (legislative instrument)

**Part 4 – RTO governance and administration**

**Key components**

**Standard 8**
- Cooperation with the Regulator & legally compliant
- Notify of substantial changes to operations or significant changes to ownership with 90 calendar days
- Third party agreements:
  - Include cooperation with the Regulator
  - Notify the Regulator before the agreement takes effect OR
  - Within 30 days of the agreement being entered into
    - Whichever comes first
- Annual declaration on compliance
- Legislation
Further information

Summary mapping documents

ASQA Users' Guide to the Standards for Registered Training Organisations 2013

TAC Users' Guide to the Standards for Registered Training Organisations 2013

The Mentoring Program will take you through a range of topics over the year and these will touch on aspects of the Standards.

VRQA Registered RTOs

- Australian Quality Training Framework
- VRQA Guidelines for VET Providers

AQTF Summary

Conditions
- Governance
- Interactions with Registering Body
- Compliance with Legislation
- Insurance
- Financial Management
- Certification
- Recognition of Qualifications
- Marketing
- Transition

Standards
- Quality Training and Assessment
- Client Services
- Management Systems

Users' Guide
VRQA Guidelines Summary

- Guideline 1: Governance, financial viability and management systems
- Guideline 2: Transparency and oversight of third parties
- Guideline 3: Trainer and assessor qualifications
- Guideline 4: Delivery of training and assessment services
- Guideline 5: Annual declaration of compliance

Further information

- 2016 VRQA Guidelines for VET Providers
- FAQs 2016 VRQA Guidelines for VET Providers
- AQTF Essential Conditions and Standards for Continuing Registration
- AQTF Users’ Guide to the Essential Conditions and Standards for Continuing Registration

Who’s who in the VET sector
Who's who in the VET sector

Council of Australian Governments (COAG)
Department of Industry, Innovation & Science
Department of Education & Training
COAG Industry and Skills Council
Australian Industry and Skills Committee
VET Settings Toolkit
VET Settings Evaluation
Union Student Representative
Australian Skills Quality Authority (ASQA)
Victorian Registration & Qualifications Authority (VRQA)
Training Accreditation Council WA (TAC)
National Centre for Vocational Education Research
Skills Service Organisations
Plus many, many more…
Frameworks and Guidelines

- VET Quality Framework
- Australian Quality Training Framework
- VRQA Guidelines for VET Providers
- Australian Qualifications Framework
- Core Skills for Work (CSfW)
- Australian Core Skills Framework (ACSF)

Plus many, many more...

Developed by the Department of Industry, managed by the Department of Education and Training

Enforced by the Australian Skills Quality Authority (ASQA) under the National Vocational Education and Training Regulator Act 2011 and the Training Accreditation Council (TAC)


VET Quality Framework (VQF)

Standards for Registered Training Organisations (RTOs) 2013
Financial Viability Risk Assessment Requirements 2011
Fit and Proper Person Requirements (Schedule 3)
Data Provision Requirements 2012
Australian Qualifications Framework

VQF Acronyms

SRTO → NVR → RTO

• Standards for RTOs
• Registered Training Organisation

National VET Regulator

Australian Quality Training Framework (AQTF)

• AQTF ≠ AQF

The AQTF is the quality assurance framework the nation worked with prior to the VET Quality Framework and still in use in Victoria with VRQA.

With the introduction of national VET regulation the VQF was developed and states that referred powers to ASQA moved to the VQF along with WA (TAC).

Victoria (VRQA) continue to work with the AQTF at this stage alongside the VRQA Guidelines for VET Providers.

9 Conditions

- Governance
- Interactions
- Legislation
- Insurance
- Financial Management
- Certification
- Recognition
- Marketing
- Transition

3 Standards

- Quality training and assessment
- Principles of access and equity & client services
- Management systems

Australian Quality Training Framework (AQTF)

This document outlines the standard of learning outcomes for each qualification level. It is relevant for your level of expectations of student work. Be familiar with the levels you are delivering (and the level above and below).

Refer to January 2013 edition.

AQF levels

- In the AQF there are 10 levels. Level 1 has the lowest complexity and Level 10 the highest complexity.

- The levels are defined by criteria expressed as learning outcomes.

- Each qualification type is also defined by a descriptor, expressed as learning outcomes.
www.aqf.edu.au

Core Skills for Work (CSfW)

Describes a set of non-technical skills, knowledge and understandings that underpin successful participation in work.

Three skills clusters
- Navigate the world of work
- Interact with others
- Get the work done

Assist in developing standards, curriculum, programs and learning assessment resources for certain occupations or career points.

Assist trainers, educators and people who work with job seekers to explicitly address the development of these skills.

Stages of performance:
- Novice performer
- Advanced beginner
- Capable performer
- Proficient performer
- Expert performer


## ACSF Overview

<table>
<thead>
<tr>
<th>Core Skill</th>
<th>Indicator Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning</td>
<td>01</td>
<td>Active awareness of self as a learner, planning and management of learning</td>
</tr>
<tr>
<td></td>
<td>02</td>
<td>Acquisition and application of practical strategies that facilitate learning</td>
</tr>
<tr>
<td>Reading</td>
<td>03</td>
<td>Audience, purpose and meaning-making</td>
</tr>
<tr>
<td></td>
<td>04</td>
<td>Reading strategies</td>
</tr>
<tr>
<td>Writing</td>
<td>05</td>
<td>Audience, purpose and meaning-making</td>
</tr>
<tr>
<td></td>
<td>06</td>
<td>The mechanics of writing</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>07</td>
<td>Speaking</td>
</tr>
<tr>
<td></td>
<td>08</td>
<td>Listening</td>
</tr>
<tr>
<td>Numeracy</td>
<td>09</td>
<td>Identifying mathematical information and meaning in activities and tasks</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Using and applying mathematical knowledge and problem solving processes</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>Communicating and representing mathematics</td>
</tr>
</tbody>
</table>

Five levels of performance ranging from 1 (low level performance) to 5 (high level performance). The five levels of performance represent milestones along a continuum of performance.

## The big picture...

- VET Quality Framework
- Australian Quality Training Framework
- Core Skills for Work Developmental Framework
- Australian Core Skills Framework

Incorporated into training package development and assessment processes.
Unique Student Identifier (USI)

- Came into effect 1 January 2015
- To create a single source of VET enrolments and achievements recorded for students
- Available online at no cost to the student
- USI will remain with the student for life

Develop a plan & setup RTO
USI access
• Write Policy & Procedure
• Develop fact sheets & forms for students
• Access fact sheets from USI website

Collect consent & information from students
• Provide relevant information to students via fact sheets
• Collect relevant ID & consent forms
• Or collect USI

Apply for USIs on behalf of students
• Ensure all USIs are recorded for each student in 2016/2017
• Have a process in place for students as they enrol

Unique Student Identifier
• Mandatory to have USI before qualification or statement of attainment is issued
• RTOs can apply for the USI on behalf of students
• Will be incorporated into your AVETMISS data
• You will need to develop processes for ensuring this is captured

Priorities for annual planning
Summary of deadlines and tasks

- Data submission – 28 February 2016
- Standards review – update procedures
- Annual declaration on compliance
- Validation schedule
- Industry engagement plan
- Quality assurance schedule (internal)
- Quality assurance schedule (third parties)
- PD planning
- Quality Indicators 30 June

Outline of the process for reporting your data:

Firstly, you will need to determine where to validate and submit your data – either to your state or territory training authority (STA) or directly to NCVER. Where and when to report your AVETMISS data depends on how the training you deliver is funded and which state or territory you report in;

Secondly you will need to collate your 2016 training and student data using an AVETMISS compliant information management system, prior to extracting your data into AVETMISS compliant National Data Collection files (NAT files);

Finally you will need to validate your NAT files. For most RTOs this will be via NCVER’s free, web-based AVETMISS validation software (AVS). You will need to correct and revalidate your data until it is error-free and submit your data either to your STA or directly to NCVER by 28 February 2017.

NCVER Video: [http://youtu.be/Rd8Cd4H6kNA](http://youtu.be/Rd8Cd4H6kNA)
NCVER Validation Software

- Tutorial: How to Use the AVETMISS Validation Software (AVS)
  https://youtu.be/NyZ9ZolcGbY

- Webinar: New to AVETMISS reporting
  https://www.youtube.com/watch?v=5ioCkAsGvXA&feature=youtu.be

AVETMISS fact sheets

https://www.ncver.edu.au/support/topics/avetmiss/fact-sheets

Updating your Policies and Procedures

Attend webinars, workshops, VET Summit, National VET Conference

Go through each clause and review current policies and procedures
Annual Declaration on Compliance

This will be covered later in the webinar.
Due date is 31 March 2017.

Validation schedule

Next session will go in to the details of this.
Be aware that time will need to be set aside for validation activities and there are requirements around who can conduct this.
Ensure staff in each qualification are aware of the requirements for validation.

Industry engagement plan

Next session will go in to the details of this.
Industry engagement requirements are more specific under the new standards/guidelines.
Relates not only to the assessment system but also trainers and assessors and evaluation of resources.
Time in your planning will need to be set aside for this.
Quality Assurance Schedule

SRTO 2 (2.1 and 2.2) requires a systematic approach to monitoring the compliance of training and assessment strategies and practices. This will need to take into account the QI data, validation outcomes, learner and trainer/assessor feedback as well as data from complaints and appeals. Plan for a review of all training products on scope.

Third party arrangement

SRTO 2 (2.3-2.4) requires systematic monitoring of services delivered through a third party arrangement. This should be documented in the written agreements. Systematic = planned.

PD planning

HR requirements
Currency of skills
Currency of VET knowledge
Conduct analysis of all staff to determine needs
Plan ahead when possible to cater for down time
Quality Indicators

Collection towards the end of courses

2016 data to be analysed this quarter

Look for areas to improve

The Learner Survey Guide and Employer Survey Guide can assist with analysis

Submit prior to the 30 June deadline

Induction and enrolment

Run induction programs with:

Trainers and assessors
Administration staff

Learners
Third parties

Induction Programs

6/02/2017
Information to provide to staff

Trainers and Assessors
- Update on the Standards including HR requirements
- Their roles and responsibilities
- Training and Assessment Strategies – location and all related documentation
- Industry engagement requirements
- Qualifications
- Updating of IT information including currency
- Processes for recording student progress and results

Administration
- Update on the Standards including any new policies and procedures that are to be implemented
- Changes to enrolment procedures for students
- Marketing requirements
- Student entrance requirements including 20 days to issue
- Information to provide to learners
- Changes to the policies and procedures
- Administration related to third party arrangements

Information to provide to third parties

Information to be provided to third parties will depend on the arrangements that are made and the services being offered.

The third party must be aware of any of the RTO’s policies and procedures related to the third party arrangement.

It must be made clear to the third party, through the written agreement at a minimum, they must cooperate with the regulator.
Information to provide to students

Checklist of information to be included (in resources)

- Note that complaints and appeals policies and procedures must be made publicly available
- Induction process that includes acknowledgement that the information has been provided and the student understands
- Of importance to note – information about impact on access to future entitlements

Enrolment processes

- Enrolment form that meets AVETMISS requirements
- USI information
- Induction process
- Funding arrangement requirements

Funds for training

- Federal Government funding
- State and territory government funding
- Industry funding
- Fee paying students

Arrangements will vary state to state
Annual Declaration on Compliance

Standards for RTOs 2015

Clause 8.4
Make an annual declaration on compliance with the Standards

ASQA Requirements

CEO will receive an email with a unique link to an online form
Information used to identify systemic risks

Reminder to RTO CEOs: Complete your annual declaration on compliance

• CEO will receive an email with a unique link to an online form
• Information used to identify systemic risks

TAC Requirements

Completing the Declaration
The Annual Declaration on Compliance 2015-2016 for RTOs registered with TAC is due by 30 September 2016.

The legally responsible person and registration contact for RTOs registered with TAC have received correspondence (via email) from TAC directing them to this requirement.

RTOs that do not submit an annual declaration by the due date may be deemed to be non-compliant with Clause 14.4 of the Standards (V.1 RTOs).

Click here to complete the Annual Declaration on Compliance 2015-2016.

Click here to view FAQs about the Annual Declaration on Compliance 2015-2016.

Last modified: 08/06/2016 12:30 PM

VRQA Guidelines

Guideline 5: Annual Declaration of Compliance

This Guideline has been designed to ensure that VET providers undertake an annual self-compliance check of existing regulatory requirements. It includes reference to the Australian Quality Training Framework which includes criteria and standards that Victorian RTOs are required to comply with under the Education and Training Reform Act 2006 (available on the VRQA website).

3.1 An RTO registered with the VRQA must provide an annual declaration of compliance with the AQTF Essential Conditions and Standards for Continuing Registration (the AQTF Standards) and these guidelines, and in particular, whether it:

a) currently meets the requirements of the AQTF Standards and these Guidelines across all of its existing scope of registration; and

b) has met the requirements of the AQTF Standards for all AQF certification documentation which it has issued in the previous 12 months; and

c) has training and assessment strategies and practices in place that ensure that all current and prospective students are or will be trained and assessed in accordance with the requirements of the AQTF Standards and these Guidelines.
VRQA Requirements

VRQA requires RTOs to provide a declaration by 3 April each year to confirm the RTO complies with the 2016 VRQA Guidelines for VET providers.


Key VET sector updates

ASQA – Latest News

Skills Service Organisations

Events
Skills Service Organisations

New SSO:

• Innovation and Business Skills Australia (IBSA)
• Manufacturing sector
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Next session...

1. Training & assessment strategies
2. Industry engagement activities
4. Validation activities
5. Streamlined training packages
6. Assessment methods
7. Quality indicator reporting
8. Data checking
9. Key VET sector updates

Live Q&A session with Carol Hunter
20 February 2017
11.00am – 12.00pm
(AEST: QLD)