



Training Accreditation Council
WESTERN AUSTRALIA

TAC Update

Issue 10—July 2009

Amendments to Legislation

On the 10 June 2009, amendments to the Vocational Education and Training Act 1996 (the Act) and the Vocational Education and Training Regulations (General) 2009 (the Regulations) came into effect.

The amendments to the Act and the associated Regulations impact on the functions of the Training Accreditation Council (TAC); the requirements to be met by Registered Training Organisations and changes impacting to the operations of the Apprenticeship system in Western Australia.

The new Part 7a of the Act, outlines the functions of the TAC. The majority of the issues introduced by the changes to Part 7a of the Act will be familiar to RTOs. Prior to the introduction of the legislation, these requirements were incorporated into the policies and processes of the TAC through Ministerial Guidelines issued under Section 13 of the Act.

The Regulations will replace the Ministerial Guidelines and provide a more robust foundation for the regulation of training providers and accredited courses in Western Australia.

The following changes to the Act may impact on the operations of RTOs:

Classification of Qualifications:

The amendments to the Act introduce a new classifications system that prescribes the qualifications that can only be delivered through a training contract and the qualifications that can be delivered through a training contract or institutional delivery. The new classification system is most likely to impact on an RTO if they are delivering qualifications through apprenticeship pathways or they are delivering traditional apprenticeship qualifications to international students through institutional delivery.

RTOs should ensure that they are complying with the conditions and requirements related to the classification of qualifications under the Act. The public register of the classification of qualifications is available at www.vetinfonet.det.wa.edu.au.

Skills Recognition:

The Council is no longer responsible for the provision of skills recognition services for Trade qualifications. Following the amendments to the Act, all RTOs are now able to offer skills recognition for all qualifications including traditional trade qualifications. RTOs should note that the Act provides for the issuing of single certification and Trade Certificates will no longer be issued to apprentices who commenced their apprenticeship after the 10 June 2009.

Provision of Assessment only services

The amendments to the VET Act allows TAC to consider applications from training providers to provide assessment only services for qualifications and/or individual units of competence. Information on the requirements for assessment only delivery are now available in the [Initial or Renewal of Registration Application Guide](#)

Return of information to the Council

The Regulations will require RTOs to provide a return to the Council on a six monthly basis, containing the details of the qualifications and units of competency that have been achieved by the individual students of an RTO. This information is the information that is collected through the Client Qualifications Register.

A complete copy of the *VET Act 1996* and the *VET Regulations (General) 2009* are available from the State Law Publisher at www.slp.wa.gov.au.

In addition to changes to the functions of the TAC, changes have been made to Part 7 of the Act that impacts on the operations of the Apprenticeship system in Western Australia.

The changes include conditions and requirements for the provision of qualifications; changes to Training Plans and Training Contracts; Dispute Resolution and Certification. Fact sheets providing information on the key amendments to the Act and how they affect employers; training providers and apprentices and trainees are available from the ApprentiCentre website at www.apprenticentre.wa.gov.au.

The following publications have been updated, and are available on the TAC website:

- * RTO1 Initial/Renewal of Registration Form and Application Guide
- * RTO2 Amendment to Registration Application Form and Guide
- * ACC1 Application for Course Accreditation/Re-accreditation
- * Accreditation Self Assessment Checklist



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RTO Reporting Requirements

Client Qualifications Register

The Client Qualification Register (CQR) is now available to access on RTO-Net. All RTOs are required to report at least once before 31 December 2009.

Further information about the CQR and resources such as the CQR Users Guide and Data File format are available through the Client Qualifications Register link in the Toolbox from the TAC Website (www.tac.wa.gov.au).

Competency Completion

All RTOs are required to report competency completions as part of the quality indicators in the AQTF Standards. These reports were due by 1 July 2009, if your organisation enrolled and/or issued certification to learners for any nationally recognised training on your scope in 2008. Reminder emails have been sent out to organisations that have not met this reporting requirement.

The competency completion data is to be entered into the Competency Completion Online System (CCOS), <http://rto.ncver.edu.au>. The NTIS contact for your organisation (as listed on www.ntis.gov.au) has access to the CCOS. Please be aware that this is a different login and password to RTO-Net and the STARS Call Centre cannot assist with queries of the CCOS.

There is a comprehensive users guide available on www.acer.edu.au/aqtf/ and a list of frequently asked questions and resources to assist RTOs to submit the data.

The national system has recognised that reporting to the registering body needed to be part of the CCOS, and has now incorporated a "Send to Registering Body" button. This button is located on each report, and you will need to click on this button for each of the four reports, where relevant. An automatic email will be sent to you to confirm that you have submitted the reports.

RTOs reporting through AVETMISS will have their 2008 data pre-populated into the CCOS. However, RTOs must still validate this data, enter any other fee-for-service delivery for 2008 and submit the reports from the CCOS to TAC.

Technical assistance on the CCOS is available from NCVER, who can be contacted at (08) 8230 8468 or AQTF2007@ncver.edu.au

Requirements for CRICOS Registration

Under the Education Services for Overseas Students (ESOS) Framework an RTO, and the AQF qualifications it delivers, must be registered on the Commonwealth Register of Institutions and Courses (CRICOS) before it can enrol any overseas/international student studying in Australia on a student visa.

Under Section 8 of the ESOS Act 2000 it is a serious offence if a non-CRICOS registered provider promotes; provides; or enrolls overseas students into a qualification that is also not registered on CRICOS under its own name and registration. This offence carries a maximum penalty of a 2-year imprisonment.

For further information on CRICOS registration please visit the International and Higher Education Regulation website at http://www.des.wa.gov.au/pages/international_registration.php or contact Steve Page on (08) 9441 1962 or steve.page@des.wa.gov.au.

High Risk Work Licensing Units

There are a number of units which have been included in the CPC08 and TLI07 training packages to meet the High Risk Work License (HRWL) requirement for WorkSafe. The current arrangements with WorkSafe will continue until 30 June 2010, after which time WorkSafe will only accept Statements of Attainment for the CPCL and/or TLILIC units.

TAC is not able to accept applications for these HRWL units until the mandated assessment tools are available for RTOs. An information flyer will be released shortly outlining the transition arrangements and the amendment to scope process, specific to these units.

Learner and Employer Satisfaction Quality Indicators

RTOs should be collecting data for 2009 on the Learner and Employer Satisfaction Quality Indicators, to report to TAC by 30 June 2010.

Information on these quality indicators, the survey questions and the reporting software are available from www.acer.edu.au/aqtf/.



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RTO-Net Access

Access to RTO-Net is required for all RTOs to:

- * Upload quality indicator reports
- * Access and upload of the Client Qualification Register
- * View registration and manage RTO details
- * Submit applications and upload evidence online
- * Apply for funding with DET

RTO-Net can be accessed through the following link

<https://stars.det.wa.edu.au/>.

To apply for access: Complete the Access form on

<https://stars.det.wa.edu.au/apply.asp>.

To have a password reset: Call the Helpdesk on
(08) 9264 5555.

Once you are in RTO-Net you can view who has access to your organisation's registration through My Details -> Users List. From this point you can determine if a user needs their password reset (the user is listed) or needs to apply for access (user is not listed). If you cannot access RTO-Net and wish to check the nominated users, your case manager can assist.

The legally responsible person and the nominated registration contact of the RTO can create and access parts of RTO-Net, including creating applications and uploading reports.

RTO-Net Security

You should always ensure that only current staff have access to RTO-Net. Staff no longer working at your organisation that previously had a login to your account may be able to view the RTO details. It is the responsibility of the RTO to keep this up to date. Exit forms are available from <https://stars.det.wa.edu.au/apply.asp>

For this reason, additional security has been placed on RTO-Net user accounts. If you do not accessed your account it will be suspended after seven months. After a further three months of not accessing the account, the user will be removed and a new application form will need to be submitted.

Please note that RTO-Net is a separate, state-based system, and access and passwords to RTO-Net will not allow you to access the Competency Completion Online System (CCOS).

Course Accreditation Application Fees to Increase

Effective 1 September 2009 there will be an increase to the fees for accreditation of courses:

\$1080.00 - For each qualification such as a Certificate I, II, III, IV, Diploma, Advanced Diploma, Vocational Graduate Certificate, Vocational Graduate Diploma.

\$540.00 - For a course other than a qualification.

The fee is payable at time of submitting application. These fees are non-refundable. Any enquires should be directed to the TAC Course Accreditation Officer on 9441 1919.

Did you know?

- The *Course in Safety Awareness Training (51466)* is due to expire on 31 August 2009. If you wish to still deliver this induction training to meet WorkSafe requirements, information outlining the transition arrangements to *CPCCOHS1001A Work Safely in the Construction Industry* is available at www.tac.wa.gov.au.
- The *Course in Contribute to Safe Tilt-Up Construction (51629)* expires on 31 July 2009. The transition arrangements, to meet TAC and WorkSafe are outlined on the information flyer on the TAC website.
- Registration and accreditation decisions from TAC meetings are listed on the TAC website following each meeting.
- As at 30 June 2009, there were:
 - 508 WA Registered Training Organisations
 - 345 courses accredited by TAC
- Professional Development workshops are conducted by the Department of Education and Training, and the calendar of events is available at www.vetinfonet.det.wa.edu.au



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