

# TAC UPDATE

Volume 6, Issue 2 Winter 2006 Edition

July 2006

I N S I D E	1	<b>Transfer of TAC to the Department of Education Services</b>
	1	<b>Change of ownership policy</b>
	2	<b>Transforming Trade Recognition</b>
	2	<b>New quality arrangements</b>
	3	<b>Did you know that the registration of 134 WA RTOs expires next year?</b>
	3	<b>Professional Development:</b> <ul style="list-style-type: none"><li>• TAC Workshop schedule July-December 2006</li><li>• Queensland asks: "Are you up to speed?"</li><li>• Department of Education &amp; Training PD initiatives</li></ul>

## Transfer of TAC to the Department of Education Services

From 1st July 2006 the Office of the Training Accreditation Council has transferred from the Department of Education and Training to the Department of Education Services (DES).

DES offers important services to education in Western Australia, providing policy advice to the Minister for Education and Training and regulation and support to universities, non-government schools, international education providers, VET and in some cases individual students and teachers through scholarship programs.

This move brings together the regulatory bodies for the areas of:

- Non-University Higher Education;
- Non-Government schools;
- International Education, and
- Vocational Education and Training (OTAC).

Each of the above directorates is responsible to the Acting Chief Executive Officer, Richard Strickland. DES further supports several Ministerial advisory

councils and committees:

- The Aboriginal Education and Training Advisory Council;
- The Rural and Remote Education Advisory Council;
- The Non-Government Schools Planning Advisory Committee, and
- The WA Higher Education Council.

For further information check out the DES website on [des.wa.gov.au](http://des.wa.gov.au)

### **What changes will affect RTOs?**

These groups still all operate from 22 Hasler Road, Osborne Park and the website details remain the same, however, RTOs need to note:

- TAC's email address is now [tac@des.wa.gov.au](mailto:tac@des.wa.gov.au);
- All Office of TAC staff emails are now [firstname.surname@des.wa.gov.au](mailto:firstname.surname@des.wa.gov.au);
- Banking details and ABN have changed, please see the TAC website for details.

## Change of Ownership Policy

When a registered training organisation undergoes a change of ownership the new RTO needs to apply for registration in the following circumstances:

- Proposed sale of an RTO business by a natural person;
- The death of a natural person when registration has been issued to a sole proprietor;
- When an RTO business is liquidated / bankrupt;
- When two RTOs merge and one seeks to relinquish RTO status;
- When one RTO splits into two and both organisations require registration;
- When there is a change of name but not a change in the legal entity of the organisation;
- When there is a change in the legally responsible person, contact person, contact details or change of address.

To view the policy, click on:

[Change of Ownership/Sale of Business or Liquidation/Bankruptcy Policy](#)

# Training Accreditation Council

## Transforming Trade Skills Recognition

The WA Department of Education and Training's 2006 Training Forum in May featured the session: "Transforming Trade Skills Recognition in WA". This was attended by 60 VET practitioners who workshopped trade equivalence issues. Thank you to those who attended for your feedback on TAC's revised Trade Skills Recognition Policy and the TAFEWA trade skills recognition trials in preparation at Challenger TAFE. Indeed, Suzy McKenna attending for Reframing The Future said we were "spot on the money".

Meanwhile the Metals, Manufacturing and Services Industry Training Council (ITC) is demonstrating good practice by working closely with RTOs to ensure all their candidates achieve Certificate III prior to TAC issuing their trade certificate.

The ITC has secured Reframing the Future funds aimed at improving its established skills recognition service by developing an assessor network across participating WA TAFE colleges. The network will be established in conjunction with the Curriculum Support Services Network (CSSN) and with Carrie Roche, project coordinator of the TAFEWA trials.

The Metals and Engineering CSSN has given its full support to the ITC project as the service will add value to skills recognition and assessment programs already in place in TAFE colleges.

RTOs thinking of applying to offer trade skills recognition as agents of TAC need to meet the criteria listed in the *Trade Skills Recognition Application Guidelines*, located with the policy on the TAC website, together with an information pamphlet for organisations seeking approval.

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## New Quality Arrangements

Work led by the National Quality Council (NQC) is currently being undertaken to implement the decision of the February Council of Australian Governments (COAG) meeting:

*...to accelerate the introduction of an outcomes based auditing model and stronger outcomes based quality standards for RTOs...*

The NQC has established a steering committee with stakeholder representatives to oversee this work.

The new quality arrangements are likely to include a framework comprising a mandatory first level as a requirement of registration and voluntary subsequent levels that provide opportunities for continuous improvement and achievement of excellence.

The revised AQTF Standards will have a stronger focus on training outcomes, both in standards and measures. There will be greater focus on continuous improvement with RTOs measuring and reporting their processes and outcomes and using this as a basis for improvement. Current work includes:

- Revision and streamlining of the AQTF Standards for RTOs with a focus on training outcomes.
- Identification of the key features of an outcomes based audit model including a revision of the AQTF Standards for Registering/Course Accrediting Bodies.
- Development of outcomes measures.
- Piloting of the new arrangements with selected RTOs in a phased manner to allow for improvements in the drafting of the new quality arrangements.

Agreement on the final model and arrangements for implementation of outcomes based auditing needs to be reached by 31 October. The introduction of the revised AQTF will be from 1 July 2007.

For a complete update refer to the NQC newsletter recently emailed to all Western Australian RTOs by the Office of TAC: **National Quality Council, Issue 1, New Quality Arrangements for Vocational and Technical Education.**

Meanwhile the Office of TAC will be keeping RTOs informed. Consultation with RTOs, auditors and other stakeholders will take place during August to gather feedback on the revised draft AQTF Standards. For those RTOs whose registration expires during the next year, current arrangements continue to apply, with a transition phase kicking in from July 2007.

# Training Accreditation Council

## Did you know that the registration of 134 WA RTOs expires over the next year?

### *Are you one of them?*

For those RTOs whose registration expires during the next year, current quality arrangements continue to apply until July 2007. RTOs wishing to re-register with TAC must submit their applications three (3) months prior to expiry to enable sufficient time for the organisation to be audited for compliance with the AQTF Standards and a recommendation submitted to TAC prior to your expiry date.

### Start Planning...

☐ Do an internal audit NOW – and be critical! The internal audit is required for your renewal of registration application – AND, you get a heads up on your strengths and weaknesses.

☐ Check the TAC website for the current process for renewal of registration and associated forms.

☐ Review your current scope and delivery – will this need to be updated? You must apply for the most up-to-date training products. This means that applications for superseded training package qualifications or expired courses will not be considered.

☐ Consider professional development for yourself and staff...

...and remember to submit your application at least three (3) months before your expiry date.

Speaking of professional development ...

## TAC Workshop schedule July-December

### ***New Registration Information Session***

If you are considering becoming a Registered Training Organisation, we encourage you to attend a free Registration Information Session. These sessions are now one-on-one appointments with a case manager from the Office of TAC, covering:

- The National Skills Framework;
- The rights and responsibilities of RTOs;

- Alternatives to registration;
- The application, registration and audit processes;
- Course accreditation (where appropriate), and
- Where to from here?

Sessions are 45 minutes long, held on specific Tuesdays in August, October and November.

### ***AQTF Standards Workshop***

If you have made the decision to become an RTO, or are renewing your registration, you are encouraged to attend the full day AQTF standards workshop. This workshop provides a better understanding of how the standards work, the registration process and the role of evidence in the registration application.

Cost: \$165 (inc. GST) Morning, afternoon tea and lunch provided.

Dates: 16 August and 11 October.

### ***Help...the AQTF Auditor is Coming!***

A half day workshop for training providers that have decided to become an RTO and existing RTOs that want a better understanding of the audit process. The workshop is practical and includes information about:

- The AQTF and Continuous Improvement;
- Types of audit, who will be involved and what their role should be;
- How you can prepare for an external audit;
- What to do (and what not to do) during the audit, and
- What will happen after your audit.

Cost: \$55 (inc. GST). Morning tea is provided.

*Help... the AQTF Auditor is coming!* runs from 9.00 am to 1.00 pm on the following Thursdays:

- 24 August 2006
- 26 August 2006
- 23 November 2006

To book for any of the above workshops, please go to the TAC website: [www.tac.wa.gov.au](http://www.tac.wa.gov.au) and fill in an online *registration form* and *payment required tax invoice*.

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... More Professional Development information...

## **From the WA Department of Education and Training**

### **PD Calendar**

The WA Department of Education and Training is committed to supporting professional development for VET practitioners across the sector.

A calendar of programs running from now to the end of November through the VET Teaching and Learning Directorate can be viewed on the VETInfoNet website under the Professional Development tile.

The programs can be customised to meet your organisation's needs at a time and venue to be negotiated with you. There must be a minimum of 12 participants to run a program. This approach is also aimed at supporting regional clients. The cost is \$55.00 including GST per person for most programs in Perth CBD. Regional programs are negotiated on an individual basis.

For a direct link to the calendar go to: [www.vetinfo.net.det.wa.edu.au/progdev/pd%20calendar.aspx](http://www.vetinfo.net.det.wa.edu.au/progdev/pd%20calendar.aspx)

### **The Future Now 2006-2010**



This report was commissioned by VETTL and compiled by the NCVER.

It was launched at the 2006 Training Forum and is the result of extensive research and consultation across the VET sector in Western Australia...

...*The Future Now* highlights new drivers for change that will impact on the skill sets of practitioners.

*The Future Now* provides us with clear professional development directions for the next five years.

To download a free copy go to the VETInfoNet website and click on *Resources* under the Professional Development tile.

### **And from Queensland: Are you up to speed?**

*Are you up to speed?* Is the title of a Government paper from the Queensland Department of Employment and Training about the competence of RTO staff. It is a guide to the currency requirements of RTO staff in relation to industry, training and assessment under AQTF Standard 7 .

The paper separates the competency requirements of RTO staff into three general categories:

1. Industry experience and skills;
2. Industry currency, and
3. Training and assessment currency.

Several professional development activities are suggested. Further, the appendices include templates for:

- Scheduling and recording the competence of RTO staff;
- A currency checklist, and
- Professional development planning.

You can get a copy of this guide by calling: 1800 600 039

or go to: [www.trainandemploy.qld.gov.au](http://www.trainandemploy.qld.gov.au)



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