

# TAC UPDATE

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## Changes to TAC Processes

In response to feedback received from RTOs and Auditors, the Training Accreditation Council has recently reviewed its processes for initial and renewal of registration. The new processes are more streamlined and should provide greater clarity to RTOs on the process to be followed and the information to be submitted to TAC.

### Registration

There are two major changes to the registration process, these are:

- Changes to the application submitted to the Office of TAC; and
- Changes in the flow of information between the RTO, Auditor and Office of TAC.

### **Changes to the application submitted to the Office of TAC**

The application forms required to be submitted to the Office of TAC have been streamlined, RTOs will now only be required to submit one multi-section form that provides details on the RTO, previously RTOs provided up to four different forms for initial and renewal of registration.

The RTO will also now be required to provide further evidence that they have addressed the requirements of the AQTF in their application to TAC, prior to the site visit being undertaken. Previously, RTOs submitted a checklist that outlined how the organisation addressed each of the AQTF standards, the new process requires the RTO to submit initial evidence that indicates that the RTO has addressed the standards.

RTOs will now submit evidence of organisational structure, a list of the organisations quality policies and procedures, outcomes of the organisations internal audit, a delivery and assessment strategy

for the highest level qualification on their scope, a list of staff and evidence that they have the appropriate qualifications, details of insurance and information on their business planning detailing the VET services they intend to offer.

This information will initially be reviewed by the OTAC Case Manager and will result in greater quality assurance of the application prior to allocation of an auditor and conduct of a site visit. The advantage of the new process to RTOs is that it can be identified at an early stage if an organisation is clearly not ready for an audit to be conducted and the RTO can be advised to resubmit their application rather than proceed with and incur the costs of an audit.

### **Changes in the flow of information between the RTO, Auditor and Office of TAC**

TAC is aiming to reduce the time taken to process applications by streamlining the flow of information between RTOs, Auditors and the Office of TAC.

Following an audit, the Auditor will now liaise directly with the RTO. The Auditor will send a copy of the audit report directly to the RTO following the audit and in the event that non-compliances have been identified, the RTO will submit additional evidence within the 21 day period directly to the auditor.

The auditor will also provide copies of all information sent to the RTO to the Office of TAC so that case managers can track the progress of the application, however this new approach will speed up the registration process and avoid the over handling of documentation by OTAC staff who previously played a conduit role between the auditor and RTO.

Full information on the new registration process can be found on the TAC website at [www.tac.wa.gov.au](http://www.tac.wa.gov.au) just follow the links from the homepage.

### **Review of Extension to Scope**

The previous extension to scope process required RTOs to re-address all of standard 7 (Competence of RTO Staff), standard 8 (Assessment) and standard 9 (Learning and Assessment Strategies) for each industry area they were amending their scope to.

# Training Accreditation Council

Following feedback from Auditors, OTAC staff and RTOs on the process, it was determined that sections of these standards relate to the overall operations of the RTO and had already been sighted at the initial registration audit.

The new streamlined approach enables RTOs to provide only evidence that directly relates to the new industry area they are applying for. Much of the evidence required is contained in the Learning and Assessment Strategy for a qualification and a declaration from the CEO ensures that the RTO has fully implemented standards 7,8 and 9 within the RTOs own operations. All extension to scope applications are reviewed at the next full AQTF audit of the RTO.

In addition, the categories for extension to scope have been slightly modified. Applications may be considered as an internal desktop audit or with higher risk applications, an external desktop review or site visit may be undertaken.

Information on the new extension to scope process can be found on the TAC website at [www.tac.wa.gov.au](http://www.tac.wa.gov.au) just follow the links from the homepage.

## New Workshop

A new half day workshop has been introduced called, '**Help, the AQTF auditor is coming**', that assists RTOs with the best way to prepare and what to expect from the AQTF audit.

The workshop covers:

- Why is your organisation being audited?;
- Who will conduct the audit?;
- What will be the focus of the audit?;
- What will happen during the audit?;
- Examples of evidence that may be required;
- What is the role of observers?;
- How can your RTO prepare for the audit?; and
- What will happen following the audit?

The next workshop will be held on 8 November 2004. To register contact the Office of TAC by email, [tac@det.wa.edu.au](mailto:tac@det.wa.edu.au) or by phone on (08) 9441 1912.

## Former WA Teachers

The following information is provided as a courtesy to RTO staff for whom registration with the WA College of Teaching (WACOT) may be applicable. This may include former teachers or staff who deliver VET in Schools programs. Please note that registration with WACOT is not a requirement of the Australian Quality Training Framework or TAC and all enquiries should be made directly to WACOT.

The Western Australian College of Teaching has been established by the *Western Australian College of Teaching Act 2004*. The purpose of the College is to be an advocate for the teaching profession, to guide teachers in their professional learning and to carry out a registration function. The *Act* sets out the eligibility for teacher registration in Western Australia.

The *Act* requires that from 15 September 2004 all new teachers who want to teach in Western Australian schools (including providers of VET in schools) be registered before they may legally be permitted to work or be employed as a teacher. Those who are already teaching or who may have taught in Western Australia in the past are covered by special transitional provisions allowing them extra time to be registered with up to two years to take advantage of the transitional provisions if they wish to resume their teaching profession. After that time if they wish to return to teaching, they may have to upgrade their qualifications.

Further information can be obtained from the WACOT website at [www.wacot.wa.edu.au](http://www.wacot.wa.edu.au) or by email at [info@wacot.wa.edu.au](mailto:info@wacot.wa.edu.au).

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