

TAC UPDATE

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New TAC Website

The redeveloped TAC website was launched on 28 April 2005 and has received positive feedback from users. The new design and navigation of the site makes it simple for users to find information on all aspects of registration and accreditation with TAC and caters for the needs of RTOs or prospective RTOs at different stages within the registration and accreditation life cycle. The site provides easy to follow links to relevant forms and information on all TAC processes and also links to external sites that may assist in preparing an application for TAC or deciding the best approach to suit your business needs.

Additional information that has been popular with users includes undated links to industry information and a listing of recent applications approved by TAC. The next phase of the website's development will include a search facility and the ability to subscribe to TAC publications online.

Feedback on the new site is always welcome and can be provided by email to TAC@det.wa.edu.au. The website address has not changed, go to www.tac.wa.gov.au and check it out.

Record Management Guidelines

Following requests from RTOs, the TAC has developed Guidelines for RTOs on retention, archiving, retrieval and transfer of student and assessment records under the Australian Quality Training Framework (AQTF).

RTO Standards four and eight of the AQTF relate to retaining, archiving, retrieving and transferring student and assessment records. The document provides guidance on:

- Records for audit processes;
- Records for appeals processes;
- Records of student results, qualifications and statements of attainment issued.;
- Storage Requirements; and
- Transfer of Records if the Registered Training Organisation Closes

The document should be used in conjunction with the existing records management procedures of the RTO required under the AQTF. RTOs should also ensure that their records management procedures cover any other legislative obligations including obligations under the State Records Act, the Privacy Act and Freedom of Information Act. It is also recommended that RTOs include their records management procedures in the risk assessment required under Standard 1.8.

The document "*Guidelines for RTOs on retention, archiving, retrieval and transfer of student and assessment records under the Australian Quality Training Framework (AQTF)*", can be obtained from the TAC website at www.tac.wa.gov.au or by contacting the Office of TAC on Ph: 9441 1910.

Sharing of Information

RTOs should be aware that information provided to TAC during the course of their registration may be shared with relevant government agencies for the purpose of ensuring the quality of Vocational Education and Training. This is in line with the government's policy on information sharing to improve outcomes for clients and the community through coordinates services and increased operational efficiency.

A *Sharing of Information Clause* has been developed for the TAC to inform RTOs that information obtained by TAC may be shared and a set of *Standards for the Sharing of Information* have been developed that outline the process for sharing of information between agencies. The clause states:

Training Accreditation Council

Information provided to the Training Accreditation Council through its processes of registration and accreditation including information obtained during the process of audit and related activities, or obtained in the conduct of any other function of the Council, may be disclosed to relevant agencies for secondary purposes that are directly related to, or provide benefits for our primary purpose of quality assuring vocational education and training in Western Australia.

The release of information shall at all times conform to legislative requirements and the Training Accreditation Councils Standards for Sharing of Information.

RTOs can be assured that all agencies in Western Australia are subject to the overarching legislation that makes provision for the confidential handling of information by employees for the purpose of carrying out their duties and the *Criminal Code* that carries an offence for disclosing official secrets. In addition the *Freedom of Information Act 1992* gives individuals the right to access any information regarding themselves including information that may have been shared with a third party.

If you have any concerns regarding TAC's sharing of information policy, please contact the Manager, Office of TAC on Ph: 9441 1910.

The Vital Link - TAC and Worksafe

Many Registered Training Organisations (RTOs) deliver nationally recognised training and assessment services to clients wanting training for a number of reasons including improving their employment opportunities, furthering their skills base and for the purpose of gaining a national occupational safety and health (OSH) operator's Certificate of Competency, often referred to as a licence, to operate equipment.

Worksafe is the Western Australian agency responsible for the issuance of the OHS operator's Certificate of Competency, and TAC is the agency responsible for recognising delivery of nationally recognised training. There has been confusion in

the past on what is required of RTOs who deliver in the OHS area to meet the requirements of both Worksafe and TAC.

To assist RTOs a joint publication has been developed by TAC and Worksafe on meeting the requirements of both WorkSafe and TAC so that their clients can undertake nationally recognised VET and achieve a WorkSafe Certificate of Competency at the same time.

This comprehensive document is set out in four sections that provide:

- descriptions of the commonly used WorkSafe and VET terms;
- a brief description of the responsibilities of WorkSafe and TAC;
- ways of connecting WorkSafe requirements and TAC requirements; and
- a detailed chart demonstrating the need for industry specific units of competency - using forklift operation as an example.

This publication is available from the TAC website at www.tac.wa.gov.au.

Keeping up to date with Training Packages

RTOs should keep in mind their responsibility to keep up to date with the Training Packages that are applicable to their scope of registration. This includes being aware of any updates or amendments to Training Packages and the implementation of new or reviewed Training Packages within the guidelines set down by the National Training Quality Council.

Information reviewed at audit will need to comply with the requirements of the latest version of a Training Package in order for an RTO to be found compliant.

There are many ways that RTOs can make sure the information they have is the most recent version of a Training Package.

Training Accreditation Council

RTOs who purchase Training Packages from Australian Training Publications will automatically be provided with updates to Training Packages. Alternatively information on all current Training Packages is available from the National Training Information Service at their online site, www.ntis.gov.au.

Another avenue for obtaining up to date information on Training Packages is Training Packages @ Work. This is a free national newsletter for teachers, trainers and assessors in the vocational education and training sector. The online newsletter is published monthly and features the latest information on the development and implementation of training packages and other key issues in the training sector. You can subscribe to the newsletter at www.tpatwork.com.

Revised AQTF Standards now available

Throughout May, all RTOs in Western Australia were sent copies of the revised AQTF Standards. The information pack sent to RTOs included:

Standards for Registered Training Organisations – revised standards for RTOs

Changes Booklet – explains the changes made to the standards and the impact of those changes on RTOs

Evidence Guide for Registered Training Organisations and Auditors – updated evidence guide to incorporate changes to the standards

AQTF Overview – explains how the AQTF fits into the national training framework and provides basic information on its operations.

If any RTO did not receive their copy of the information pack or would like additional copies please contact the Office of TAC on 9441 1910, alternatively all of the new publications are available online from the TAC website.

Training Accreditation Council

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