

# TAC UPDATE

Volume 6, Issue 3 Summer 2006 Edition

December 2006

I N S I D E	1	<b>Christmas message from TAC</b>
	1	<b>Trade Skills Recognition</b>
	1	<b>Fees for Course Accreditation in Western Australia</b>
	2	<b>New Quality Arrangements — AQTF 2007</b>
	3	<b>New Panel of RTO Auditors and Accreditation Reviewers</b>
	3	<b>Missing RTOs</b>
	4	<b>Registration is not for sale !!!</b>
	4	<b>2007 Audit Strategy</b>

For more information, please read the [New Trade Skills Recognition Policy](#) and the [Trade Skills Recognition Application Guidelines](#). If you have any questions, please contact Jill Kawalilak at the Office of the Training Accreditation Council. Jill can be reached on 9441-1914 or email [jill.kawalilak@des.wa.gov.au](mailto:jill.kawalilak@des.wa.gov.au).

## Fees for Course Accreditation in Western Australia

Following a review of fees for the accreditation of courses in Western Australia in late 2005, the Government of Western Australia has approved a new fee structure to be implemented with effect from 1<sup>st</sup> December 2006.

The new structure reflects recovery of some costs associated with the accreditation of courses in Western Australia and brings WA fees in line with other states. The accreditation fee schedule is outlined below.

Type	Fee (includes GST)*
Application fee for a full qualification (ie. Certificates I, II, III or IV, Diploma, Advanced Diploma, Vocational Graduate Certificate and Vocational Graduate Diploma)	<b>\$1000</b>
Application fee for all other courses or skills training programs other than qualifications (eg. Short courses, units of competency)	<b>\$500</b>

\* The fee is payable at time of submitting the application and fees are non-refundable.

Information on the fee structure for accreditation of courses is available on the TAC Website located at [www.tac.wa.gov.au](http://www.tac.wa.gov.au). If you have any questions, please contact Peter Ward at the Office of the Training Accreditation Council on 9441-1919 or email [peter.ward@des.wa.gov.au](mailto:peter.ward@des.wa.gov.au).

## Christmas Message from the Council

Welcome to the December 2006 Summer Edition of *TAC Update*, bringing you the latest State and national information relevant to quality assurance in Vocational Education and Training (VET).

Training Accreditation Council members and Office of TAC staff would like to wish all our readers, families, friends and colleagues a very merry and safe festive season, and a healthy and happy New Year.

## Trade Skills Recognition

The Council's Trade Skills Recognition Policy and application guidelines have been updated. The policy and application guidelines apply to Registered Training Organisations seeking to offer trade skills recognition as an agent of the Training Accreditation Council. The Registered Training Organisation must be currently delivering to apprentices to be eligible to apply.

# Training Accreditation Council

## **New Quality Arrangements - AQTF 2007**

The following provides a snapshot of progress to date. Further information will be available in the New Year with details of a nationally agreed program of information and professional development sessions and activities for RTOs and other stakeholders.

From 1 July 2007 there will be revised arrangements for the quality assurance of training and assessment for registered training organisations. The revised quality framework – to be known as the Australian Quality Training Framework 2007 (AQTF 2007) – will provide for registration which is an essential requirement for all RTOs and subsequent recognition at ‘excellence’ that provides opportunities for RTOs to focus on enhanced quality outcomes through continuous improvement.

### **AQTF 2007 comprises:**

- Essential Standards for Registration

The current AQTF Standards for RTOs have been streamlined to produce outcomes based Essential Standards for Registration that have a stronger focus on training outcomes. The revised Standards comprise three outcomes-focused standards and elements covering quality training and assessment, services to RTO clients and management systems. 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.

The outcomes nature of the standards will focus audits more on what is being achieved by an RTO and less on the detail of how it is being done. This will allow RTOs greater flexibility to manage their operations according to their scope and scale.

- Excellence Criteria

In addition to registration, a voluntary level of validation is available for RTOs aspiring to higher level performance.

Attaining recognition at Excellence is subject to the RTO having fulfilled the requirements of the Essential Standards for Registration.

It is envisaged that there will be two validation points – ‘Quality Committed’ and ‘Outstanding’. To attain validation as ‘Quality Committed’, an RTO will need to demonstrate high levels of achievement and continuous improvement across all categories across the whole organisation. Validation of higher level performance will only be provided in cases of consistently high level achievement against all categories sustained over a period of time. RTOs at Excellence will be expected to collect and record a wider range of additional outcomes data including business performance measures.

### **Transition**

It is proposed that AQTF 2007 will be introduced progressively with the Essential Standards for Registration applying from 1 July 2007 and assessment against the Excellence Criteria available from 1 January 2008.

For those RTOs whose registration expires during the first six months of 2007, current arrangements continue to apply. For RTOs whose registration expires from 1 July 2007, the new arrangements will apply.

RTOs will be required to sign a new registration agreement, which will be referred to as the Conditions of Registration. This document will be required to be signed by the CEO of each RTO, which cover mandatory requirements across a range of existing compliance areas such as insurance cover, provision of financial information, and certification and issuing of qualifications, as well as requiring the RTO to provide outcomes-based information as specified by the registering body. The Office of TAC will contact each current RTO in early 2007 and request that the Conditions of Registration be signed and submitted prior to 1 July 2007.

All transition arrangements have been nationally developed and will be consistently applied in all jurisdictions. The Department of Education, Science and Training is currently finalising the implementation and transition strategy including dates for the availability of the new publications. The Office of TAC will provide all these details when they become available.

# Training Accreditation Council

## New Panel of RTO Auditors and Accreditation Reviewers

The Department of Education Services on behalf of the Training Accreditation Council (TAC) has established a new panel of Registered Training Organisation (RTO) Auditors and Accreditation Reviewers for the provision of recognition services to replace the existing panel arrangement, which will expire at the end of December 2006.

An extensive tender selection process was undertaken during the second half of 2006 and the new panels will commence on 1 January 2007. As per the existing arrangements two panels have been established to undertake RTO audits and accreditation reviews. See details below.

Panel	Organisation
<b>RTO Auditors</b>	Claire Werner, Applic8
	Mairead Dempsey, Assessment Training and Research Consultancy Services
	Steve Trice, Canington International Training
	Heli Donaldson
	Julie Large, JAL Enterprises
	Helen McCarter
	Russell Docking, Skill Resource Management Systems
<b>Accreditation Reviewers</b>	Mairead Dempsey, Assessment Training and Research Consultancy Services
	Steve Trice, Canington International Training
	Russell Docking, Skill Resource Management Systems

If you require further information on auditing, please refer to the TAC Website located at [www.tac.wa.gov.au](http://www.tac.wa.gov.au).

## Missing RTOs

Every year, a small proportion of RTOs are identified as non contactable by the Office of TAC. This is usually as a result of the organisation ceasing to operate or in a rare case, when the RTO is still operating but has not advised OTAC of their new address or contact details.

RTOs are reminded that it is a requirement under AQTF Standard 1.2 to provide the state or territory registering body that has registered it with accurate and timely information regarding registration and compliance (including major changes to the RTO's system or staffing profile, relocation of the RTO, financial difficulties and transfer of client records).

To allow the removal of RTOs that cannot be contacted from the registration system (including NTIS) the Council has endorsed an amendment to the De-registration Policy.

The amendment allows the following ground for de-registration:

- If the RTO has ceased to operate and/or the RTO has failed to provide information on contact details and physical location of the organisation and the organisation is unable to be contacted following reasonable attempts by the Office of the Training Accreditation Council.

RTOs can update their details through RTONet at any time, and your case manager at the Office of TAC can provide further details on how to access this function.

# Training Accreditation Council

## Registration is not for sale!!!

Just an added reminder to RTOs that your registration with the Council is personal to the legal entity and the owners of the legal entity that have obtained it and it is not a transferable commodity or asset.

## Registration cannot be transferred, sold or otherwise assigned to another individual, legal entity or organisation.

Registration ceases when there is a change in legal entity. This can occur when there is a transfer of one legal entity to another legal entity or when there is a change in the control of a legal entity (eg new owners or Directors).

The “**Policy on Change of Legal Entity of a Registered Training Organisation**” sets out the actions that an RTO must take when preparing to sell, transfer or otherwise assign their business. The Policy also sets out steps to be taken by the new legal entity if they wish to be registered by the Council.

The Council’s Policy allows for the new legal entity to apply for an initial three months registration period during which time a full application for registration and an AQTF audit must be undertaken.

The Council will not make exceptions to this Policy and it is imperative that RTOs and prospective purchasers address the requirements outlined in the Policy prior to finalisation of a sale of business if they wish to continue to operate as an RTO.

The full Policy is available for the Council’s website at [www.tac.wa.gov.au](http://www.tac.wa.gov.au)

## 2007 Audit Strategy

The Training Accreditation Council has now endorsed the audit strategy for 2007. In addition to a large number of RTOs who are due to renew their registration, the Council will focus on the required audits outlined in the Registering/Course Accrediting Body Standards (16.2). Additionally, a strategic audit of the delivery of apprenticeships and traineeships will be conducted. This audit will focus on the involvement of employers and apprentices or trainees in the development of the Training Plan Outline. It will also focus on how the full range of competencies in Training Plan Outlines are being delivered and assessed. The strategic audit is a result of recommendations from the Skills Formation Taskforce.

Those RTOs that fall into any of the audit categories for 2007 will be contacted early in the new year by their case manager to gather information to assist with the audit process.



Training Accreditation Council  
22 Hasler Road, Osborne Park  
Western Australia 6017  
P: (08) 9441 1910  
F: (08) 9441 1932  
E: [tac@des.wa.gov.au](mailto:tac@des.wa.gov.au)