



Training Accreditation Council  
WESTERN AUSTRALIA

# TAC Update

Issue 16—September 2010

## REVISED AQTF

As part of its communication strategy, the Training Accreditation Council has been attending Training Council network meetings across the metropolitan area to provide information on the new Essential Conditions and Standards for Registration. RTOs are encouraged to attend these network meetings provided by the Training Councils as they offer opportunities to network with industry and other practitioners and provide information regarding current practice and requirements.

All applications for initial, renewal or amendment to registration received on or after 1 July 2010 are audited in line with the AQTF Essential Conditions and Standards for Continuing Registration. If you have any questions about the new Conditions and Standards, please contact your case manager.

## Trainer and Assessor Qualifications

On the 17<sup>th</sup> June the National Quality Council (NQC) reviewed its policy on trainer and assessor competencies. The current policy can be seen at Appendix 2 of the Users Guide to the Essential Conditions and Standards for Registration. There is a two year transition to the revised policy (until 17 June 2012).

Please note the new policy provides for trainers and assessors to 'demonstrate equivalent competencies'. There is no requirements for trainers and assessors to upgrade their current formal qualification if they are able to demonstrate equivalent competencies to the TAE40110 through continued professional practice.

## National Implementation meeting

On the 29<sup>th</sup> and 30<sup>th</sup> July, representatives from the Registering Bodies met to discuss the progress of their implementation of the AQTF in their respective jurisdictions. It was pleasing to note the consistency of the approach across jurisdictions. Further work between jurisdictions will be continuing in particular around requirements of AVETMISS Compliance and Financial Management, aspects of which are in transition until 3 January 2011.

## Farewell

It is with a heavy heart that we say farewell to Karen Smith our long serving Manager, VET Regulation. Karen has a long history of committed service to the VET sector. She will be missed by her colleagues in the TAC Secretariat, the Council and the Department of Education Services.

We wish her well in her future endeavours and thank her for her much valued and significant contribution.

## Protection of Fees Paid in Advance

RTOs are advised that at this stage, there are no "approved" Tuition Assurance Schemes as referred to in Option 2 of Condition 5 of the AQTF. TAC is working with other States and Territories as well as the NQC Secretariat on the application of this option during the transition phase.

## New Application Forms, Guides and Evidence Requirements

New application forms for initial registration (RTO1a), renewal of registration (RTO1b), amendment to scope (RTO2) and the associated guides are now on the TAC website.

Please ensure you download the current version prior to submitting your application. Alternatively, applications can be completed on RTONet, where evidence can be uploaded directly.

There are new evidence requirements for all applications which are detailed in the updated forms. Applications for initial registration and renewal of registration now require evidence to demonstrate business planning and financial viability, in line with the new AQTF. Organisations should review the new requirements prior to submitting applications and allow sufficient time to collate the evidence.

## TAE Extension to Scope

RTOs wishing to add TAE40110 Certificate IV in Training and Assessment to their scope should refer to the guidelines on the TAC website for the application and evidence requirements.



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## RTO reporting requirements

### Quality Indicators

RTOs are reminded that the Quality Indicator reporting (Competency Completion, Learner Engagement and Employer Satisfaction Survey reports) for 2009 was due by 30 June 2010. RTOs should note that an absence of data will impact on its risk rating.

All RTOs that have not yet submitted the reports are required to make a submission, providing data or an explanation as to why data is not available.

RTOs should use the Learner Engagement and Employer Satisfaction surveys to ensure the 2010 data can be reported in 2011.

If you have any questions please refer to the 'How to' Guide for the Learner Engagement and Employer Satisfaction Quality Indicators on the TAC website, in the publications directory.

### Client Qualifications Register

An upload of all student achievement data from 1 January—30 June 2010 was due by 31 July 2010. The CQR is accessible through RTONet.

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.

The CQR upload meets the requirements of Condition 6, where the RTO must provide returns of its client records of attainment to its registering body.

## Change of tender process for DTWD

As of July 2010, the Department of Training and Workforce Development (DTWD) will advertise all tenders including those for training places which are competitively allocated on TendersWA and in the West Australian Newspaper.

TendersWA is the State Government's tender advertising page. This website contains a range of functions to make the tendering process for WA Government contracts transparent and efficient. It is the central source of information on Western Australian public sector requests and awarded contracts. You will need to register for TendersWA to be able to download tender documents. Please go to <https://www.tenders.wa.gov.au/watenders/home.do> to register.

In the future as standard practice DTWD will endeavour to advertise "Early tenders advice" well in advance of the call for applications or tenders.

Variations to existing contracts will not be advertised on TendersWA. In these circumstances DTWD will directly advise RTOs of the opportunity to vary existing contracts. For general enquiries relating to DTWD tenders please contact 9238 2568.

## AVETMIS Standards Review and Buyer Beware

Under Condition 6 of the Essential Conditions and Standards for Registration, RTOs must have a student records management system in place that has the capacity to provide the registering body with AVETMISS compliant data if required. This part of the condition is under transition arrangements until 3 January 2011.

Information on AVETMISS compliance, free validation software and a sample enrolment form is available from [www.ncver.edu.au](http://www.ncver.edu.au). It is recommended that RTOs carefully consider any approaches from organisations offering AVETMISS compliant software systems.

The AVETMIS Standards are currently under review. There will be an opportunity for RTOs to provide feedback to ensure that any concerns or suggestions are noted during the review, especially given the RTO obligations for AVETMISS reported under the new AQTF.

## WA Report from the National Strategic Industry Audit into TAA40104 Certificate IV in Training and Assessment

A National Strategic Industry Audit (NSIA) of the TAA 40104 was conducted by the National Quality Council (NQC) to assess compliance and identify strategies to strengthen the quality of training and assessment for the qualification. State and Territory registering bodies conducted audits of the TAA 40104 in their jurisdictions and reported on the outcomes. A national report of the NSIA is expected to be published once it is endorsed by the NQC.

The WA audits found a wide variation in the level of compliance. 50% of the RTOs in the audit sample were not compliant with the AQTF Standards and the highest number of non-compliances was in relation to Standard 1.5.

The report of the WA audit findings and recommendations is available on the TAC website.



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