

MAPPING OF THE SIMILARITIES BETWEEN THE AQTF 2010 AND THE STANDARDS FOR RTOS 2015

Attachment B

Overview

This document has been developed to provide RTOs regulated by the Training Accreditation Council (TAC) with guidance on the Standards for Registered Training Organisations (RTOs) 2015. The document provides information against standard including similarities to sections within the AQTF 2010.

Disclaimer

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STANDARDS FOR RTOS 2015		STANDARDS FOR RTOS 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010		COMMENTS
Standard 1	The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses	<p>Context: Learners, employers and industry must have confidence in the integrity, currency and value of certification documents issued by RTOs, through high quality training and assessment practices that:</p> <ul style="list-style-type: none"> • meet the requirements of training packages and VET accredited courses; • is responsive to industry and learner needs; and • is delivered by appropriately qualified trainers and assessors with the right support services, facilities and equipment. 			
1.1	The RTO's training and assessment strategies and practices, including the amount of training they provide, are consistent with the requirements of training packages and VET accredited courses and enable each learner to meet the requirements for each unit of competency or module in which they are enrolled.		1.2	Strategies for training and assessment meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry.	There is now a requirement for the amount of training provided to be consistent with requirements of training packages and VET accredited courses. There is a further requirement for the training and assessment strategies and practices to enable each learner to meet the unit or module requirements
1.2	<p>For the purposes of Clause 1.1, the RTO determines the amount of training they provide to each learner with regard to:</p> <ol style="list-style-type: none"> the existing skills, knowledge and the experience of the learner; the mode of delivery; and where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification. 		2.1	The RTO establishes the needs of clients, and delivers services to meet these needs.	The RTO is now responsible for determining the amount of training required by each learner to enable them to meet the requirements for each unit of competency or module in which they are enrolled.
			2.5	Learners receive training, assessment and support services that meet their individual needs.	

STANDARDS FOR RTOs 2015		STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010		COMMENTS
1.3	<p>The RTO has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient:</p> <p>a) trainers and assessors to deliver the training and assessment;</p> <p>b) educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment;</p> <p>c) learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery; and</p> <p>d) facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment.</p>	<p>Educational and support services may include, but are not limited to:</p> <p>a) pre-enrolment materials;</p> <p>b) study support and study skills programs;</p> <p>c) language, literacy and numeracy (LLN) programs or referrals to these programs;</p> <p>d) equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity;</p> <p>e) learning resource centres;</p> <p>f) mediation services or referrals to these services;</p> <p>g) flexible scheduling and delivery of training and assessment;</p> <p>h) counselling services or referrals to these services;</p> <p>i) information and communications technology (ICT) support;</p> <p>j) learning materials in alternative formats, for example, in large print;</p> <p>k) learning and assessment programs contextualised to the workplace; and</p> <p>l) any other services that the RTO considers necessary to support learners to achieve competency.</p>	1.3	Staff, facilities, equipment and training and assessment materials used by the RTO are consistent with the requirements of the Training Package or accredited course and the RTO's own training and assessment strategies.	<p>The RTO must demonstrate that they have sufficient and accessible staff, educational services, support services, learning resources and facilities to support, accommodate and enable learners to meet the requirements for each unit of competency.</p>
			2.1	The RTO establishes the needs of clients, and delivers services to meet these needs.	
			2.5	Learners receive training, assessment and support services that meet their individual needs.	
1.4	<p>The RTO meets all requirements specified in the relevant training package or VET accredited course</p>		1.2	Strategies for training and assessment meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry.	<p>There are limited material changes to the requirements for RTOs</p>
			1.3	Staff, facilities, equipment and training and assessment materials used by the RTO are consistent with the requirements of the Training Package or accredited course and the RTO's own training and assessment strategies.	

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1.5	The RTO's training and assessment practices are relevant to the needs of industry and informed by industry engagement.	<p>Industry engagement, for the purposes of Clauses 1.5 & 1.6, may include, but is not limited to, strategies such as:</p> <ul style="list-style-type: none"> a) partnering with local employers, regional/national businesses, relevant industry bodies and/or enterprise RTOs; b) involving employer nominees in industry advisory committees and/or reference groups; c) embedding staff within enterprises; d) networking in an ongoing way with industry networks, peak bodies and/or employers; e) developing networks of relevant employers and industry representatives to participate in assessment validation; and f) exchanging knowledge, staff, and/or resources with employers, networks and industry bodies. 	1.2	Strategies for training and assessment meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry.	The RTO must demonstrate that their training and assessment practices are relevant to the needs of industry.
1.6	The RTO implements a range of strategies for industry engagement and systematically uses the outcome of that industry engagement to ensure the industry relevance of: <ul style="list-style-type: none"> a) its training and assessment strategies, practices and resources; and b) the current industry skills of its trainers and assessors 	<p>Current industry skills are the knowledge, skills and experience required by VET trainers and assessors and those who provide training and assessment under supervision to ensure that their training and assessment is based on current industry practices and meets the needs of industry.</p> <p>Current industry skills may be informed by consultations with industry and may include, but is not limited to:</p> <ul style="list-style-type: none"> a) having knowledge of and/or experience using the latest techniques and processes; b) possessing a high level of product knowledge; c) understanding and knowledge of legislation relevant to the industry and to employment and workplaces; d) being customer/client-oriented; e) possessing formal industry and training qualifications; and f) training content that reflects current industry practice. 	1.4c	Training and assessment is delivered by trainers and assessors who can demonstrate current industry skills directly relevant to the training/assessment being undertaken.	There are limited material changes to the requirements for RTOs
			2.4	Employers and other parties who contribute to each learner's training and assessment are engaged in the development, delivery and monitoring of training and assessment.	
			1.2	Strategies for training and assessment meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry.	
1.7	The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.	<p>Educational and support services may include, but are not limited to:</p> <ul style="list-style-type: none"> a) pre-enrolment materials; b) study support and study skills programs; c) language, literacy and numeracy (LLN) programs or referrals to these programs; d) equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity; e) learning resource centres; f) mediation services or referrals to these services; g) flexible scheduling and delivery of training and assessment; h) counselling services or referrals to these services; i) information and communications technology (ICT) support; j) learning materials in alternative formats, for example, in large print; k) learning and assessment programs contextualised to the workplace; and l) any other services that the RTO considers necessary to support learners to achieve competency. 	2.1	The RTO establishes the needs of clients, and delivers services to meet these needs.	There are limited material changes to the requirements for RTOs
			2.3	Before clients enroll or enter into an agreement, the RTO informs them about the training, assessment and support services to be provided, and about their rights and obligations.	
			2.5	Learners receive training, assessment and support services that meet their individual needs.	

STANDARDS FOR RTOs 2015	STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010	COMMENTS	
1.8	<p>The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):</p> <p>a) complies with the assessment requirements of the relevant training package or VET accredited course; and</p> <p>b) is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.</p>	<p>Assessment system is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensure assessments are consistent and are based on the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.</p> <p>Table 1.8-1 Principles of Assessment</p> <p>Fairness - The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs.</p> <p>The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.</p> <p>Flexibility - Assessment is flexible to the individual learner by:</p> <ul style="list-style-type: none"> • reflecting the learner's needs; • assessing competencies held by the learner no matter how or where they have been acquired; and • drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual. <p>Validity - Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.</p> <p>Validity requires:</p> <ul style="list-style-type: none"> • assessment against the unit(s) of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance; • assessment of knowledge and skills is integrated with their practical application; • assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and • judgement of competence is based on evidence of learner performance that is aligned to the unit(s) of competency and associated assessment requirements. <p>Reliability - Evidence presented for Assessment is consistently interpreted and Assessment results are comparable irrespective of the assessor conducting the Assessment.</p>	<p>1.3</p> <p>Staff, facilities, equipment and training and assessment materials used by the RTO are consistent with the requirements of the Training Package or accredited course and the RTO's own training and assessment strategies.</p>	<p>There are limited material changes to the requirements for RTOs</p>
		<p>Table 1.8-2 Rules of Evidence</p> <p>Validity - The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements described in the Unit of Competency and associated Assessment requirements.</p> <p>Sufficiency - The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency</p> <p>Authenticity - The assessor is assured that the evidence presented for Assessment is the learner's own work.</p> <p>Currency - The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.</p>	<p>1.5</p> <p>Assessment including Recognition of Prior Learning (RPL):</p> <p>a) meets the requirements of the relevant Training Package or accredited course</p> <p>b) is conducted in accordance with the principles of assessment and the rules of evidence</p> <p>c) meets workplace and, where relevant, regulatory requirements</p> <p>d) is systematically validated.</p>	

STANDARDS FOR RTOs 2015		STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010		COMMENTS
1.9	The RTO implements a plan for ongoing systematic validation of assessment practices and judgements that includes for each training product on the RTO's scope of registration: a) when assessment validation will occur; b) which training products will be the focus of the validation; c) who will lead and participate in validation activities; and d) how the outcomes of these activities will be documented and acted upon.	Validation is the quality review of the assessment process. Validation involves checking that the assessment tool/s produce/s valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the training package or VET accredited courses are met. It includes reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.	1.5	Assessment including Recognition of Prior Learning (RPL): d) is systematically validated.	There is now a requirement for the validation process to be documented for each training product in regards to: 1) when validation will occur; 2) for which products; 3) by whom; and 4) how the outcomes will be documented and acted upon.
1.10	For the purposes of Clause 1.9, each training product is validated at least once every five years, with at least 50% of products validated within the first three years of each five year cycle, taking into account the relative risks of all of the training products on the RTO's scope of registration, including those risks identified by the VET Regulator.		1.5(d)	Assessment including Recognition of Prior Learning (RPL): d) is systematically validated.	There is now a requirement for validation to be conducted at specified intervals, therefore removing potential ambiguity.
			3.2	The RTO uses a systematic and continuous improvement approach to the management of operations.	
1.11	For the purposes of Clause 1.9, systematic validation of an RTO's assessment practices and judgements is undertaken by one or more persons who are not directly involved in the particular instance of delivery and assessment of the training product being validated, and who collectively have: a) vocational competencies and current industry skills relevant to the assessment being validated; b) current knowledge and skills in vocational teaching and learning; and c) the training and assessment qualification or assessor skill set referred to in Item 1 or 3 of Schedule 1. Industry experts may be involved in validation to ensure there is the combination of expertise set out in (a) to (c) above.	Schedule 1 Item 1- TAE40110 Certificate IV in Training and Assessment or its successor. Item 3- TAESS00001 Assessor Skill Set or its successor.	NEW		The new Regulations specify that those who undertake the validation process requires a degree of independence, current knowledge and formal qualification.
1.12	The RTO offers recognition of prior learning to individual learners.		NEW		There is now a specific requirement for RPL to be recognised as opposed to Qualifications and Statements of Attainment issued by other RTOs.
1.13	In addition to the requirements specified in Clause 1.14 and Clause 1.15, the RTO's training and assessment is delivered only by persons who have: a) vocational competencies at least to the level being delivered and assessed; b) current industry skills directly relevant to the training and assessment being provided; and c) current knowledge and skills in vocational training and learning that informs their training and assessment. Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor to conduct the assessment.		1.4	Training and assessment is delivered by trainers and assessors who: (a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and (b) have the relevant vocational competencies at least to the level being delivered or assessed, and (c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and (d) continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.	There are limited material changes to the requirements for RTOs, however industry experts may also be involved in the assessment judgement

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1.14	The RTO's training and assessment is delivered only by persons who have: a) prior to 1 January 2016, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1, or demonstrated equivalence of competencies; and b) from 1 January 2016, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1.	Schedule 1 Item 1- TAE40110 Certificate IV in Training and Assessment or its successor. Item 2- A diploma or higher level qualification in adult education.	1.4	Training and assessment is delivered by trainers and assessors who: (a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and (b) have the relevant vocational competencies at least to the level being delivered or assessed, and (c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and (d) continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.	There is now a requirement for persons delivering training and assessment to have specified qualifications from January 2016.
1.15	Where a person conducts assessment only, the RTO ensures that the person has: a) prior to 1 January 2016, the training and assessment qualification specified in Item 1 or Item 2 or Item 3 of Schedule 1, or demonstrated equivalence of competencies; and b) from 1 January 2016, Item 1 or Item 2 or Item 3 of Schedule 1.	Schedule 1 Item 1- TAE40110 Certificate IV in Training and Assessment or its successor. Item 2- A diploma or higher level qualification in adult education. Item 3- TAESS00001 Assessor Skill Set or its successor.	1.4	Training and assessment is delivered by trainers and assessors who: (a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and (b) have the relevant vocational competencies at least to the level being delivered or assessed, and (c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and (d) continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.	There is now a requirement for persons conducting assessments to have specified qualifications from January 2016.
1.16	The RTO ensures that all trainers and assessors undertake professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment.		1.4 (d)	(d) continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.	There are limited material changes to the requirements for RTOs
1.17	Where the RTO, in delivering training and assessment, engages an individual who is not a trainer or assessor, the individual works under the supervision of a trainer and does not determine assessment outcomes.		NEW		There is now a requirement for the RTO to supervise people, who are not trainers or assessors, involved in the delivery of training and assessment. There is a further stipulation that people who are not trainers or assessors cannot determine assessment outcomes.
1.18	The RTO ensures that any individual working under the supervision of a trainer under Clause 1.17: a) holds the skill set defined in Item 4 of Schedule 1 or, prior to 1 January 2016, is able to demonstrate equivalence of competencies; b) has vocational competencies at least to the level being delivered and assessed; and c) has current industry skills directly relevant to the training and assessment being provided.	Schedule 1 Item 4 a) TAESS00007 Enterprise Trainer – Presenting Skill Set or its successor; or b) TAESS00008 Enterprise Trainer – Mentoring Skill Set or its successor; or c) TAESS00003 Enterprise Trainer and Assessor Skill Set or its successor	NEW		There is now a requirement for supervised people to possess defined formal qualifications from January 2016.
1.19	Where the RTO engages an individual under Clause 1.17, it ensures that the training and assessment complies with Standard 1.	Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses	1.1	The RTO collects, analyses and acts on relevant data for continuous improvement of training and assessment.	There are limited material changes to the requirements for RTOs

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1.20.	Without limiting Clauses 1.17 - 1.19, the RTO: a) determines and puts in place: i) the level of the supervision required; and ii) any requirements, conditions or restrictions considered necessary on the individual's involvement in the provision of training and collection of assessment evidence; and b) ensures that trainers providing supervision monitor and are accountable for all training provision and collection of assessment evidence by the individual under their supervision.		NEW		The RTO is now required to demonstrate the supervision activity undertaken when engaging an individual who is not a trainer or assessor to deliver training or assessment.
1.21	Prior to 1 January 2016, to deliver any AQF qualification or skill set from the Training and Education Training Package (or its successor) the RTO must ensure all trainers and assessors delivering the training and assessment: a) hold the training and assessment qualification at least to the level being delivered; or b) have demonstrated equivalence of competencies.		1.4	Training and assessment is delivered by trainers and assessors who: (a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and (b) have the relevant vocational competencies at least to the level being delivered or assessed, and (c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and (d) continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.	There are limited material changes to the requirements for RTOs
1.22	From 1 January 2016, to deliver any AQF qualification or skill set from the Training and Education Training Package (or its successor) the RTO must ensure all trainers and assessors delivering the training and assessment hold the training and assessment qualification at least to the level being delivered.		NEW		The RTO must ensure, from 1 January 2016, that all trainers and assessors delivering any AQF qualification or skill set from the Training and Education Training Package (or its successor) hold the training and assessment qualification at least to the level being delivered.
1.23	From 1 January 2017, to deliver the training and assessment qualification specified in Item 1 of Schedule 1, or any assessor skill set from the Training and Education Training Package (or its successor), the RTO must ensure all trainers and assessors delivering the training and assessment: a) hold the qualification specified in Item 5 of Schedule 1; or b) work under the supervision of a trainer that meets the requirement set out in (a) above.	Schedule 1 Item 1 TAE40110 Certificate IV in Training and Assessment or its successor. Item 5 a) TAE50111 Diploma of Vocational Education and Training or its successor; or b) TAE50211 Diploma of Training Design and Development or its successor; or c) A higher level qualification in adult education.	NEW		From 1 January 2017, the RTO must ensure that all trainers and assessors delivering the training and assessment in the Certificate IV in Training and Assessment or its successor, or any assessor skill set from the Training and Education Training Package, hold specified qualifications or work under supervision of a suitably qualified person.
1.24	The RTO must ensure that any individual working under supervision under Clause 1.23.b) holds the qualification specified in Item 1 of Schedule 1 and does not determine assessment outcomes. Note: from 1 January 2017, the requirements set out in Clause 1.22 continue to apply to any other AQF qualification or skill set from the Training and Education Training Package (or its successor).		NEW		The RTO must ensure that a person working under supervision in the delivery and assessment of the Certificate IV in Training and Assessment or its successor, holds that same qualification and does not determine assessment outcomes.

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1.25	<p>From 1 January 2016, to deliver any AQF qualification or assessor skill set from the Training and Education Training Package (or its successor), the RTO must have undergone an independent validation of its assessment system, tools, processes and outcomes in accordance with the requirements contained in Schedule 2 (and the definitions of independent validation and validation).</p>	<p>Schedule 2 Independent validation requirements for RTOs delivering training and assessment qualifications or assessor skill sets from the Training and Education Training Package (or its successor)</p> <p>For the purposes of Clause 1.25, the requirements for independent validation will apply as follows:</p> <p>a) For an RTO applying to extend its scope of registration to include the delivery and assessment of an AQF qualification or assessor skill set from the Training and Education Training Package (or its successor), validation is of:</p> <p>i) the RTO's assessment tools, processes and outcomes in relation to other AQF qualifications and/or units of competency on its scope of registration, as directed by th</p> <p>ii) the assessment system to be adopted in the delivery of the training and assessment qualification or assessor skill set.</p> <p>b) For an RTO where its scope of registration includes the delivery and assessment of an AQF qualification or assessor skill set from the Training and Education Training Package (or its successor), validation is of:</p> <p>i) the assessment system for delivery of the training and assessment qualification or assessor skill set; and</p> <p>ii) the RTO's assessment tools, processes and outcomes in relation to the training and assessment qualification or assessor skill set.</p> <p>For the purposes of Clause 1.25, independent validation of AQF qualifications or the assessor skill set from the Training and Education Training Package (or its successor) must be conducted by one or more persons who collectively have:</p> <p>a) current knowledge and skills in vocational teaching and learning; and</p> <p>b) the training and assessment qualification or assessor skill set at least to the level being validated.</p> <p>Independent validation means, for the purposes of Clause 1.25, that the validation is carried out by a validator or validators who:</p> <p>a) are not employed or subcontracted by the RTO to provide training and assessment; and</p> <p>b) have no other involvement or interest in the operations of the RTO.</p> <p>Validation is the quality review of the assessment process. Validation involves checking that the assessment tool/s produce/s valid, reliable, sufficient, current and authentic evidence to enable reasonable judgements to be made as to whether the requirements of the training package or VET accredited courses are met. It includes reviewing a statistically valid sample of the assessments and making recommendations for future improvements to the assessment tool, process and/or outcomes and acting upon such recommendations.</p>	NEW		<p>From 1 January 2016, any RTO intending to deliver any AQF qualification or assessor skill set from the Training and Education Training Package (or its successor) must have undergone an independent validation of its assessment system, tools, processes and outcomes.</p>

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1.26	<p>Subject to Clause 1.27 and unless otherwise approved by the VET Regulator, the RTO ensures that:</p> <p>a) where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register;</p> <p>b) where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register;</p> <p>c) where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register; and</p> <p>d) a new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register.</p>		3.1	The RTO's management of its operations ensures clients receive the services detailed in their agreement with the RTO.	The RTO is required to meet specified time frames in relation to the issuing of qualifications for units, skills sets or qualifications that are no longer current.
			Condition 9	<p>Transition to Training Packages/Expiry of Accredited Courses</p> <p>The RTO must manage the transition from superseded Training Packages within 12 months of their publication on the National Register. The RTO must also manage the transition from superseded accredited courses so that it delivers only currently endorsed Training Packages or currently accredited courses.</p>	
1.27	The requirements specified in Clause 1.26 a) do not apply where a training package requires the delivery of a superseded unit of competency		NEW		The new Standards provide an exception for the transfer or issuing of certification where a training package requires the delivery of a superseded unit of competency.

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Standard 2	The Operations of the RTO are quality assured.	<p>Context</p> <p>The RTO is ultimately responsible for ensuring quality training and assessment within their organisation and scope of registration, regardless of any third party arrangements where training and/or assessment is delivered on their behalf. This includes where the RTO subcontracts the delivery of services to a third party and the third party further subcontracts the delivery of services, but the AQF certification documentation will be issued by the RTO. The RTO must have a written agreement with any party that delivers services on its behalf.</p> <p>The RTO is responsible for developing, implementing, monitoring and evaluating quality training and assessment strategies and practices that meet training package and VET accredited course requirements.</p> <p>Evaluating information about performance and using such information to inform quality assurance of services and improve training and assessment is sound business and educational practice. The information used to evaluate RTO performance must be relevant to the operating characteristics and business objectives of the RTO and will vary from one RTO to another.</p>			
2.1	The RTO ensures it complies with these Standards at all times, including where services are being delivered on its behalf. This applies to all operations of an RTO within its scope of registration.		Condition 1	The RTO's Chief Executive must ensure that the RTO complies with the AQTF Essential Conditions and Standards for Continuing Registration and any national guidelines approved by the National Quality Council or its successors. This applies to all of the operations within the RTO's scope of registration, as listed on the National Training Information Service. The RTO's senior officers and directors or substantial shareholders who are in a position to influence the management of the organisation must satisfy fit and proper person requirements unless these requirements have already been met through other legislative provisions. The RTO must also explicitly demonstrate how it ensures the decision making of senior management is informed by the experiences of its trainers and assessors.	There are limited material changes to the requirements for RTOs
		3.3	The RTO monitors training and/or assessment services provided on its behalf to ensure that it complies with all aspects of the AQTF Essential Conditions and Standards for Continuing Registration.		
2.2	The RTO: a) systematically monitors the RTO's training and assessment strategies and practices to ensure ongoing compliance with Standard 1; and b) systematically evaluates and uses the outcomes of the evaluations to continually improve the RTO's training and assessment strategies and practices. Evaluation information includes but is not limited to quality/performance indicator data collected under Clause 7.5, validation outcomes, client, trainer and assessor feedback and complaints and appeals.	Standard 1. The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses	1.1	The RTO collects, analyses and acts on relevant data for continuous improvement of training and assessment.	There are limited material changes to the requirements for RTOs
			3.2	The RTO uses a systematic and continuous improvement approach to the management of operations.	
			3.3	The RTO monitors training and/or assessment services provided on its behalf to ensure that it complies with all aspects of the AQTF Essential Conditions and Standards for Continuing Registration.	
2.3	The RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.		NEW		There is now a requirement for the RTO to ensure that a written agreement is in place in respect of third party providers.
2.4	The RTO has sufficient strategies and resources to systematically monitor any services delivered on its behalf, and uses these to ensure that the services delivered comply with these Standards at all times.		3.3	The RTO monitors training and/or assessment services provided on its behalf to ensure that it complies with all aspects of the AQTF Essential Conditions and Standards for Continuing Registration.	There are limited material changes to the requirements for RTOs

STANDARDS FOR RTOs 2015		STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010		COMMENTS
Standard 3	The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.	Context: To maintain the integrity and national recognition of training products, AQF certification must be consistent in presentation and RTOs must accept the certification issued by other RTOs. This is the purpose of nationally agreed requirements about the nature of certification content and presentation and maintenance. Learner needs should be met through timely issuance of AQF certification documentation and access to their records. RTOs are not obliged to issue any certification that would be entirely comprised of units or modules completed at another RTO or RTOs.			
3.1	The RTO issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.		Condition 6	The RTO must issue to persons whom it has assessed as competent in accordance with the requirements of the Training Package or accredited course, a qualification or statement of attainment (as appropriate) that: <ul style="list-style-type: none"> • Meets the Australian Qualifications Framework (AQF) requirements • Identifies the RTO by its national provider number from the National Training Information Service • Includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of service. 	There are limited material changes to the requirements for RTOs

STANDARDS FOR RTOs 2015	STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010	COMMENTS
<p>3.2</p> <p>All AQF certification documentation issued by an RTO meets the requirements of Schedule 5.</p>	<p>Schedule 5 Application of the AQF Qualifications Issuance Policy within the VET Sector RTOs must meet the requirements of the AQF for issuing AQF qualifications and statements of attainment, in addition to the following requirements. Issuing AQF Qualifications 1. RTOs must include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy: a) the name, National RTO code and logo of the issuing organisation; b) the code and title of the awarded AQF qualification; and c) the NRT Logo in accordance with the current conditions of use contained in Schedule 4. 2. The following elements are to be included on the testamur as applicable: a) the State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g. within User Choice contracts); b) the industry descriptor, e.g. Engineering; c) the occupational or functional stream, in brackets, e.g. (Fabrication); d) where relevant, the words, ‘achieved through Australian Apprenticeship arrangements’; and e) where relevant, the words, ‘these units/modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules. 3. RTOs must not include the learner’s Student Identifier on the testamur consistent with the Student Identifiers Act 2014. 4. RTOs will: a) retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued; b) retain records of AQF certification documentation issued for a period of 30 years; and c) provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator. Issuing Statements of Attainment 5. RTOs must include the following information on a statement of attainment: a) the name, National RTO Code and logo of the issuing organisation; b) a list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency; c) the authorised signatory; d) the NRT Logo; e) the issuing organisation’s seal, corporate identifier or unique watermark; f) the words ‘A statement of attainment is issued by a Registered Training Organisation</p>	<p>Condition 6</p> <p>The RTO must issue to persons whom it has assessed as competent in accordance with the requirements of the Training Package or accredited course, a qualification or statement of attainment (as appropriate) that: • Meets the Australian Qualifications Framework (AQF) requirements • Identifies the RTO by its national provider number from the National Training Information Service • Includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of service.</p> <p>The RTO must retain client records of attainment of units of competency and qualifications for a period of thirty years. The RTO must have a student records management system in place that has the capacity to provide the registering body with AVETMISS compliant data. The RTO must provide returns of its client records of attainment of units of competency and qualifications to its registering body on a regular basis, as determined by the registering body. The RTO must meet the requirements for implementation of a national unique student identifier.</p>	<p>There are limited material changes to the requirements for RTOs</p>

STANDARDS FOR RTOs 2015		STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010		COMMENTS
		<p>when an individual has completed one or more accredited units’;</p> <p>6. The following elements are to be included on the statement of attainment as applicable:</p> <p>a) the State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities);</p> <p>b) the words ‘These competencies form part of [code and title of qualification(s)/course(s)]’;</p> <p>c) the words, ‘These competencies were attained in completion of [code] course in [full title]’; and</p> <p>d) where relevant, the words, ‘these units / modules have been delivered and assessed in <insert language>’ followed by a listing of the relevant units/modules.</p> <p>7. RTOs must not include the learner’s Student Identifier on the statement of attainment consistent with the Student Identifiers Act 2014.</p> <p>8. RTOs will:</p> <p>a) maintain registers of all statements of attainments issued;</p> <p>b) retain records of statements of attainment issued for a period of 30 years; and</p> <p>c) provide reports of its records of statements of attainment issued to its VET Regulator on a regular basis, as determined by the VET Regulator.</p>			
3.3	AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the RTO have been paid.		NEW		There is now a requirement for the RTO to issue certification within a specified time period, providing certain criteria are met.

STANDARDS FOR RTOs 2015	STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010	COMMENTS
<p>Records of learner AQF certification documentation are maintained by the RTO in accordance with the requirements of <i>Schedule 5</i> and are accessible to current and past learners.</p> <p>3.4</p>	<p>Schedule 5 Application of the AQF Qualifications Issuance Policy within the VET Sector RTOs must meet the requirements of the AQF for issuing AQF qualifications and statements of attainment, in addition to the following requirements.</p> <p>Issuing AQF Qualifications</p> <p>1. RTOs must include the following information on the testamur, in addition to the requirements of the AQF Qualifications Issuance Policy:</p> <p>a) the name, RTO code and logo of the issuing organisation; b) the code and title of the awarded AQF qualification; and c) the NRT Logo in accordance with the current conditions of use contained in Schedule 4.</p> <p>2. The following elements are to be included on the testamur as applicable:</p> <p>a) the State / Territory Training Authority logo (only where use of the logo is directed by State / Territory Training Authorities, e.g. within User Choice contracts); b) the industry descriptor, e.g. Engineering; c) the occupational or functional stream, in brackets, e.g. (Fabrication); d) where relevant, the words, ‘achieved through Australian Apprenticeship arrangements’; and e) where relevant, the words, ‘these units/modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules.</p> <p>3. RTOs must not include the learner’s Student Identifier on the testamur consistent with the Student Identifiers Act 2014.</p> <p>4. RTOs will:</p> <p>f) retain registers of AQF qualifications they are authorised to issue and of all AQF qualifications issued; g) retain records of AQF certification documentation issued for a period of 30 years; and h) provide reports of Records of qualifications issued to its VET Regulator on a regular basis as determined by the VET Regulator.</p> <p>Issuing Statements of Attainment</p> <p>5. RTOs must include the following information on a statement of attainment:</p> <p>a) the name, RTO Code and logo of the issuing organisation; b) a list of units of competency (or modules where no units of competency exist) showing their full title and the national code for each unit of competency; c) the authorised signatory; d) the NRT Logo; e) the issuing organisation’s seal, corporate identifier or unique watermark; f) the words ‘A statement of attainment is issued by a Registered Training Organisation when an individual has completed one or more accredited units’;</p> <p>6. The following elements are to be included on the statement of attainment as applicable:</p> <p>a) the State/Territory Training Authority logo (only where use of the logo is directed by State/ Territory Training Authorities); b) the words ‘These competencies form part of [code and title of qualification(s)/course(s)]’; c) the words, ‘These competencies were attained in completion of [code] course in [full title]’; and d) where relevant, the words, ‘these units / modules have been delivered and assessed in <insert language> followed by a listing of the relevant units/modules.</p> <p>7. RTOs must not include the learner’s Student Identifier on the statement of attainment consistent with the Student Identifiers Act 2014.</p> <p>8. RTOs will:</p> <p>a) maintain registers of all statements of attainments issued:</p>	<p>Condition 6</p> <p>The RTO must issue to persons whom it has assessed as competent in accordance with the requirements of the Training Package or accredited course, a qualification or statement of attainment (as appropriate) that:</p> <ul style="list-style-type: none"> • Meets the Australian Qualifications Framework (AQF) requirements • Identifies the RTO by its national provider number from the National Training Information Service • Includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of service. <p>The RTO must retain client records of attainment of units of competency and qualifications for a period of thirty years.</p> <p>The RTO must have a student records management system in place that has the capacity to provide the registering body with AVETMISS compliant data.</p> <p>The RTO must provide returns of its client records of attainment of units of competency and qualifications to its registering body on a regular basis, as determined by the registering body.</p> <p>The RTO must meet the requirements for implementation of a national unique student identifier.</p> <p>3.4</p> <p>The RTO manages records to ensure their accuracy and integrity</p>	<p>There are limited material changes to the requirements for RTOs</p>

STANDARDS FOR RTOs 2015		STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010		COMMENTS
		<p>b) retain records of statements of attainment issued for a period of 30 years; and</p> <p>c) provide reports of its records of statements of attainment issued to its VET Regulator on a regular basis, as determined by the VET Regulator.</p>			
3.5	<p>The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:</p> <p>a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or</p> <p>b) authenticated VET transcripts issued by the Registrar</p>		Condition 7	The RTO must recognise the AQF Qualifications and Statements of Attainment issued by any other RTO.	The RTO must now accept and provide credit for authenticated VET transcripts presented as evidence of prior learning.
3.6	<p>The RTO meets the requirements of the Student Identifier scheme, including:</p> <p>a) verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose;</p> <p>b) ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014;</p> <p>c) ensuring that where an exemption described in Clause 3.6 (b) applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar; and</p> <p>d) ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems.</p>		Condition 6	<p>The RTO must have a student records management system in place that has the capacity to provide the registering body with AVETMISS compliant data.</p> <p>The RTO must provide returns of its client records of attainment of units of competency and qualifications to its registering body on a regular basis, as determined by the registering body.</p> <p>The RTO must meet the requirements for implementation of a national unique student identifier.</p>	RTOs must now meet the requirements of the Student Identifier scheme.

STANDARDS FOR RTOs 2015		STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010	COMMENTS	
Standard 4	<p>Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.</p>	<p>Context: The RTO is ultimately responsible for ensuring transparent and accurate information about RTO services and performance is accessible to prospective and current learners and clients of the RTO, regardless of any arrangements to have this information distributed on behalf of the RTO. Transparent and accurate information about RTO services and performance enables prospective and current learners and clients to make informed decisions regarding their training and/or assessment needs. The information about RTO services and performance provided by the RTO must be relevant to and reflect the needs of the client which will vary from RTO to RTO.</p>			
4.1	<p>Information, whether disseminated directly by the RTO or on its behalf, is both accurate and factual, and:</p> <ol style="list-style-type: none"> accurately represents the services it provides and the training products on its scope of registration; includes its RTO Code; refers to another person or organisation in its marketing material only if the consent of that person or organisation has been obtained; uses the NRT Logo only in accordance with the conditions of use specified in Schedule 4; makes clear where a third party is recruiting prospective learners for the RTO on its behalf; distinguishes where it is delivering training and assessment on behalf of another RTO or where training and assessment is being delivered on its behalf by a third party; distinguishes between nationally recognised training and assessment leading to the issuance of AQF certification documentation from any other training or assessment delivered by the RTO; includes the code and title of any training product, as published on the National Register, referred to in that information; only advertises or markets a non-current training product while it remains on the RTO's scope of registration; only advertises or markets that a training product it delivers will enable learners to obtain a licensed or regulated outcome where this has been confirmed by the industry regulator in the jurisdiction in which it is being advertised; includes details about any VET FEE-HELP, government funded subsidy or other financial support arrangements associated with the RTO's provision of training and assessment; and does not guarantee that: <ol style="list-style-type: none"> a learner will successfully complete a training product on its scope of registration; or a training product can be completed in a manner which does not meet the requirements of Clause 1.1 and 1.2; or a learner will obtain a particular employment outcome where this is outside the control of the RTO. 	<p>Schedule 4 Conditions of Use of NRT Logo The Nationally Recognised Training (NRT) Logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to AQF Certification Documentation. The NRT Logo is a registered trade mark. The following describes a range of situations and conditions for using the NRT Logo. Advertisements and promotional information in any medium (print, television, radio, banners, internet, etc)</p> <ol style="list-style-type: none"> RTOs registered by any VET Regulator AVQS regulator may use the NRT Logo to promote nationally recognised training provided that training is within the RTO's 's Scope of Registration. Impressions must not be created that may lead an observer to conclude the NRT Logo applies to all training provided by the RTO , if this is not the case. The NRT Logo cannot be used by an RTO where the training is accredited, but is outside the Scope of Registration of the RTO . Where training is being promoted and does not meet the requirements stipulated in the AVQS VET Quality Framework quality framework or is outside the RTO's 's Scope of Registration, it must be made clear the NRT Logo is not associated with that training. Use of the NRT Logo is only permitted where there is a direct relationship to a AQF Qualification and/or Unit of Competency as specified within Training Packages or VET Accredited Courses. Student information (brochures, course handbooks, prospectuses, etc) When an RTO is promoting the training it offers and wishes to use the NRT Logo, its promotional material such as brochures, handbooks and prospectuses must clearly distinguish between nationally recognised training within the Scope of Registration licence and that which is not nationally recognised. Corporate stationery, business cards, buildings, training resources and marketing products The NRT Logo must not be used on products such as corporate stationery, business cards, building signage, mouse pads, pens, satchels, packaging around products nor learning resources supporting training. Certificates, Statements of Attainment and other testamurs The NRT Logo must be depicted on all AQF Certification Documentation issued by the RTO . These can only be issued by an RTO when the qualification and/or Unit of Competency are within the RTO's 's Scope of Registration licence. The NRT Logo must not be depicted on other testamurs or transcripts of results. 	Condition 8	<p>The RTO must ensure its marketing and advertising of AQF qualifications to prospective clients is ethical, accurate and consistent with its scope of registration. The NRT logo must be employed only in accordance with its conditions of use.</p>	<p>The new Standards have far more prescriptive regulation surrounding information that must or must not be disclosed in promotional material and the products that may be marketed.</p>

STANDARDS FOR RTOs 2015		STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010		COMMENTS
Standard 5	Each Learner is properly informed and protected	<p>Context:</p> <p>In order to ensure that learners are adequately informed about the services they are to receive, their rights and obligations, and the RTO's responsibilities under these Standards, the RTO must provide learners with information prior to commencement of services including any third party arrangements affecting the delivery of training and/or assessment. This is to occur regardless of the manner in which the learner has been engaged, and whether the learner was initially engaged by the RTO itself or a third party. The RTO is to provide or make readily available information to the learner that outlines the services the RTO will provide the learner, along with the rights and obligations of the learner and the RTO.</p> <p>The RTO may provide information to the learner through one or more documents, for example an enrolment form, policy, employment contract or agreement, induction handbook or documented practice, training plan or training contract.</p>			
5.1	Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.		2.3	Before clients enrol or enter into an agreement, the RTO informs them about the training, assessment and support services to be provided, and about their rights and obligations.	The RTO is required to provide the prospective learner with advice as to which training product meets the learner's needs, prior to enrolment or the commencement of training and assessment.
5.2	<p>Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO and at a minimum includes the following content:</p> <p>a) the code, title and currency of the training product to which the learner is to be enrolled, as published on the National Register;</p> <p>b) the training and assessment, and related educational and support services the RTO will provide to the learner including the:</p> <p>i) estimated duration;</p> <p>ii) expected locations at which it will be provided;</p> <p>iii) expected modes of delivery;</p> <p>iv) name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf; and</p> <p>v) any work placement arrangements.</p> <p>c) the RTO's obligations to the learner, including that the RTO is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation.</p> <p>d) the learner's rights, including:</p> <p>i) details of the RTO's complaints and appeals process required by Standard 6; and</p> <p>ii) if the RTO, or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in;</p> <p>e) the learner's obligations:</p> <p>i) in relation to the repayment of any debt to be incurred under the VET FEE-HELP scheme arising from the provision of services;</p> <p>ii) any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product; and</p> <p>iii) any materials and equipment that the learner must provide; and</p> <p>f) information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services.</p>		2.3	Before clients enrol or enter into an agreement, the RTO informs them about the training, assessment and support services to be provided, and about their rights and obligations.	The new Standard specifies precise information that must be passed to the prospective learner prior to enrolment or the commencement of training and assessment.
			2.7	The RTO provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.	

STANDARDS FOR RTOs 2015	STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010		COMMENTS
5.3	<p>Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying:</p> <p>a) all relevant fee information including:</p> <p>i) fees that must be paid to the RTO; and</p> <p>ii) payment terms and conditions including deposits and refunds;</p> <p>b) the learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies;</p> <p>c) the learner's right to obtain a refund for services not provided by the RTO in the event the:</p> <p>i) arrangement is terminated early; or</p> <p>ii) the RTO fails to provide the agreed services.</p>		<p>Condition 5</p> <p>The RTO must be able to demonstrate to its registering body, on request, that it is financially viable at all times during the period of its registration. The RTO must provide the following fee information to each client:</p> <ul style="list-style-type: none"> • The total amount of all fees including course fees, administration fees, materials fees and any other charges • Payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee • The nature of the guarantee given by the RTO to complete the training and/or assessment once the student has commenced study in their chosen qualification or course • The fees and charges for additional services, including such items as issuance of a replacement qualification testamur and the options available to students who are deemed not yet competent on completion of training and assessment, and • The organisation's refund policy. 	<p>The RTO must advise the prospective learner of their consumer rights and their right to obtain a refund in certain circumstances.</p>
5.4	<p>Where there are any changes to agreed services, the RTO advises the learner as soon as practicable, including in relation to any new third party arrangements or a change in ownership or changes to existing third party arrangements.</p>		<p>NEW</p>	<p>The new Standard requires the RTO to communicate any changes to agreed services to the learner.</p>

STANDARDS FOR RTOs 2015		STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010		COMMENTS
Standard 6	Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively	<p>Context RTOs must implement a transparent complaints and appeals policy that enables learners and clients to be informed of and to understand their rights and the RTO's responsibilities under the Standards.</p> <p>Enterprise RTOs and volunteer associations that do not charge fees for the training and/or assessment and only provide training to employees or members, are not required to maintain a separate complaints and appeals policy in relation to their training and assessment. These organisations must ensure, however, that their organisation's complaints policy is sufficiently broad to cover the activities as an RTO.</p>			
6.1	The RTO has a complaints policy to manage and respond to allegations involving the conduct of: a) the RTO, its trainers, assessors or other staff; b) a third party providing services on the RTO's behalf, its trainers, assessors or other staff; or c) a learner of the RTO.		2.7	The RTO provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.	The new Standard requires the RTO to have a complaints policy as opposed to a mechanism for complaints to be dealt with.
6.2	The RTO has an appeals policy to manage requests for a review of decisions, including assessment decisions, made by the RTO or a third party providing services on the RTO's behalf.		2.7	The RTO provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.	The new Standard requires the RTO to have an appeals policy as opposed to a mechanism for appeals to be dealt with.
6.3	The RTO's complaints policy and appeals policy: a) ensure the principles of natural justice and procedural fairness are adopted at every stage of the complaint and appeal process; b) are publicly available; c) set out the procedure for making a complaint or requesting an appeal; d) ensure complaints and requests for an appeal are acknowledged in writing and finalised as soon as practicable; and e) provide for review by an appropriate party independent of the RTO and the complainant or appellant, at the request of the individual making the complaint or appeal, if the processes fail to resolve the complaint or appeal.		NEW		The new Standard defines the required content of an RTO's Complaints Policy and Appeals Policy.
6.4	Where the RTO considers more than 60 calendar days are required to process and finalise the complaint or appeal, the RTO: a) informs the complainant or appellant in writing, including reasons why more than 60 calendar days are required; and b) regularly updates the complainant or appellant on the progress of the matter.		NEW		The new Standard imposes timescales upon the resolution of complaints and appeals.
6.5	The RTO: a) securely maintains records of all complaints and appeals and their outcomes; and b) identifies potential causes of complaints and appeals and takes appropriate corrective action to eliminate or mitigate the likelihood of reoccurrence.		1.1	The RTO collects, analyses and acts on relevant data for continuous improvement of training and assessment.	There are limited material changes to the requirements for RTOs
			3.2	The RTO uses a systematic and continuous improvement approach to the management of operations.	
			3.4	The RTO manages records to ensure their accuracy and integrity	

STANDARDS FOR RTOs 2015		STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010		COMMENTS
6.6	Where the RTO is an employer or a volunteer organisation whose learners solely consist of its employees or members, does not charge fees for the training and/or assessment, and does not have in place a specific complaints and appeals policy in accordance with Clauses 6.1 & 6.2, the organisation has a complaints and appeals policy which is sufficiently broad to cover the services provided by the RTO.		NEW		The new Standard makes it clear that an RTO whose learners are only employees or members, and who do not charge fees for training and assessment, may use the organisation's complaints and appeals policies.

STANDARDS FOR RTOs 2015		STANDARDS FOR RTOs 2015 SUPPORTING INFORMATION	SIMILARITIES TO SECTIONS WITHIN AQTF 2010		COMMENTS
Standard 7	The RTO has effective governance and administration arrangements in place.	<p>Context</p> <p>Business viability is critical to the ongoing sustainability of an RTO and the investment it makes in its services. If RTOs are not viable, then this negatively impacts on the quality of its training and assessment outcomes and on learners.</p> <p>Operational and financial business standards therefore provide important protective measures for the learner and RTOs, as well as acting as a disincentive for underprepared organisations to enter the market.</p> <p>The factors determining the viability of an RTO are dependent upon the business objectives and operating characteristics of the RTO. For example, the factors determining the business viability of an enterprise RTO embedded within a major Australian business may be different to those impacting upon a private provider or a publically-owned TAFE Institute.</p>			
7.1	<p>The RTO ensures that its executive officers or high managerial agent:</p> <p>a) are vested with sufficient authority to ensure the RTO complies with the RTO Standards at all times; and</p> <p>b) meet each of the relevant criteria specified in the Fit and Proper Person Requirements in Schedule 3.</p>	<p>Schedule 3</p> <p>Fit and Proper Person Requirements</p> <p>Criteria for suitability</p> <p>In assessing whether a person meets the Fit and Proper Person Requirements, the VET Regulator will have regard to the following considerations:</p> <p>a) whether the person has been convicted of an offence against a law of the Commonwealth or a State or Territory of Australia, or of another country, and if so, the seriousness of the offence and the time elapsed since the conviction was recorded;</p> <p>b) whether the person has ever been an executive officer or high managerial agent of an RTO at a time that the RTO had its registration on the National Register cancelled or suspended by its VET Regulator for having breached a condition imposed on its Registration;</p> <p>c) whether the person has ever been an executive officer or high managerial agent of an RTO at a time that the RTO was determined to have breached a condition of its registration under the Education Services for Overseas Students Act 2000 or the Tertiary Education Quality and Standards Agency Act 2011;</p> <p>d) whether the person has ever become bankrupt, applied to take the benefit of a law for the benefit of bankrupt or insolvent debtors, compounded with his or her creditors or assigned his or her remuneration for the benefit of creditors, and if so, the time elapsed since this event occurred;</p> <p>e) whether the person has ever been disqualified from managing corporations under Part 2D.6 of the Corporations Act 2001, and if so, whether the disqualification remains in place;</p> <p>f) whether the person was involved in the business of delivering courses or other services on behalf of a person that was the subject of regulatory action described in points b) or c) above, and if so, the relevance of the person's involvement;</p> <p>g) whether the person has ever provided a VET Regulator with false or misleading information or made a false or misleading statement to a VET Regulator, and if so, whether it is reasonable to assume that the person knew that the statement made or information provided to the VET Regulator was false or misleading;</p> <p>h) whether the person has ever been determined not to be a fit and proper person as prescribed under any law of the Commonwealth or of a State or Territory of Australia, and if so, whether that determination remains in place;</p> <p>i) whether the public is likely to have confidence in the person's suitability to be involved in an organisation that provides, assesses or issues nationally recognised qualifications;</p> <p>j) whether the person has ever been an executive officer or high managerial agent of an RTO at a time that the RTO was determined to have breached a government training contract; and</p> <p>k) any other relevant matter.</p>	Condition 1	<p>The RTO's Chief Executive must ensure that the RTO complies with the AQTF Essential Conditions and Standards for Continuing Registration and any national guidelines approved by the National Quality Council or its successors. This applies to all of the operations within the RTO's scope of registration, as listed on the National Training Information Service.</p> <p>The RTO's senior officers and directors or substantial shareholders who are in a position to influence the management of the organisation must satisfy fit and proper person requirements unless these requirements have already been met through other legislative provisions.</p> <p>The RTO must also explicitly demonstrate how it ensures the decision making of senior management is informed by the experiences of its trainers and assessors.</p>	<p>The new Standards identify additional grounds which may be considered when determining whether a person is a fit and proper person. These additional grounds are:</p> <ul style="list-style-type: none"> • the breaching of a condition of registration • having previously provided false or misleading information • having previously been determined not to be a fit and proper person • whether the public are likely to have confidence in the person's suitability • whether the person was an executive officer or high managerial agent of an RTO at a time that the RTO was determined to have breached a government training contract

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7.2	<p>The RTO satisfies the Financial Viability Risk Assessment Requirements.</p>	<p>Financial Viability Risk Assessment Requirements means the requirements made under section 158 of the National Vocational Education and Training Regulator Act 2011 or equivalent requirements made or adopted by the VET Regulator of a non-referring State as the case requires.</p> <p>National Vocational Education and Training Regulator Act 2011 s158 Financial Viability Risk Assessment Requirements</p> <p>(1) The National VET Regulator must, by legislative instrument, make requirements relating to the financial viability of NVR registered training organisations. (2) The requirements are to be known as the Financial Viability Risk Assessment Requirements. (3) Despite subsection 14(2) of the Legislative Instruments Act 2003, the Financial Viability Risk Assessment Requirements may make provision in relation to a matter by applying, adopting or incorporating any matter contained in another instrument or other writing as in force or existing from time to time.</p>	<table border="1"> <tr> <td data-bbox="1721 321 1863 506">Condition 2 (part)</td> <td data-bbox="1863 321 2522 506"> <p>The RTO's Chief Executive must ensure that the RTO co-operates with its registering body:</p> <ul style="list-style-type: none"> • by providing a statement demonstrating its financial viability, and/or its annual financial statements, and/or a business plan on request of the registering body. </td> </tr> <tr> <td data-bbox="1721 506 1863 877">Condition 5 (part)</td> <td data-bbox="1863 506 2522 877"> <p>The RTO must be able to demonstrate to its registering body, on request, that it is financially viable at all times during the period of its registration.</p> <p>The RTO must have its accounts certified by a qualified Accountant to Australian Accounting Standards at least annually, and provide the certificate to its registering body on request. If the registering body reasonably deems it necessary, the chief executive must provide a full audit report on the RTO's financial accounts from a qualified and independent accountant</p> </td> </tr> </table>	Condition 2 (part)	<p>The RTO's Chief Executive must ensure that the RTO co-operates with its registering body:</p> <ul style="list-style-type: none"> • by providing a statement demonstrating its financial viability, and/or its annual financial statements, and/or a business plan on request of the registering body. 	Condition 5 (part)	<p>The RTO must be able to demonstrate to its registering body, on request, that it is financially viable at all times during the period of its registration.</p> <p>The RTO must have its accounts certified by a qualified Accountant to Australian Accounting Standards at least annually, and provide the certificate to its registering body on request. If the registering body reasonably deems it necessary, the chief executive must provide a full audit report on the RTO's financial accounts from a qualified and independent accountant</p>	<p>There are limited material changes to the requirements for RTOs</p>
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7.3	<p>Where the RTO requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1500 (being the threshold prepaid fee amount), the RTO must meet the requirements set out in the Requirements for Fee Protection in Schedule 6.</p>	<p>Schedule 6 Requirements for protecting fees prepaid by individual learners, or prospective learners, for services These requirements do not override obligations and requirements of the Education Services for Overseas Students Act 2000 (Cth).</p> <p>Type of RTO Requirement Government Entity or an Australian university</p> <p>The RTO implements a policy addressing learner fee protection arrangements. This policy details how, if the RTO is unable to provide services for which the learner has prepaid, the learner will:</p> <ul style="list-style-type: none"> • be placed into an equivalent course such that: <ul style="list-style-type: none"> <input type="checkbox"/> the new location is suitable to the learner; and <input type="checkbox"/> the learner receives the full services for which they have prepaid at no additional cost to the learner; or • be paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount. <p>All other RTOs The RTO addresses learner fee protection by implementing one or more of the following arrangements:</p> <ol style="list-style-type: none"> 1. The RTO holds an unconditional financial guarantee from a bank operating in Australia where: <ol style="list-style-type: none"> a) the guarantee is for an amount no less than the total amount of prepaid fees held by the RTO in excess of the threshold prepaid fee amount for each learner for services to be provided by the RTO to those learners; and b) all establishment and ongoing maintenance costs for the bank guarantee are met by the RTO. 2. The RTO holds current membership of a Tuition Assurance Scheme approved by its VET Regulator which, if the RTO is unable to provide services for which the learner has prepaid, must ensure: <ul style="list-style-type: none"> • the learner will be placed into an equivalent course such that: <ul style="list-style-type: none"> <input type="checkbox"/> the new location is geographically close to where the learner had been enrolled; and 	<table border="1"> <tr> <td data-bbox="1721 877 1863 1785">Condition 5 (part)</td> <td data-bbox="1863 877 2522 1785"> <p>Where the RTO collects student fees in advance it must ensure it complies with one of the following acceptable options:</p> <ul style="list-style-type: none"> • (Option 1) the RTO is administered by a state, territory or commonwealth government agency, or • (Option 2) the RTO holds current membership of an approved Tuition Assurance Scheme, or • (Option 3) the RTO may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, the RTO may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500, or • (Option 4) the RTO holds an unconditional financial guarantee from a bank operating in Australia for no less than the full amount of funds held by the RTO which are prepayments from students (or future students) for tuition to be provided by the RTO to those students • (Option 5) the RTO has alternative fee protection measures of equal rigour approved by the registering body. </td> </tr> </table>	Condition 5 (part)	<p>Where the RTO collects student fees in advance it must ensure it complies with one of the following acceptable options:</p> <ul style="list-style-type: none"> • (Option 1) the RTO is administered by a state, territory or commonwealth government agency, or • (Option 2) the RTO holds current membership of an approved Tuition Assurance Scheme, or • (Option 3) the RTO may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, the RTO may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500, or • (Option 4) the RTO holds an unconditional financial guarantee from a bank operating in Australia for no less than the full amount of funds held by the RTO which are prepayments from students (or future students) for tuition to be provided by the RTO to those students • (Option 5) the RTO has alternative fee protection measures of equal rigour approved by the registering body. 	<p>Under the new Standards, the RTO must meet all costs for banks' unconditional financial guarantees.</p> <p>The requirements to be met by a Tuition Assurance Scheme are also specified.</p>		
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		<p><input type="checkbox"/> the new location is geographically close to where the learner had been enrolled, and</p> <p><input type="checkbox"/> the learner receives the full services for which they have prepaid at no additional cost to the learner; or</p> <ul style="list-style-type: none"> • if an equivalent course cannot be found, the learner is paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount. <p>3. Any other fee protection measure approved by the VET Regulator.</p>			
7.4	The RTO holds public liability insurance that covers the scope of its operations throughout its registration period.		Condition 4	The RTO must hold insurance for public liability throughout its registration period.	There are limited material changes to the requirements for RTOs
7.5	The RTO provides accurate and current information as required by the Data Provision Requirements as updated from time to time.	Data Provision Requirements are the requirements for data provision as agreed by the Industry and Skills Council and implemented by the VET Regulator as required by its governing legislation.	Condition 2	<p>The RTO's Chief Executive must ensure that the RTO co-operates with its registering body:</p> <ul style="list-style-type: none"> • in the conduct of audits and the monitoring of its operations • by providing accurate and timely data relevant to measures of its performance • by providing information about significant changes to its operations • by providing information about significant changes to its ownership • in the retention, archiving, retrieval and transfer of records consistent with its registering body's requirements • by providing a statement demonstrating its financial viability, and/or its annual financial statements, and/or a business plan on request of the registering body. 	There are limited material changes to the requirements for RTOs

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Standard 8	The RTO cooperates with the VET Regulator and is legally compliant at all times.	<p>Context:</p> <p>RTOs need to comply with the requirements of the RTO Standards as well as other relevant Commonwealth, State and Territory legislation. This is critical if RTOs are to deliver training products that have integrity and which fulfil their obligations to their clients. It is important that third party arrangements are documented and transparent to facilitate the Regulator's knowledge that such arrangements exist. This will enable them to factor this into the risk profile they apply when enforcing compliance with the Standards and to review, in the context of RTO audits, the terms of the third party arrangements and the effectiveness of the arrangements in facilitating compliance with these Standards.</p>			
8.1	<p>The RTO cooperates with the VET Regulator:</p> <p>a) by providing accurate and truthful responses to information requests from the VET Regulator relevant to the RTO's registration;</p> <p>b) in the conduct of audits and the monitoring of its operations;</p> <p>c) by providing quality/performance indicator data;</p> <p>d) by providing information about substantial changes to its operations or any event that would significantly affect the RTO's ability to comply with these standards within 90 calendar days of the change occurring;</p> <p>e) by providing information about significant changes to its ownership within 90 calendar days of the change occurring; and</p> <p>f) in the retention, archiving, retrieval and transfer of records.</p>		Condition 2	<p>The RTO's Chief Executive must ensure that the RTO co-operates with its registering body:</p> <ul style="list-style-type: none"> • in the conduct of audits and the monitoring of its operations • by providing accurate and timely data relevant to measures of its performance • by providing information about significant changes to its operations • by providing information about significant changes to its ownership • in the retention, archiving, retrieval and transfer of records consistent with its registering body's requirements • by providing a statement demonstrating its financial viability, and/or its annual financial statements, and/or a business plan on request of the registering body. 	The RTO must provide accurate and truthful responses to information requests from the VET Regulator and, in the case of significant changes, provide that information within specified time scales.
8.2	<p>The RTO ensures that any third party delivering services on its behalf is required under written agreement to cooperate with the VET Regulator:</p> <p>a) by providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services; and</p> <p>b) in the conduct of audits and the monitoring of its operations.</p>		NEW		The RTO must have a written agreement in place with third party providers to ensure cooperation with the VET Regulator.
8.3	<p>The RTO notifies the Regulator:</p> <p>a) of any written agreement entered into under Clause 2.3 for the delivery of services on its behalf within 30 calendar days of that agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first; and</p> <p>b) within 30 calendar days of the agreement coming to an end.</p>	<p>Clause 2.3</p> <p>The RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.</p>	NEW		The RTO must notify the VET Regulator within a specified time period where services are to be provided by a third party.

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8.4	The RTO provides an annual declaration on compliance with these Standards to the VET Regulator and in particular whether it: a) currently meets the requirements of the Standards across all its scope of registration and has met the requirements of the Standards for all AQF certification documentation it has issued in the previous 12 months; and b) has training and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.		NEW		The RTO is required to submit an annual self-certification of compliance.
8.5	The RTO complies with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations.		Condition 3	The RTO must comply with relevant Commonwealth, State or Territory legislation and regulatory requirements that are relevant to its operations and its scope of registration. It ensures that its staff and clients are fully informed of these requirements that affect their duties or participation in vocational education and training.	There are limited material changes to the requirements for RTOs
8.6	The RTO ensures its staff and clients are informed of any changes to legislative and regulatory requirements that affect the services delivered.		Condition 3	The RTO must comply with relevant Commonwealth, State or Territory legislation and regulatory requirements that are relevant to its operations and its scope of registration. It ensures that its staff and clients are fully informed of these requirements that affect their duties or participation in vocational education and training.	There are limited material changes to the requirements for RTOs