TAFE Management of Scope of Registration Procedure

Section 1 - Purpose / Objectives

(1) The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA ensures nationally approved quality standards are met through the regulation of courses and training providers. ASQA registered training organisations must meet the requirements for registration including the requirements in the VET Quality Framework.

(2) The VET Quality Framework is a set of standards and conditions that ASQA uses to assess whether a registered training organisation meets the requirements for registration. The VET Quality Framework comprises:

    a. The Standards for Registered Training Organisations (RTOs) 2015;
    b. The Fit and Proper Persons Requirements;
    c. The Financial Viability Risk Assessment Requirements;
    d. The Data Provision Requirements; and
    e. The Australian Qualifications Framework (AQF).

(3) It is a requirement for VU's registration as a Registered Training Organisation to be compliant with Standard 1: Manage transition from superseded training products, Standards for Registered Training Organisations (RTOs) 2015. Clauses 1.26 and 1.27 of this standard outline the requirements for RTOs to ensure the currency of the training products on their Scope of Registration and how superseded, removed or deleted training products should be managed.

Section 2 - Scope / Application

(4) This Procedure applies to all national training package qualifications, VET accredited courses, units of competency and skill sets that are included on VU's Scope of Registration including delivery in Australia and offshore. It outlines the responsibility for and processes, involved in, the effective management of VU's Scope of Registration (including management of transition and teach out arrangements).

Section 3 - Definitions

(5) AQF qualification — means an AQF qualification type endorsed in a training package or accredited in a VET accredited course.

(6) CAMS — refers to VU's Course Approval and Management System

(7) National Register — means the register maintained by the Commonwealth Department responsible for VET and referred to in section 216 of the National Vocational Education and Training Regulator Act 2011.

(8) Scope of Registration — means the training products for which an RTO is registered to issue AQF certification

documentation. It allows the RTO to:

    a. both provide training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; OR to

    b. provide assessment resulting in the issuance of AQF certification documentation by the RTO.

(9) Skill set — means a single unit of competency or a combination of units of competency from a training package which link to a licensing or regulatory requirement, or a defined industry need.

(10) Training Package — means the components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the Standards for Training Packages. The endorsed components of a Training Package are: units of competency assessment requirements (associated with each unit of competency) qualifications and credit arrangements. The endorsed components form part of the requirements that an RTO must meet under these Standards. A training package also consists of a non-endorsed, quality assured companion volume/s which contains industry advice to RTOs on different aspects of implementation.

(11) Training Product — means AQF qualification, skill set, unit of competency, accredited short course and module.

(12) Unit of competency — means the specification of the standards of performance required in the workplace as defined in a training package.

Section 4 - Policy Statement

(13) Nil

Section 5 - Procedures

Part A - Roles and Responsibilities

Role	Responsibilities
Vice President-Vocational Education VUIT	Approve all changes to VUIT's Scope of Registration. Liaise with VUI in relation to international on and offshore delivery.
VUIT Leadership Group	Review VUIT's Scope of Registration to ensure currency of course offerings listed.
VUIT Directors	Assess and endorse submissions from program areas for additions and deletions to VUIT's Scope of Registration. Make recommendations for changes to the Scope of Registration to the VP—Vocational Education.
VUIT Managers	Prepare a business case for the addition of new Training Products to VUIT's Scope of Registration including, but not limited to: Industry demand and consultation Learner demand Outcomes from existing delivery, eg MCR, student evaluations, industry feedback, continuous improvement actions, etc Financial viability—course costing. Make recommendations to the VUIT Director in relation to retention or removal of existing Training Products on the Scope of Registration as part of the annual load planning process. Ensure course documentation is developed / current in line with Standard 1, Standards for Registered Training Organisations (RTOs) 2015. Plan, document and manage the TAFE Training Product Transition and Teach-out Plan. Document information for the Course Advisory Committee relating to additions, retention and removal of Training Products from the Scope of Registration.
Course Advisory Committee Members	Review and provide advice to the VUIT Leadership Group and Managers relating to the academic quality and strategic alignment of all documentation presented for additions/deletions from the Scope of Registration, amendments to existing courses, and Transition and Teach-out Plans. Review existing and proposed CRICOS listings.

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Role	Responsibilities
Centre for Collaborative Learning and Teaching (CCLT)	Work collaboratively with the VUIT Managers, Co-ordinator Governance and VET Course Registration and Liaison Officer to assist in the development of VU course approval documentation and alignment to regulatory requirements. Forward notification of changes to the Scope of Registration to VU's Academic Board for information.
Coordinator — Governance	Act as Executive Officer on the VUIT Course Advisory Committee. Check CAMS submissions from VUIT Managers to ensure currency of documentation in line with qualification packaging rules and purchasing guides. Co-ordinate and action data submissions and changes on CAMS.
VET Course Registration and Liaison Officer	Work collaboratively with VUIT's Managers to complete VUIT's Scope of Registration documentation required by ASQA including but not limited to: Adding courses to scope of registration Removing courses to scope of registration Amending delivery locations on scope of registration (local, interstate and offshore) Managing CRICOS registration matters in conjunction with VU International. Regularly check, report on and implement changes to VUIT's information relating to notifications from regulatory bodies relating to Training Products, from unit of competency to AQF qualification levels, including amendments to the National Register for VET (Training.gov.au), Purchasing Guides, endorsement of new or revised Training Packages, Transition and Teach-out directives, etc. Lodge Scope of Registration submissions to ASQA.

Part B - Procedures

(14) VUIT Managers will develop a business case for additions to Scope of Registration for endorsement from the VUIT Director.

(15) VUIT Managers will prepare documentation for the retention or removal of Training Products from the Scope of Registration for endorsement from the VUIT Director.

(16) VUIT Managers will develop Transition and Teach-out plans for endorsement by the Director and Course Advisory Committee.

(17) VUIT Directors will assess and endorse submissions from Departments for additions and deletions to VUIT's Scope of Registration and forward approved submission to CAC for review and recommendation to VP.

(18) CAC to recommend changes to the Scope of Registration to the VP-Vocational Education.

(19) VUIT Leadership Group to regularly review the Scope of Registration to ensure currency of actual delivery to courses listed as active offerings.

(20) VUIT Leadership will participate in and contribute to the annual VU load planning process.

(21) VUIT Managers will prepare course submission information for the Course Advisory Committee.

(22) Course submission information will be checked and collated by the Co-ordinator — Governance, and included in meeting papers for the Course Advisory Committee.

(23) The Course Advisory Committee will review submissions from VUIT Managers and provide advice to the VUIT Leadership Group relating to the academic quality and strategic alignment of documentation presented for changes to the Scope of Registration, amendments to existing courses, as well as the Transition and Teach-out Plans.

(24) Vice President—Vocational Education approves submissions for additions, retention and removal of Training Products to VUIT's Scope of Registration, including recommendations to VUI in relation to additions/deletions to CRICOS listings.

(25) VUIT Managers are responsible for all course documentation that must be developed in line with the requirements of Standard 1, Standards for Registered Training Organisations (RTOs) 2015, this includes Training and Assessment

Strategies, Industry Engagement Plans, etc, prior to the lodgement of new courses with ASQA.

(26) Approved changes to the Scope of Registration will be documented and lodged with ASQA by the VET Course Registration and Liaison Officer.

(27) Changes to Training Products, as notified by regulatory bodies, will be monitored and actioned by the Co-ordinator — Governance. Actions are to include:

   a. Monitor changes to the National Register for VET (via Training.gov.au);
   b. Communicating changes to Training Products to relevant VUIT Managers and the Course Advisory Committee;
   c. Ensuring adjustments to data at unit of competency level;
   d. Ensuring changes in nominal hours in Purchasing Guides for reporting and claiming Victorian Training Guarantee payments are applied;
   e. Changes to qualification requirements in Training Packages are reported and applied to CAMS documentation, etc.

(28) The Co-ordinator — Governance will generate and submit all documentation for CAMS based on approvals from the VUIT Leadership Group.

(29) CCLT will report changes to the Scope of Registration to VU's Academic Board.

Section 6 - Guidelines

(30) Nil

Section 7 - References and Forms

(31) [TAFE Training Product Transitions and Teach-out Form](#)

(32) [Course Approvals and Monitoring System (CAMS)](#) (log in permission required)

(33) [National Register of VET](#)

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