

# Courses Lifecycle - Award Course Approval (VET) Procedure

## Section 1 - Purpose / Objectives

(1) This Procedure:

- a. provides direction regarding the process to be followed in adding a Vocational Education and Training (VET) Award Course to Victoria University's course offering;
- b. details the endorsement and approval steps to be undertaken for new and replacement VET Award Courses and;
- c. details the outcome of the VET Award Course approval process by confirming the VET Award Course has been added to the Register of Awards.

## Section 2 - Scope / Application

(2) This Procedure applies to:

- a. all new and replacement VET Award Courses offered by Victoria University.

(3) This Procedure does not apply to:

- a. VET Non-Award Courses and;
- b. any Higher Education (HE) Courses.

## Section 3 - Definitions

(4) Accredited Courses

(5) ASQA (Australian Skills Quality Authority)

(6) Award Course

(7) Scope of Registration

(8) Training Packages

(9) Victorian Purchasing Guide (VPG)

## Section 4 - Policy Statement

(10) See [Courses Lifecycle Policy](#)

# Section 5 - Procedures

## Part A - Roles and Responsibilities

Roles	Responsibilities
VET Governance	Works collaboratively with Academic Quality and Standards (AQS) and the VET delivery areas in Victoria University Polytechnic to assist in the: - development of internal course approval documentation; - alignment with regulatory requirements, and; - completion and submission of Scope of Registration documentation as required by ASQA.
Senior Coordinator, Governance	Works within VET Governance providing support to the Governance Officer and the VET delivery areas to ensure that all regulatory and compliance requirements are adhered to in the development of VET Award courses.
Governance Officer	Works within VET Governance providing support to the VET delivery areas in the development of internal course approval documentation.
VET Delivery Area Manager	Works collaboratively with VET Governance to prepare course approval documentation. Works collaboratively with VET Quality and Compliance to develop required quality documentation.
VET Delivery Centre Director	Reviews and approves: - course costing and Training Product Costing Exemption applications; - course approval documentation as appropriate.
Business Manager	Reviews and provides approval for each course costing and Training Product Costing Exemption application.
Victoria University Polytechnic Senior Leadership Group	Reviews and approves each Business Case for Adding a Training Product.
Deputy Vice-Chancellor, Vocational Education and Pathways	Reviews and approves: - Scope of Registration submissions. - VET Award course to be tabled/noted at the University Courses Committee. - VET New/Amendment Declaration.
Director, Academic Quality and Standards	Reviews and endorses for approval the VET New/Amendment Declaration.
Academic Quality and Standards	Work collaboratively with VET Governance to meet internal regulatory requirements as well as obtain Vice-Chancellor approval in order to move VET Award Course to final version.
Vice-Chancellor	Provides approval to move VET Award Course to final version and to add VET Award Course to the Register of Awards.
VET Course Advisory Committee	Responsible for monitoring and making recommendations to the University Courses Committee regarding VET courses in accordance with university legislation and policies, internal and external quality indicators and external regulatory requirements.
University Courses Committee	Responsible for monitoring, reporting and advising the Academic Board on the quality and standards of courses in accordance with University legislation and policies on courses against internal and external quality indicators; advising on related policies and monitoring their implementation.

## Part B - Overview

(11) Victoria University offers a wide range of VET Award Courses across many disciplines and fields.

(12) VET Award Courses are based on nationally endorsed training packages and accredited courses, which are not accredited by the University. Victoria University delivers these courses according to the requirements specified in the relevant training package or accredited curricula.

## Part C - Notification of Intention to Offer a VET Award Course

(13) New Award course:

- a. Delivery Area Manager notifies VET Governance of their intention to offer a New VET Award course.

(14) Replacement Award course:

- a. When notification is received via the National Register of VET that a particular training product has been replaced, the Manager of the teaching area must determine if the replacement course will be offered.
- b. Delivery Area Manager to provide intention to offer superseding award course to VET Governance within 1 week.
- c. Formal communication with currently enrolled students to occur informing students of the training product being replaced and the relevant transition period within 3 weeks of intention to offer VET Award course being received.

(15) Delivery area to complete quality documentation. This quality documentation must be completed:

- a. Prior to the training product being added to our scope of registration if application to ASQA to be made.
- b. Prior to internal course approval if application to ASQA not necessary.

## Part D - Business Case

(16) Delivery Area Manager to prepare the following documentation within 3 weeks of notification of intention to offer a VET Award Course being received or if relevant, 3 weeks from when the Victorian Purchasing Guide (VPG)/VET Accredited Curriculum is released:

- a. Business Case for Adding a Training Product
- b. For New and Replacement (not-equivalent) training products:
  - i. Course Costing
- c. For Replacement (equivalent) training products:
  - i. Course Costing, or;
  - ii. Training Product Costing Exemption application.

(17) Business Cases for Adding a Training Product are approved at the Victoria University Polytechnic Senior Leadership meeting.

(18) Course Costings / Training Product Costing Exemption are approved by the relevant Delivery Centre Director and the Business Manager.

(19) If the Business Case for Adding a Training Product and Course Costing/Training Product Costing Exemption are approved, they are forwarded to VET Governance.

(20) If the Business Case for Adding a Training Product and Course Costing/Training Product Costing Exemption are not approved, Business Case and Course Costing/Training Product Costing Exemption to be reviewed and reconsidered for approval, otherwise the process stops at this point.

## Part E - Course Approval New VET Award Courses

(21) If the Business Case for Adding a Training Product and Course Costing/Training Product Costing Exemption are

approved, the Delivery Area Manager must prepare the relevant course approval documentation within 3 weeks of this approval being received and forward to VET Governance.

(22) The VET Course Advisory Committee meets and reviews items presented and makes recommendations in the minutes.

(23) Senior Coordinator, Governance prepares the ASQA Scope of Registration submission, which is approved by the Deputy Vice-Chancellor, Vocational Education and Pathways.

(24) Deputy Vice-Chancellor, Vocational Education and Pathways approves VET Award course to be tabled at the University Courses Committee.

(25) Governance Officer prepares the report and supporting evidence to the University Courses Committee.

(26) University Courses Committee meets and reviews items presented and makes recommendations in the minutes.

(27) Governance Officer prepares the VET New/Amendment Declaration for approval.

(28) VET New/Amendment Declaration is checked by the Senior Coordinator, Governance to ensure the VET Award Course is appearing on our Scope of Registration.

(29) VET New/Amendment Declaration is endorsed for approval by the Director, Academic Quality and Standards and Deputy Vice-Chancellor, Vocational Education and Pathways.

(30) Senior Coordinator, Governance forwards approved VET New/Amendment Declaration to Academic Quality and Standards (AQS) requesting VET Award Course be final versioned in the Course Approvals and Management System (CAMS).

(31) AQS obtains Vice-Chancellor approval and moves VET Award Course to final version in CAMS.

(32) Award course is placed on Register of Awards.

## **Part F - Course Approval Replacement VET Award Courses**

(33) If the Business Case for Adding a Training Product and Course Costing/Training Product Costing Exemption are approved, the Delivery Area Manager must prepare the relevant course approval documentation within 3 weeks of this approval being received and forward to VET Governance.

(34) The VET Course Advisory Committee meets and reviews items presented and makes recommendations in the minutes.

(35) If relevant, Senior Coordinator, Governance prepares the ASQA Scope of Registration submission, which is approved by the Deputy Vice-Chancellor, Vocational Education and Pathways.

(36) Deputy Vice-Chancellor, Vocational Education and Pathways approves VET Award course to be noted at the University Courses Committee.

(37) Governance Officer prepares the report and supporting evidence to the University Courses Committee.

(38) Governance Officer prepares the VET New/Amendment Declaration for approval.

(39) VET New/Amendment Declaration is checked by the Senior Coordinator, Governance to ensure the VET Award Course has been added to our Scope of Registration.

(40) VET New/Amendment Declaration is endorsed for approval by the Director, Academic Quality and Standards and

Deputy Vice-Chancellor, Vocational Education and Pathways.

(41) Senior Coordinator, Governance forwards approved VET New/Amendment Declaration to Academic Quality and Standards (AQS) requesting VET Award Course be final versioned in CAMS.

(42) AQS obtains Vice-Chancellor approval and moves VET Award Course to final version in CAMS.

(43) Award course is placed on Register of Awards.

(44) Replacement VET Award Course is noted at the University Courses Committee.

## Section 6 - Guidelines

(45) Click [here](#) to view these references -

- a. P004-G01 Formal Communication with Students
- b. P004-G02 Add a VET Award Course (New)
- c. P004-G03 Add a VET Award Course (Replacement)

## Section 7 - Supporting Documents and Information

### Procedures

(46) [TAFE Management of Scope of Registration Procedure](#)

(47) [Courses Lifecycle Policy](#)

(48) [Courses Lifecycle - Award Course Accreditation \(HE\) Procedure](#)

(49) [Courses Lifecycle - Non-Award Course Approval \(VET\) Procedure](#)

### Forms

(50) Click [here](#) to view these references -

- a. P004-F02 Business Case for Adding a Training Product
- b. P004-F05 Course Costing
- c. P004-F06 Training Product Costing Exemption Application

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	27th July 2017
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## Glossary Terms and Definitions

**"Award Course"** - A structured combination of approved units and/or supervised research into which students are admitted and are issued with an Award at the completion of their studies.

**"Accredited Courses"** - Courses that are accredited by a VET regulator in accordance with the Standards for VET Accredited Courses. These courses address skills requirements for industry, enterprises and the community where these are not covered in nationally endorsed Training Packages.

**"ASQA (Australian Skills Quality Authority)"** - The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

**"Scope of Registration"** - The training products for which a Registered Training Provider (RTO) is registered to issue AQF certification documentation. It allows the RTO to provide either training and/or assessment resulting in the issuance of AQF certification documentation.

**"Training Packages"** - Training packages are a set of nationally endorsed standards and qualifications for recognising and assessing an individual's skills in a specific industry. Training Packages are developed by Service Skills Organisations (SSO's) through an industry consultation process and endorsed through the Australian Industry and Skills Committee (AISC). All Training Packages contain three major components: qualification framework, units of competency and assessment guidelines.

**"Victorian Purchasing Guide (VPG)"** - Victorian Purchasing Guides contain nominal hour allocations for units of competency and maximum hour allocations for qualifications within training packages. They also contain sample training programs that have been developed for nationally endorsed training packages.