Courses Lifecycle - Award Course Approval (VET) Procedure

Section 1 - Summary

(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

(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 - Policy/Regulation

(4) Courses Lifecycle Policy

Section 4 - Procedures

Part A - Summary of Roles and Responsibilities

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Roles	Responsibilities
TAFE Governance	Works collaboratively with Academic Quality and Standards (AQS) and the delivery areas in TAFE to assist in the: - development of internal course approval processes and documentation; - alignment with regulatory requirements. Support delivery areas in the development of internal course approval documentation. Completes and submits Scope of Registration documentation as required by ASQA and for CRICOS registration. Monitors and communicates to the teaching areas on the status of course and unit of competency transition and teach out details. Builds the course level details in the Course Approvals Management System (CAMS). Coordinates and provides executive support to the Courses Advisory Committee (CAC). Provides broad communication to the key service areas on status of courses.
Delivery Area Manager	Works collaboratively with TAFE Governance to prepare course approval documentation. Works collaboratively with VET Quality and Compliance to develop and endorse the Training and Assessment Strategy.
Executive Directors, TAFE	Reviews and approves: - initial intent using the Recommendation to deliver a training product application (new courses only); - Business case and course costing.
Finance Business Partner	Reviews and approved accuracy of information provided including checking cost centre codes.
TAFE Executive Team	Reviews and approves each Business Case for Adding a Training Product.
Chief TAFE Officer	Maintenance of the Business Case Template and Course Costing Tool Reviews and recommends course costing. Reviews and approves: - Scope of Registration submissions. - VET Award course to be tabled/noted at the University Courses Committee. - VET New/Amendment Declaration. - Costings where relevant.
Director, Academic Quality and Standards	Reviews and endorses for approval the VET New/Amendment Declaration.
Academic Quality and Standards	Works collaboratively with TAFE Governance to meet internal regulatory requirements as well as obtain Vice-Chancellor approval in order to move VET Award Course to final version. Provides support to the VET delivery Managers to ensure that all regulatory and compliance requirements are adhered to in the development of Training and Assessment Strategies for the new courses.
Vice-Chancellor	Provides approval to move VET Award Course to final version and to add VET Award Course to the Register of Awards.
TAFE Course Advisory Committee	Monitors and makes 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	Monitors, reports to and advises 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.

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Part B - Overview

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

(6) VET Award Courses are based on nationally endorsed training packages and accredited courses, 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

(7) New Award course:

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

(8) 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 TAFE Governance within 1 week of notification on the National Register.
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 submitted to TAFE Governance.

(9) Delivery area to complete the Training and Assessment Strategy ensuring quality and compliance check and approval prior:

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

Part D - Business Case

(10) Delivery Area Manager to prepare the following documentation within 3 weeks of notification of intention to offer a VET Award Course being submitted to TAFE Governance 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. Course costing for New and Replacement training products.

(11) Business Cases for Adding a Training Product are approved at the TAFE Executive Team meeting.

(12) Course Costings are reviewed, recommended and approved by the relevant Executive Director, Finance Business Partner and Chief TAFE Officer where relevant.

(13) If the Business Case for Adding a Training Product and Course Costing are approved, they are forwarded to TAFE Governance.

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

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Part E - Course Approval New VET Award Courses

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

(16) The VET Course Advisory Committee meets and reviews submissions for new VET Award course approval and makes recommendations.

(17) TAFE Governance prepares the ASQA Scope of Registration submission (where applicable), which is approved by the Chief TAFE Officer.

(18) Chief TAFE Officer approves VET Award course to be tabled at the University Courses Committee.

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

(20) University Courses Committee meets and reviews submissions for new VET Award course approval and makes recommendations.

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

(22) VET New/Amendment Declaration is checked by TAFE Governance to ensure the VET Award Course is appearing on Victoria University's Scope of Registration.

(23) VET New/Amendment Declaration is endorsed for approval by the Director, Academic Quality and Standards and Chief TAFE Officer.

(24) TAFE 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).

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

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

Part F - Course Approval Replacement VET Award Courses

(27) 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 TAFE Governance.

(28) The VET Course Advisory Committee meets and reviews submissions for new VET Award course approval and makes recommendations.

(29) If relevant, TAFE Governance prepares the ASQA Scope of Registration submission, which is approved by the Chief TAFE Officer.

(30) Chief TAFE Officer approves VET Award course to be noted at the University Courses Committee.

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

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

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

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(34) TAFE New/Amendment Declaration is endorsed for approval by the Director, Academic Quality and Standards and Chief TAFE Officer.

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

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

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

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

Section 5 - Supporting Documents and Information

(39) Click here to view these references -

a. Transition Formal Communication with Students
b. Transition Formal Communication with Employers
c. Transition – Individualised transition plan
d. Add a VET Award Course (New)
e. Add a VET Award Course (Replacement)

Forms

(40) Click here to view these references -

a. Recommendation to delivery a training product
b. Business Case for Adding a Training Product
c. Course Costing

Section 6 - HESF/ASQA/ESOS Alignment

(41) Outcome Standards for NVR Registered Training Organisations 2025: Standards 1.2 Training; 1.3-1.5 Assessment; 4.4 Continuous Improvement.

Section 7 - Definitions

(42) Accredited Courses

(43) ASQA (Australian Skills Quality Authority)

(44) Award Course

(45) Scope of Registration

(46) Training Packages

(47) Victorian Purchasing Guide (VPG)

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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.

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