Courses Lifecycle - Non-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) Non-Award Course to Victoria University's course offering and;
b. Details the endorsement and approval steps to be undertaken for new and replacement VET Non-Award Courses.

Section 2 - Scope

(2) This Procedure applies to:

a. All new and replacement VET Non-Award Courses offered by Victoria University (VU).

(3) This Procedure does not apply to:

a. VET 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

Roles	Responsibilities
Academic Quality and Standards (AQS)	Works collaboratively with TAFE Administration and Governance to meet internal regulatory requirements as well as obtain Vice-Chancellor approval in order to move the VET Non-Award Course to final version. Provides support to VET delivery areas to ensure that all regulatory and compliance requirements are adhered to in the development of VET Non-Award courses Training and Assessment Strategies.
Coordinator Industry Strategy and Planning	Maintenance of the Business Case Template and Course Costing Tool

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Coordinator Business Growth, Short Courses	Reviews the course costing to ensure accuracy of information.
Finance Business Partner	Reviews and approves accuracy of information provided including checking cost centre codes.
Director, Academic Quality and Standards	Reviews and endorses for approval the VET New/Amendment Declaration.
Administration and Governance	Provides support to the VET delivery areas to ensure that all regulatory and compliance requirements are adhered to in the development of VET Non-Award courses. Works collaboratively with Academic Quality and Standards (AQS) and the VET delivery areas in TAFE 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.
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.
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.
Delivery Area Manager	Works collaboratively with VET Governance to prepare course approval documentation. Works collaboratively with Academic Quality and Standards to develop required quality documentation.
Executive Directors/Director TAFE	Reviews and approves: - course costing; - course approval documentation as appropriate.
TAFE Executive Team	Reviews and approves each Business Case for Adding a Training Product.
Chief TAFE Officer	Reviews and approves: - Scope of Registration submissions; - VET Non-Award course to be tabled/noted at the University Courses Committee; - VET New/Amendment Declaration.
Vice-Chancellor	Provides approval to move VET Non-Award course to final version.

Part B - Overview

(5) VU offers a wide range of VET Non-Award Courses across many disciplines and fields.

(6) A VET Non-Award course is a course offered and/or developed by the University for educational, personal, or professional development purposes, which does not result in the issuing of a VU Award.

(7) VET Non-Award Courses are based on:

a. Nationally endorsed training packages and externally accredited courses. VU delivers these courses according to the requirements specified in the relevant nationally endorsed training package or externally accredited curricula; and
b. Short courses developed by the University which address a specific skill/knowledge upgrade, professional development or leisure activity.

Part C - Categories of VET Non-Award Courses

(8) There are seven (7) distinct categories of VET Non-Award Courses that can be approved. The differences between the categories are based on decisions related to:

a. Regulatory requirements;
b. Whether the course is externally accredited;
c. Government reporting requirements;
d. Proposed funding sources, and/or
e. Proposed course outcomes, specifically how the VET Non-Award Course will be assessed.

(9) VET Non-Award Courses may be of varying duration and may be delivered in a variety of modes.

(10) The table below summarises the seven (7) categories of VET Non-Award Courses.

Category	Code	Regulator	State Funding	State Reporting	Assessed	Issuance of Completion Documentation	Course Endorsed by:
1. Single/multiple unit/s enrolment in a VET Award Course	VET Award Course code	ASQA	Yes	Yes	Yes	Statement of Attainment	University Courses Committee
2. VCE/VCAL	State code	VRQA	Yes	Yes	Yes	Statement of Attainment and VCAA Certificate	University Courses Committee
3. Accredited short course 'Course in ...'	National code	ASQA	Yes	Yes	Yes	Statement of Attainment	University Courses Committee
4. Nationally accredited skill sets	National code	ASQA	Yes, where applicable	Yes	Yes	Statement of Attainment	VET Course Advisory Committee
5. Non-accredited course with accredited units	TNxxx	ASQA	No	Yes	Yes	Statement of Attainment	VET Course Advisory Committee
6. Non-accredited course with non-accredited units (Professional Development)	TQxxx	Not applicable	No	No	Yes	Certificate of Participation	VET Course Advisory Committee

7. Non-accredited course with non-accredited units (Professional Development / Leisure / Hobby)	THxxx	Not applicable	No	No	Yes Assessment equates to attendance	Certificate of Participation	VET Course Advisory Committee

Part D - Notification of Intention to Offer a VET Non-Award Course

(11) New VET Non-Award course:

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

(12) Replacement VET Non-Award course:

a. When notification is received via the National Register of VET or the VRQA that a particular training product has been replaced, the Delivery Area Manager of the delivery area must determine if the superseding course will be offered.
b. Delivery Area Manager to provide intention to offer superseding VET Non-Award Course to VET Governance within one (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 three (3) weeks of intention to offer VET Non-Award course being received.

(13) Governance to assign one of the seven (7) categories of VET Non-Award Courses.

(14) Delivery area to complete the training and assessment strategy with a quality and compliance check and approval:

a. Prior to the training product being added to scope of registration, if application to ASQA/VRQA is to be made; or
b. Prior to internal course approval if application to ASQA/VRQA not necessary.

Part E - VET Non-Award Course Approval (Category 1)

(15) Refer to and follow the Courses Lifecycle - Award Course Approval (VET) Procedure.

Part F - VET Non-Award Course Approval (Category 2 and 3)

Business Case

(16) Delivery Area Manager to prepare the following documentation within three (3) weeks of notification of intention to offer a VET Non-Award Course being received or if relevant, three (3) weeks from when the Curriculum is released:

a. Business Case for Adding a Training Product;
b. Course Costing.

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

(18) Course Costings are approved by the relevant Executive Director, Coordinator Business Growth, Short Courses and Chief TAFE Officer.

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

(20) 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.

Course Approval (New VET Non-Award Course)

(21) 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 three (3) weeks of this approval being received and forward to Governance.

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

(23) If relevant, the Delivery Area Manager, Executive Director, Administration and Governance and Academic Quality and Standards prepare the VRQA application, which is approved by the Chief TAFE Officer.

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

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

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

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

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

(29) VET New/Amendment Declaration is checked by Governance to ensure VET Non-Award Course has been approved for delivery/assessment by ASQA/VRQA.

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

(31) Governance forwards approved VET New/Amendment Declaration to AQS requesting VET Non-Award Course be final versioned in the Course Approvals and Management System (CAMS).

(32) AQS obtains Vice-Chancellor or delegate (see Courses Lifecycle Policy for relevant Vice-Chancellor delegation, if any) approval and moves VET Non-Award Course to final version in CAMS.

Course Approval (Replacement VET Non-Award Course)

(33) 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 three (3) weeks of this approval being received and forward to Governance.

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

(35) If relevant, the Delivery Area Manager, Executive Director, Administration and Governance and Academic Quality and Standards prepare the VRQA application, which is approved by the Chief TAFE Officer.

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

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

(38) Governance prepares the report to the University Courses Committee.

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

(40) VET New/Amendment Declaration is checked by Governance to ensure the VET Non-Award Course has been approved for delivery/assessment by the VRQA or ASQA.

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

(42) Governance forwards approved VET New/Amendment Declaration to AQS requesting VET Non-Award Course be final versioned in CAMS.

(43) AQS obtains Vice-Chancellor or delegate (see Courses Lifecycle Policy for relevant Vice-Chancellor delegation, if any) approval and moves VET Non-Award Course to final version in CAMS.

Part G - VET Non-Award Course Approval (Category 4 to 7)

Business Case

(44) Delivery Area Manager to prepare the following documentation within one (1) week of notification of intention to deliver a VET Non-Award Course being received or if relevant, one (1) week from when the VPG/Curriculum is released.

a. Business Case for Adding a Training Product; and
b. Short Course Costing.

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

(46) Short Course Costings are approved by the Executive Director.

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

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

Course Approval

(49) If the Business Case for Adding a Training Product and Short Course Costing are approved, the Delivery Area Manager must prepare the relevant course approval documentation within one (1) week of this approval being received and forward to Governance.

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

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

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

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

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

(55) VET New/Amendment Declaration is checked by Governance to ensure the VET Non-Award Course has been approved for delivery/assessment by the ASQA (if relevant).

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

(57) Governance forwards approved VET New/Amendment Declaration to AQS requesting VET Non-Award Course be final versioned in CAMS.

(58) AQS obtains Vice-Chancellor or delegate (see Courses Lifecycle Policy for relevant Vice-Chancellor delegation, if any) approval and moves VET Non-Award Course to final version in CAMS.

Section 5 - Supporting Documents and Information

(59) Click here to view these references –

a. Formal Communication with Students
b. Add a VET Award Course (New)
c. Add a VET Award Course (Replacement)
d. Guide for adding VCE, VCAL and Nationally accredited short courses (New)
e. Guide for adding VCE, VCAL and Nationally accredited short courses (Replacement)
f. Guide for adding non-accredited courses with accredited units
g. Guide for adding non-accredited courses with non-accredited units
h. VET Non-Award Course/Unit Codes and Titles Protocol
i. Categories of VET Non-Award Courses
j. Approval of VET Non-Award Courses

Forms

(60) Click here to view these references

a. Business Case for Adding a Training Product
b. Course Costing
c. Training Product Costing Exemption Application
d. Short Course Costing

Section 6 - HESF/ASQA/ESOS Alignment

(61) Compliance Standards for NVR Registered Training Organisations and FPP Requirements 2025: 11 Issue of VET qualifications and VET statements of attainment.

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Section 7 - Definitions

(62) Accredited Courses

(63) Accredited Unit

(64) AQF (Australian Qualifications Framework)

(65) ASQA (Australian Skills Quality Authority).

(66) Non-Award Course

(67) Non-Accredited Course – A type of Non-Award Course that has not been through a formal accreditation process.

(68) Non-Accredited Unit – A unit that forms part of a Non-Award Course which has not been approved through a formal accreditation process.

(69) Scope of Registration

(70) Skill Set – A Skill Set is defined as single units of competency or combinations of units of competency from a nationally endorsed Training Package, which link to a licence or regulatory requirement, or a defined industry need. Training Package Skill Sets are a way of formally recognising a collection of skills and are not designed to replace qualifications.

(71) Training Packages

(72) Victorian Certificate of Applied Learning (VCAL)

(73) Victorian Certificate of Education (VCE)

(74) Victorian Purchasing Guide (VPG)

(75) Victorian Registration and Qualifications Authority (VRQA)

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Glossary Terms and Definitions

"AQF (Australian Qualifications Framework)" - The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in the Australian education and training system. It incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework.

"Non-Award Course" - A course of study that does not lead to the issuance of an Award of the University.

"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.

"Accredited Unit" - A unit that is approved as part of a formal accreditation process within an award course. This is also referred to as a Unit of Competency for VET Awards.

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"Victorian Certificate of Applied Learning (VCAL)" - The Victorian Certificate of Applied Learning (VCAL) is a hands-on option for students in Years 11 and 12. The VCAL gives students practical work-related experience, literacy and numeracy skills as well as the opportunity to build personal skills that are important for life and work. Like the Victorian Certificate of Education (VCE), VCAL is an accredited secondary certificate.

"Victorian Certificate of Education (VCE)" - The Victorian Certificate of Education (VCE) is awarded to students who successfully complete their secondary education. It is internationally recognised, and provides pathways into employment, vocational education and training and higher education.

"Victorian Registration and Qualifications Authority (VRQA)" - The Victorian Registration and Qualifications Authority (VRQA) is the State statutory authority responsible for ensuring that employers of apprentices and trainees and providers of education and training (including course and qualification owners) meet quality standards, and that information is readily available to support informed choice in education and training.

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