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1 PURPOSE

- 1.1 This policy outlines how CQUniversity manages the functions delegated by the [Australian Skills Quality Authority](#) (ASQA) to amend its scope of registration and ensures compliance with the ASQA Delegation Agreement.

2 SCOPE

- 2.1 This policy applies to proposals to append or amend the scope of registration of CQUniversity, and to proposals to package endorsed units and accredited course units with the intention of awarding an [Australian Qualification Framework](#) (AQF) qualification or issuing a Statement of Attainment.
- 2.2 The delegation is for a period of five years (concluding on 30 December 2024), and is subject to the University's performance and compliance and ASQA's assessment of whether the delegation is consistent with strategic considerations, or unless terminated earlier as per the ASQA Delegation Agreement.

3 POLICY STATEMENT

Delegated functions

- 3.1 ASQA has delegated functions to the University in a Delegation Agreement, in accordance with sections 224(2) and 226(1) of the [National Vocational Education and Training Regulator Act 2011](#) (Cwlth). The delegated functions are to grant applications for changes in the University's scope of registration and ensure that details of the University's scope of registration are included on the National Register (www.training.gov.au).
- 3.2 This delegation applies to adding nationally recognised qualifications and training products, which the University has the capacity to deliver in accordance with the requirements of the [Vocational Education and Training \(VET\) Quality Framework](#), to the University's scope of registration.
- 3.3 Clauses 1.26 and 1.27 of the [Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth) requires the University to manage its scope of registration and transition learners within specified timeframes so that only currently endorsed training packages and accredited courses are delivered.

Quality assurance

- 3.4 The University must have a documented quality assurance system that meets the requirements set out in Schedule 2 of the ASQA Delegation Agreement and ensures it has the organisational capability to establish and manage VET regulatory functions and obligations, independently of its other functions and business operations.
- 3.5 The University's quality assurance arrangements will define, document and ensure clear delineation and accountabilities of roles and responsibilities in relation to the delegated functions.
- 3.6 The quality assurance arrangements will include arrangements for monitoring and internal review, managing staff competency, accountability and transparency, reporting obligations, and managing documents and records, in accordance with Schedule 2 and 3 of the ASQA Delegation Agreement.

Monitoring and internal review

- 3.7 The University will conduct an internal review of its performance on an annual basis with reference to:
 - a) the [National Vocational Education and Training Regulator Act 2011](#)
 - b) the [Standards for VET Regulators 2015](#), and
 - c) the ASQA Delegation Agreement.
- 3.8 An internal review of the quality assurance system will be undertaken at least annually to evaluate the system's continuing suitability and effectiveness, to ensure that the system is effectively and consistently implemented, and to ensure adherence to the ASQA Delegation Agreement.
- 3.9 The University will systematically act on, monitor and evaluate improvement opportunities arising from the internal review.

Communicating association with ASQA

- 3.10 CQUniversity is not permitted to advertise or promote its role as a delegate.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Vice-Chancellor and President is accountable for implementation of this policy.
- 4.2 The Vice-Chancellor and President, as the appointed Delegate representative, is responsible for administration and funding all requirements in accordance with the ASQA Delegation Agreement and the national VET Regulator Standards. As the delegate, the Vice-Chancellor and President has no authority to sub-delegate the delegated functions and must not purport to sub-delegate to any other person (without ASQA's prior written permission).
- 4.3 Annual internal reviews of the quality assurance system will be conducted, as specified in sections 3.7 to 3.9.
- 4.4 The Director Educational Quality and Integrity is responsible for monitoring, reviewing and ensuring compliance with this policy.

Reporting

- 4.5 CQUniversity will nominate a representative as the delegate contact with ASQA.
- 4.6 The Vice-Chancellor and President (or their delegate) must report to ASQA on the exercise of their delegated functions and comments on significant changes and/or trends in activities within 30 days of any change.

- 4.7 The University must provide an annual internal review document, along with confirmation of scope reconciliation between the National Register and the Delegate's decision records, to ASQA each year within two months of the anniversary of entering into the Agreement.

Records management

- 4.8 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.9 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).
- 4.10 Upon cessation of the Delegation Agreement, the University must ensure that all documentation retained under R6.3 of the Delegation Agreement, for the entire period of the Agreement, will be transferred to ASQA electronically.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Quality assurance arrangements: procedures and any supporting documents, such as guidelines, outlines of roles and responsibilities, forms, and templates. These documented arrangements demonstrate how CQUniversity operates, including how it implements, monitors and reviews the system specifically in relation to the delegated functions, in accordance with Schedule 2 of the ASQA Delegation Agreement that quality assurance arrangements should be coherent, comprehensive, implemented, and reviewed.

6 RELATED LEGISLATION AND DOCUMENTS

[ASQA Delegation Website](#)

[National Vocational Education and Training Regulator Act 2011](#) (Cwlth)

[Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth)

[Standards for VET Regulators 2015](#) (Cwlth)

[VET Quality Framework](#)

[VET Product Registration Policy and Procedure](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	Vice-President (Academic)
Advisory Committee	N/A
Required Consultation	N/A
Administrator	Director Educational Quality and Integrity
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Approval and Amendment History	Details
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