VET PRODUCT REGISTRATION POLICY AND PROCEDURE

CONTENTS

1   PURPOSE

1.1   This policy and procedure outlines CQUniversity's framework for ensuring governance and quality for vocational education and training (VET) training products and services. The document establishes overarching principles and processes required of CQUniversity to:

- operate within and amend its scope of registration

- develop new training products (including VET accredited courses) for delivery and meet national training package, scope of registration, and course accreditation requirements, and

- ensure compliance with the Australian Skills Quality Authority (ASQA) requirements and nationally endorsed quality standards.

1.2   This policy and procedure addresses issues of quality training and assessment, governance and transitional arrangements to enable CQUniversity and its employees to comply with the Standards for Registered Training Organisations (RTOs) 2015 (Cwlth).

2   SCOPE

2.1   This policy and procedure applies to:

- VET qualifications and other training products delivered by the University

- proposals to amend CQUniversity's VET scope of registration, and

- 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 AQF allows Diplomas, Advanced Diplomas, Graduate Certificates and Graduate Diplomas to be accredited and issued as higher education or VET qualifications. This policy and procedure covers the following AQF qualification types:

- Certificate I, II, III and IV (AQF Levels 1–4)

- Diploma and Advanced Diploma (AQF Levels 5–6).

2.3   This policy and procedure does not apply to:

- non-accredited courses, or

- higher education qualifications. Refer to the Higher Education Qualifications Policy and Procedure for direction on equivalent level higher education coursework qualifications.

3   POLICY STATEMENT

Scope of registration

3.1   As an Australian registered training organisation (RTO), the University is authorised by ASQA to deliver, assess and issue testamurs, records of results and statements of attainment for all VET training products listed on its scope of registration.

3.2   The University must not promote, offer or deliver training products that fall outside its scope of registration.

ASQA delegation and registration

3.3   ASQA has delegated the function of amending the scope of registration to the University under s226(1) of the *National Vocational Education and Training Regulator Act 2011* (Cwlth). This delegation applies to all CQUniversity VET training products.

3.4   The University's authorised delegate's representatives for reporting and registering scope of registration amendments are the Coordinator VET Quality and Language Literacy and Numeracy (LLN) Services and the Registration Officer.

3.5   The ASQA delegation incorporates administrative arrangements, including quality assurance, audit and reporting and other specific requirements to ensure its external delegates are following the national VET Regulator Standards. Details of the delegation are in the Delegation Agreement 2019.

3.6   When exercising the delegation to amend the scope of registration (e.g. adding or removing training products), the Registration Officer, will report to ASQA via its online registration and regulatory management system, asqanet.

3.7   Training product governance is managed and documented through the University's academic and institutional committee structure and processes, and the Academic Information Management System (AIMS).

3.8   This policy and procedure, including specified committee terms of reference, policy documents, and instructions in AIMS, comprise the University's training product governance framework.

4 PROCEDURE

Developing and adding new training products

4.1 The aim to develop and add a new training product may result from discussions with industry, formal discussions at the relevant Course Committee (or equivalent), other peer discussion forums, or requests from senior executives or managers in line with the University's plans or direction.

4.2 Training products being developed to add to scope must be evaluated for eligibility or suitability for the following:

- comprehensive curriculum models, such as articulation, embedded VET in higher education qualifications, or combined courses (e.g. double or dual qualifications) (see the course structure and student workload section in the Higher Education Qualifications Policy and Procedure for details)
- Certificate 3 Guarantee/Higher Level Subsidy funding – includes Skilling Queenslanders for Work (SQW), Free TAFE for Year 12 graduates, VET in Schools Program
- User Choice funding – including LLN, free apprenticeships for Under 21s, Trade Skills Assessment and Gap Training Program
- Early Childhood Teacher Bridging Program, and
- course viability and other community considerations.

4.3 The Tertiary Education Division is the primary area responsible for developing VET training products. Cross-disciplinary approaches to development are encouraged.

4.4 Other Divisions proposing to add a new training product to scope must first consult with the Dean of School or VET Manager to decide which Division/School is the most appropriate area for course/unit delivery. If the parties do not agree, they will refer the issue to Vice-Chancellor and President, through the University Management Committee, for resolution.

4.5 Any employee may propose a new VET training product; however, the Proposer must first obtain their School's or Division's support before commencing the formal process.

Approving new training products

4.6 As part of the University's internal approval process, new training products are considered on the basis of:

- strategic and resource aspects (documented in a Vocational Product Concept Proposal, where required), and
- academic governance, ASQA requirements and nationally endorsed quality standards before approval.

The University's approval process is in accordance with the Delegation Agreement 2019.

4.7 New training products are validated using a peer assessment process through validation panels and the committee process to ensure they meet the endorsed components of the relevant national training package and in a way that achieves optimal learning outcomes for students.

4.8 Requests for new training products require submission of a completed Vocational New Product Proposal, documenting the training and assessment strategy, consultation with industry, Staff Matrix and other information, as appropriate, detailing the components of the proposed training product and compliance with nationally endorsed quality standards.

4.9 Vocational New Product Proposals must include learning resources for two units specifically relevant to each new training product. As a minimum, at least one of the units must be a core unit at an equivalent AQF level to the new training product. All resources for the remaining units identified in the Training and Assessment Strategy within AIMS must be available for delivery before this submission.

4.10 Due to the strategic decision-making required to determine the resourcing of training products in new delivery areas, requests for new training products not currently within scope of registration also requires submission of a completed Vocational Product Concept Proposal. The proposal must document the training product's strategic and industry relevance and include a full business case and market research data.

4.11 Proposals for new training products will be assessed through an objective, transparent and equitable process which is clearly documented.

4.12 Academic Board, through its sub-committees, has the authority to:

- require information from an organisational unit offering a VET training product, including statistical information, and may set specific conditions on adding a new training product to scope, and

- revoke University approval to deliver a training product based on reasonable grounds and require removal from the scope of registration. These may include quality, currency, viability and relevance.

4.13 VET training products and their constituent units must meet all reporting obligations and conditions set by ASQA, other regulatory bodies, Academic Board and the University's policy documents.

New training product procedure

4.14 The following procedure must be applied when proposing a concept and developing a related training and assessment strategy for a new VET training product from outside scope of registration.

Proposing a concept for a new training product

4.15 The VET Manager, or equivalent (the Proposer), must complete the Vocational Product Concept Proposal Form in AIMS, ensuring alignment with strategic and operational plans, and including market research data to provide evidence of demand. The Vocational Product Concept Proposal includes an abridged version of the University's Business Case Template.

Approving vocational product concept proposals

4.16 The completed Vocational Product Concept Proposal Extract for new training product must be endorsed by the relevant Dean of School, Deputy Vice-President (VET) and Vice-President (Academic).

4.17 On endorsement, the Vocational Product Concept Proposal Extract must be submitted to the University Management Committee for recommendation to the Vice-Chancellor and President for approval.

4.18 On approval of the extract by the Vice-Chancellor and President, the VET Manager, or equivalent (the Proposer) must complete the full Vocational Product Concept Proposal.

4.19 Completed full Vocational Product Concept Proposals will be submitted to the Vice-President (Student and Corporate Services) (or delegate) for review and endorsement of the business case, and then to the University Management Committee for consideration of the business case component.

Developing business cases

4.20 Vocational Product Concept Proposals for VET training products must include a completed business case (included in the Vocational Product Concept Proposal) detailing the cost to the University of developing, implementing and delivering the proposed training product.

4.21 All business cases must be submitted to the University Management Committee for consideration. Where the total cost of the new training product (identified in the business case) is:

- up to $1 million, University Management Committee endorsement is required

- greater than $1 million, the relevant Vice-President must submit a full Business Case Template to the Strategic Planning and Projects Committee for recommendation to Council for approval.

Market intelligence

4.22   The Proposer must contact the Global Brand and Marketing Directorate to obtain the market intelligence required to assist in developing the Vocational Product Concept Proposal.

Proposing new training products

4.23   When the Vocational Product Concept Proposal (and accompanying business case where appropriate) is approved, the Proposer will be notified to complete the Vocational New Product Proposal, ensuring alignment with nationally endorsed competency standards.

4.24   The Proposer will engage with the relevant Course Committee (or equivalent), industry, and other key stakeholders for their input before completing the Vocational New Product Proposal.

Validation panel assessment

4.25   Before submitting the Vocational New Product Proposal, the Proposer must convene a validation panel to validate the training and assessment materials submitted with the proposal. Refer to the Validation section of this policy and procedure for further information.

4.26   Validation panel assessment outcomes must be submitted with the Vocational New Product Proposal when seeking approval.

Approving vocational new product proposals

4.27   Completed Vocational New Product Proposals must be submitted to the Academic Integrity Team to undertake a quality and compliance review.

4.28   If the Vocational New Product Proposal is deemed compliant with the VET Quality Framework, the Educational Quality and Academic Integrity Team will submit the proposal for endorsement to the Curriculum Committee. Proposals deemed non-compliant will be returned to the Proposer for amendment.

4.29   Completed Vocational New Product Proposals must be reviewed and endorsed by the following, before submission to ASQA to amend scope of registration:

- Course Committee (or equivalent), and
- Curriculum Committee.

4.30   Training products approved by the Curriculum Committee will be reported to Academic Board for noting.

4.31   As soon as practicable after the Vocational New Product Proposal is approved, the Registration Officer (or nominee) must prepare and submit the relevant documentation to ASQA, via asqanet, notifying the regulator of the amended scope of registration.

4.32   On submission of the above documentation, ASQA will include the new training product on the National Register as within the University's scope of registration.

Superseded training products procedure

4.33   The following procedure must be applied when developing a training and assessment strategy for superseded training products. Superseded training products result from the release of a new version of a training product listed on the scope of registration, or endorsing a replacement, by a relevant Industry Reference Committee, within the Australian Industry and Skills Committee (AISC). The new version or endorsed replacement training product may be deemed equivalent or non-equivalent to the previous version.

Proposing new training products

4.34   The Head of Course or equivalent (the Proposer), must complete the Vocational Product Concept Proposal, when financial implications of the new qualification are over $3,000, and Vocational New Product Proposal Form in AIMS, ensuring alignment with nationally endorsed competency standards and consultation with industry, other divisions and key stakeholders.

4.35   The Proposer will engage with the relevant Course Committee (or equivalent), and other key stakeholders for their input before completing the Vocational New Product Proposal.

Removing superseded training products

4.36   When preparing the Vocational New Product Proposal, the Proposer must also identify the superseded training product and complete a corresponding Vocational Product Removal Proposal Form in AIMS, detailing the transition arrangements. Refer to the removing training products section of this policy and procedure further information.

4.37   The Vocational Product Removal Proposal must be submitted through the governance process within AIMS.

Validation panel assessment

4.38   For superseded training products deemed non-equivalent to the previous version, the Proposer must convene a validation panel to validate the training and assessment materials in the Vocational New Product Proposal. Refer to the validation section of this policy and procedure for further information.

4.39   Validation panel assessment outcomes must be submitted with the Vocational New Product Proposal when seeking approval.

4.40   Where the superseded training product is deemed equivalent to the previous version, validation of training and assessment materials is not required before submitting the Vocational New Product Proposal; however, once approved, adherence to ASQA's validation standards and the University's validation schedule is required. All updates to codes and titles must be completed before delivery. The relevant VET Manager will provide an email to the Registration Officer to confirm this has been completed.

Approving vocational new product proposals

4.41   Superseded training products with financial implications of over $3,000 must be submitted following the new training product procedure section of this policy and procedure.

4.42   Superseded training products with financial implications under $3,000 requires submission of a Vocational New Product Proposal to the relevant Course Committee (or equivalent) for review and endorsement.

4.43   On endorsement, the Vocational New Product Proposal must be submitted to the Educational Quality and Academic Integrity Team to undertake a quality and compliance review. Proposals deemed non-compliant will be returned to the Proposer for amendment.

New skill set/short course procedure

4.44   The following procedure applies when:

- developing a training and assessment strategy for a new skill set where the units to be delivered are from a training package within the scope of registration, and

- developing short courses.

4.45   This procedure does not apply to new skill sets or short courses where the units to be delivered are from a training package outside the scope of registration. For details, refer to the new training product procedure section of this policy and procedure.

4.46   Development of a new skill set or short course may arise from discussions with industry, formal discussion at the relevant Course Committee (or equivalent), or via other peer discussion forums. Requests may also come from a commercial client to deliver contract training and assessment in a specified area of expertise.

Developing the skill set/short course

4.47   The Head of Course, or equivalent (the Proposer), must complete the Vocational Product Concept Proposal (short courses only) and the Vocational New Product Proposal Form in AIMS, and include evidence of consultation with industry, other divisions and key stakeholders, as appropriate.

4.48   The Vocational New Product Proposal must include details about the components of the proposed training product; however, a training and assessment strategy will only be required for new skill sets.

4.49   The Proposer will engage with the relevant key stakeholders for their input before completing the proposal templates.

New standalone unit of competency

4.50   Where the proposed training product will include a unit that is not a core unit or a named (specified) elective unit within the packaging rules of a qualification within scope of registration, refer to the new training product procedure section of this policy and procedure for information on registering these units with ASQA.

Validation panel assessment

4.51   For new skill sets, the Proposer must convene a validation panel on completing the Vocational New Product Proposal to validate the training and assessment materials submitted in the proposal. Refer to the validation section of this policy and procedure for further information.

4.52   Validation of training and assessment materials for short courses is not required.

Approving skill sets and short courses

4.53   Skill sets and short courses must be approved by the Deputy Vice-President (VET).

4.54   Vocational New Product Proposals for new skill sets must be submitted to Educational Quality and Academic Integrity Team to undertake a quality and compliance review. Proposals deemed non-compliant will be returned to the Proposer for amendment.

4.55   The Vocational Product Concept Proposal (short courses only) must be submitted for consideration to the following, where the total cost of the new course is:

- greater than $3,000, but less than $1 million, University Management Committee endorsement is required

- greater than $1 million, a full business case must be submitted to the Strategic Planning and Projects Committee for recommendation to the Council for approval.

4.56   Vocational New Product Proposals for new short courses must be submitted to the relevant Course Committee (or equivalent) for review and endorsement. Proposals deemed non-compliant will be returned to the Proposer for amendment.

Approving VET accredited courses

Existing VET accredited courses

4.57   In addition to offering nationally endorsed training package qualifications, the University may offer VET accredited courses. The process for adding an existing VET accredited course to the scope of registration is the same as that for adding a training package qualification.

4.58   Where it is proposed to add an existing VET accredited course to the scope of registration, the new training product procedure section in this policy and procedure will be followed.

New course for VET accreditation procedure

4.59 In addition to offering existing VET accredited courses, the University may also develop its own course and apply to ASQA for its accreditation as a VET accredited course. In this case, the process and template documented in the Standards for VET Accredited Courses 2012 (Cwlth) must be followed. Refer to the Users' Guide to the Standards for VET Accredited Courses 2012 as a reference for developing and applying for accreditation as a VET accredited course.

4.60 The new training product procedure section of this policy and procedure must be applied when proposing a concept for, and developing, a new course for accreditation as a VET accredited course. Courses must only be developed for accreditation as a VET accredited course to fulfil a training need not addressed by an existing training package qualification or to address training in a new or emerging area.

Developing courses for VET accreditation

4.61 When preparing the Vocational Product Concept Proposal, the Proposer must also complete and submit ASQA's Application for Course Accreditation Form – Initial or Renewal and required supporting documentation. The Proposer must complete this application form after the University business case is approved.

4.62 The Proposer will engage with the relevant Course Committee (or equivalent), industry and other key stakeholders for their input before completing the ASQA application form.

Validation panel assessment

4.63 On completing ASQA's Application for Course Accreditation Form, the Proposer must convene a validation panel to validate the training and assessment materials submitted in the proposal.

4.64 Validation panel assessment outcomes must be documented and maintained in accord with the University's Records Management Policy and Procedure.

Approving course accreditation applications

4.65 Completed Vocational New Product Proposals and Application for Course Accreditation Forms for new courses for VET accreditation must be endorsed by the relevant Course Committee (or equivalent).

4.66 On endorsement by the relevant Course Committee (or equivalent), the Vocational New Product Proposals and applications must be submitted to the Educational Quality and Academic Integrity Team to undertake a quality and compliance review.

4.67 If the proposal and application are deemed compliant with the VET Quality Framework, the Educational Quality and Academic Integrity Team will submit the application to the Curriculum Committee for endorsement. Applications deemed non-compliant will be returned to the Proposer for amendment.

4.68 VET accredited courses are accredited for a period no longer than five years. When the accreditation period expires and, if the course is to be renewed, the Application for Course Accreditation Form – Initial or Renewal and supporting documentation must be submitted to Academic Board or its sub-committees for approval to renew.

Updating training products

4.69 The need to update a training product listed on the scope of registration may result from an upgrade to a training package or a change in the University's strategic intent or operational objectives.

4.70 Where the need to update a training product results from an upgrade to the respective training package, the changes advised by either the AISC or relevant Industry Reference Committee (IRC) must be adopted for the training product to remain on the scope of registration.

4.71   Proposals to update the course details of a training product require completion of a Vocational Product Update Proposal, documenting the elements of the training product to be updated, and supporting information and/or justification. All implications for the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), CQUni Handbook and impacts on resources and students must be documented.

4.72   Updates to a training product that do not result in a change to the course details do not require a Vocational Product Update Proposal.

Updating training products

4.73   The Head of Course, or equivalent (the Proposer), must complete the Vocational Product Update Proposal Form in AIMS, documenting the elements to be updated and all anticipated impacts on resources and students.

4.74   The Proposer will engage with the relevant Course Committee (or equivalent) and other key stakeholders for their input before completing the Vocational New Product Proposal.

Updating associated units

4.75   When updating the training product, the Proposer must identify units in the delivery program that also require updating. Refer to the updating units section of this policy and procedure for information about this process.

Approving vocational product update proposals

4.76   Vocational Product Update Proposals must be endorsed by the relevant Course Committee (or equivalent), then submitted to the Educational Quality and Academic Integrity Team to undertake a quality and compliance review.

4.77   If the Vocational Product Update Proposal is deemed compliant with the VET Quality Framework, the Educational Quality and Academic Integrity Team will finalise the proposal. Proposals deemed non-compliant will be returned to the Proposer for amendment.

Removing training products

4.78   Training products that have been superseded, deleted or are no longer required must be removed from the scope of registration. The process of removing a training product will vary depending on whether the amendment to scope results from a University decision or removal by ASQA.

4.79   Proposals to remove a training product require completion of a Vocational Product Removal Proposal Form in AIMS, which includes details of the following:

- transition arrangements enabling students to transfer to a new training product, and/or

- appropriate arrangements enabling current students to complete training and assessment in the current training product within the timeframe required by ASQA, and

- associated units that have been superseded, deleted or are to be removed, and any subsequent transition arrangements.

4.80   When removing a training product, the transition arrangements in the Vocational Product Removal Proposal must be considered and approved by the relevant committee within the timelines specified in ASQA's General Direction – Learner Transition (formerly Transition and Teach-Out) and the interests of the current student cohort.

4.81   Superseded training products will be considered to be in a transition phase for a maximum period of 12 months from the publication date of the qualification being superseded on the National Register. This period should be reduced, where possible, by transferring students to the current training product as soon as practicable.

4.82   Removed or deleted training products will be considered to be in a transition phase for a maximum period of two years from the publication date of the qualification being removed or deleted from the National Register. This period should be reduced, where possible, by transferring students to an alternative training product as soon as practicable.

4.83   If a training product is removed following a University decision, the Proposer will determine an appropriate teach-out period to ensure adequate time for all current students to complete the training product or transfer to a suitable alternative.

4.84   If a training product is to be removed following a University decision and there is no possibility of a teach-out period for current students, transition arrangements for their transfer into a replacement or alternative training product must be proposed and approved by the relevant committee/s.

4.85   Once a training product has been removed or deleted from the National Register and/or the scope of registration, no new enrolments will be permitted, and the training product will be moved from the active training products database to an electronic archive.

Removing a training product procedure

4.86   The following procedure must be applied when removing a training product from the scope of registration after an ASQA direction (such as a superseded or deleted qualification) or a University decision.

Removing training products

4.87   The Head of Course, or equivalent (the Proposer), must complete the Vocational Product Removal Proposal Form in AIMS, documenting the relevant transition arrangements, justification for removal, and all impacts on other schools and divisions.

4.88   The Proposer will engage with the relevant Course Committee (or equivalent) and other key stakeholders for their input before completing the Vocational Product Removal Proposal.

Removing associated units

4.89   When removing a training product, the Proposer must also identify associated units in the delivery program that have been superseded, deleted or are to be removed. Refer to the Removing units section of this policy and procedure for information about this process.

Approving vocational product removal proposals

4.90   Where a training product is removed resulting from an ASQA direction, a completed Vocational Product Removal Proposal must be submitted to the relevant Course Committee (or equivalent) for noting.

4.91   Where a training product is removed resulting from a University decision, a completed Vocational Product Removal Proposal must be endorsed by the relevant Course Committee (or equivalent).

4.92   On noting or endorsement by the relevant Course Committee (or equivalent), Vocational Product Removal Proposals must be submitted to the Educational Quality and Academic Integrity Team to undertake a quality and compliance review of the nominated transition arrangements. Proposals deemed non-compliant will be returned to the Proposer for amendment.

4.93   A Vocational Product Removal Proposal to remove a training product, resulting from a University decision, must have Curriculum Committee endorsement before submission to Academic Board for noting.

Units of competency

4.94   Once a new training product is added to the scope of registration, delivery of the training product may include any units that meet that training product's packaging rules (as detailed in the relevant training package). Registration of individual units is not required.

4.95 The University may also offer standalone units, i.e. units delivered as single competencies or as part of a skill set. A proposal to deliver a standalone unit that is a core unit or a named (specified) elective unit in the packaging rules of a training product within scope does not require additional University approval or an application to ASQA.

4.96 When proposing to deliver a standalone unit that is not a core unit or a named (specified) elective unit in the packaging rules of a training product within the scope of registration, refer to the new skill set/short course procedure section of this policy and procedure for information on how to progress approval and registration. This does not apply to the addition of units for the purpose of granting credit transfer. Refer to the Articulation Policy and Procedure for information on this process.

Updating units

4.97 Units that form part of a delivery program for a training product listed on the scope of registration and standalone units listed on the scope of registration may require updating when a training package is upgraded.

4.98 Changes advised by the either AISC or relevant IRC must be adopted for the unit to be compliant with nationally endorsed competency standards and to remain on the scope of registration.

4.99 Where a unit has been updated and forms part of a delivery program, the relevant Head of Course must complete a Vocational Product Update Proposal, refer to the updating training products section of this policy and procedure.

Removing units

4.100 Units may require removal resulting from an ASQA direction (such as superseded or deleted units) or a University decision. Units that have been superseded, deleted or are no longer required must be removed from the relevant training product.

4.101 The relevant details of the removal and any transition arrangements must be documented in the Vocational Product Update Proposal.

4.102 Where a standalone unit is to be removed, the relevant VET Manager or Head of Course must liaise with the Academic Integrity Team to ensure that any relevant transition arrangements required are consistent with the timelines in ASQA's General Direction – Learner Transition (formerly Transition and Teach-Out) and the interests of the current student cohort.

Validation

4.103 Clause 1.8 of Standards for Registered Training Organisations (RTOs) 2015 states that the RTO must implement an assessment system that ensures assessment complies with the assessment requirements of the relevant training package or VET accredited course.

4.104 A validation panel must be convened to validate the training and assessment materials of two units of competency when preparing Vocational New Product Proposals before submission.

4.105 Validation panel membership will be:

- the employee proposing the new training product (the Proposer)

- the VET Manager or Head of Course responsible for the relevant training product, determined by the VET Manager

- one Teacher/Leading Vocational Teacher responsible for delivering the relevant training product, determined by the VET Manager or Head of Course

- two Teachers/Leading Vocational Teachers who are independent to the delivery of the training product, determined by the VET Manager or Head of Course

- other participants requested by the Proposer (e.g. industry experts) are encouraged to be involved in the validation of training products and must be involved if they lead to a licensed/regulatory outcome. Membership of the validation panel will be sent to the Director, Educational Quality and Integrity (or nominee) prior to validation being conducted.

4.106 Validation panel review outcomes must be submitted with the Vocational New Product Proposal and will be considered as part of the process to endorse and approve the addition of new training products to scope.

Quality and compliance review

4.107 The Registration Officer (or nominee) will undertake a quality and compliance review of all proposals and relevant supporting information to add, update and/or remove training products.

4.108 As part of the review, the Registration Officer (or nominee) will review the proposal and supporting information to ensure the training product complies with all aspects of the VET Quality Framework. Training products deemed non-compliant must be returned to the Proposer for amendment before further development or update.

4.109 Based on the quality and compliance review, the Curriculum Committee will approve the proposal.

Registration with ASQA

4.110 ASQA considers new training products to be officially added to the scope of registration when the relevant committee approves the Vocational New Product Proposal.

4.111 Where the relevant Industry Skills Council has superseded a training product with a new training product that is deemed equivalent, ASQA does not require notification. ASQA will automatically add these new training products to the scope of registration.

Updated training products

4.112 Changes to the national code of a training package qualification or unit require updates to the scope of registration as per the *National Vocational Education and Training Regulator Act*.

4.113 Amendments and updates to training package components of qualifications and units, not resulting in changes to the national code, do not require notification or application to ASQA or subsequent amendment to the scope of registration.

Superseded, deleted and removed training products

4.114 For superseded training products, ASQA will automatically remove them from the scope of registration on expiry of the 12 month period following the date of publication of either being superseded.

4.115 If the transition period will be less than 12 months, the University can notify or apply to ASQA (where appropriate) to have the superseded training product removed from the scope of registration earlier.

4.116 For deleted training products, ASQA will automatically remove them from the scope of registration on the date of publication of their deletion.

Articulations and pathways

4.117 When developing new training products, Proposers must consider eligibility and suitability of the training product for articulation or dual offer with a related higher education coursework qualification. Such relationships support a comprehensive university model and facilitate pathways for students from vocational study to higher education.

4.118 Where a vocational training product has a clearly identified pathway with a higher education coursework qualification, consultation must occur between:

- the relevant VET Manager and the Head of Course during the development process to ensure a seamless and bi-directional pathway for students, and

- the Curriculum Committee before approval to ensure the qualification is appropriate for promotion as an articulation or pathway.

Advertisement

4.119   New training products may be advised to the relevant Admissions Centre and ASQA, subject to relevant Committee approval; however, no training product may be advertised, marketed, promoted or implemented until approved by the relevant committee and ASQA.

4.120   ASQA approval may be granted by exercising the University's delegation to amend the scope of registration.

5   RESPONSIBILITIES

Compliance, monitoring and review

5.1   The University will ensure it maintains accreditation with the appropriate bodies for the entire period of registration.

5.2   In complying with the Standards for Registered Training Organisations (RTOs) 2015, the University must ensure training and assessment is delivered only by trainers and assessors who:

- hold the required credentials (Standards 1.14 and 1.15, Schedule 1 of the Standards)
- hold vocational competencies at least to the level being delivered and assessed (Standard 1.13[a])
- have current industry skills directly relevant to the training and assessment being provided (Standard 1.13[b])
- have current knowledge and skills in vocational training and learning that informs their training and assessment (Standard 1.13[c]), and
- undertake relevant professional development (Standard 1.16).

5.3   Continuing registration as an RTO and approval and delivery of VET training products requires the University to continuously meet ASQA requirements and nationally endorsed quality standards, including those endorsed by the AISC and documented in national training packages.

5.4   Academic Board are responsible for managing the academic governance of VET training products and establishing quality assurance mechanisms to ensure compliance with national VET legislation, ASQA requirements and nationally endorsed quality standards for VET.

5.5   The Academic Integrity Team will provide advice and make recommendations to the Curriculum Committee regarding the compliance of proposed amendments with the scope of registration and VET Quality Framework.

5.6   The Director Educational Quality and Integrity is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

5.7   All employees are responsible for complying with this policy and procedure. Compliance monitoring occurs through various processes undertaken to give effect to this policy and procedure, including the submission of proposals to add, update and remove training products to the relevant committees..

5.8   At a minimum, ASQA will conduct a re-registration audit of CQUniversity every seven years to ensure compliance with the full scope of the Standards for Registered Training Organisations (RTOs) 2015. All audit outcomes will be tabled at Academic Board for review and to decide any further action.

Reporting

5.9   The University will report all amendments to its scope of registration to ASQA as soon as practicable following relevant committee approval.

5.10   The University reporting to ASQA will be in accordance with the Delegation Agreement 2019, with all approved amendments to scope reported via ASQA's online registration and asqanet.

5.11   The University must provide data regarding the VET training products it delivers in accordance with the [National VET Regulator (Data Provision Requirements) Instrument 2020](#) (Cwlth).

Records management

5.12   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.

5.13   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).

6   DEFINITIONS

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

Terms and definitions

Note: The definitions below align with the [AQF](#) and the [*National Vocational Education and Training Regulator Act*](#) and should be read in conjunction with the Glossary of Terminology and Definitions sections of these documents.

Industry Skills Council: the Commonwealth, State and Territory ministerial council established by the Council of Australian Governments (COAG), or its successor.

National Register: 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*.

Proposer: the person submitting a proposal to amend the scope of registration (e.g. amendments such as adding, updating, or removing training products).

Record of results: a record of all learning leading to an AQF qualification or a unit in which a student is enrolled and is issued by an authorised issuing organisation, commonly referred to as a 'transcript of results' or 'statement of results'.

Registered training organisation (RTO): a training organisation listed on the National Register as a registered training provider. Registration is required for a training provider to deliver and assess nationally recognised training and issue nationally recognised VET qualifications.

Scope of registration: the training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to provide:

- training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO, or

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

Skill set: a single unit of competence or a combination of units of competency from a training package which link to a licensing or regulatory requirement, or a defined industry need.

Statement of attainment: a statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency or accredited short course specified in the statement.

Testamur: an official certification document that confirms that a qualification has been awarded to an individual.

Training and assessment strategy: the approach of, and method adopted by, an RTO with respect to training and assessment designed to enable learners to meet the requirements of the training package or accredited course.

Training package: 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.

Training product: an AQF qualification, skill set, unit of competency, accredited short course, or module.

Transition: the transfer of learners into a replacement training product where a training product has been superseded, removed or deleted. The transition of students must occur within a timeframe specified by ASQA.

Units of competency: otherwise called 'units' in this document, are the specification of the standards of performance required in the workplace as defined in a training package.

VET accredited course: a course accredited by the national VET regulator, ASQA, in accordance with the Standards for VET Accredited Courses.

VET qualification: a formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or commercial needs. VET qualifications include all training package qualifications recognised by the AQF.

VET Quality Framework: the Standards for Registered Training Organisations (RTOs) 2015; the Australian Qualifications Framework; the Fit and Proper Persons Requirements; the Financial Viability Risk Assessment Requirements; and the Data Provision Requirements.

7   RELATED LEGISLATION AND DOCUMENTS

AIMS proposal forms

Application for Course Accreditation Form – Initial or Renewal (ASQA)

Australian Qualifications Framework

Australian Skills Quality Authority (ASQA)

Delegation Agreement 2019 (restricted access via the Academic Integrity Team)

Industry Consultation Form

General Direction – Learner Transition (formerly Transition and Teach-Out) (ASQA)

National Vocational Education and Training Regulator Act 2011 (Cwlth)

National VET Regulator (Data Provision Requirements) Instrument 2020 (Cwlth)

Standards for Registered Training Organisations (RTOs) 2015 (Cwlth)

Standards for VET Accredited Courses 2012 (Cwlth)

Transition Arrangements Procedure (VET)

Users' Guide to the Standards for Registered Training Organisations (RTOs) 2015 (ASQA)

Users' Guide to the Standards for VET Accredited Courses 2012 (AQSA)

VET Quality Framework

8   FEEDBACK

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

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	Curriculum Committee
Required Consultation	N/A
Administrator	Director Educational Quality and Integrity
Next Review Date	22/03/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 12/06/2014
Amendment Authority and Date	Deputy Vice-Chancellor (Industry, Vocational Training and Access Education) 03/10/2014; Academic Board 26/11/2014; Executive Committee of Academic Board 31/03/2015; Editorial amendment 15/04/2015; Learning and Teaching Committee 19/02/2020; Director Educational Quality and Integrity 22/03/2021; Editorial amendment 27/09/2021; Editorial amendment 07/12/2021.
Notes	This document was formerly known as the Registration of a Training Product Procedure (last approved 03/10/2014); Vocational Education and Training (VET) Qualifications Policy and Procedure (last approved 26/11/2014); Vocational Education and Training (VET) Qualifications (Scope of Registration) Policy and Procedure (last approved 31/03/2015).