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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 all proposals to append or amend the scope of registration of CQUniversity, and to all 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 June 2019), 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](#). 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](http://www.training.gov.au)).
- 3.2 This delegation applies to adding nationally recognised qualifications, including training package qualifications, units of competency, and accredited courses that the University has the capacity to deliver in accordance with the requirements of the [VET Quality Framework](#), to CQUniversity's scope of registration.
- 3.3 Clauses 1.26 and 1.27 of the [Standards for Registered Training Organisations \(RTOs\) 2015](#) 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 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 If CQUniversity wishes to advertise or promote its role as a delegate the terminology "*Approved delegate of the Australian Skills Quality Authority*" must be used, under the conditions specified in the ASQA Delegation Agreement. When using this term the University must refer to the Approved Delegate page on the ASQA website. In written documents this reference should include the URL and in electronic documents a live link.
- 3.11 If the Delegation is revoked by ASQA, the delegated officer must remove all references from all advertising and promotional material within 30 calendar days.

## 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.

### Reporting

- 4.4 CQUniversity will nominate a representative as the delegate contact with ASQA.
- 4.5 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.

- 4.6 The University must provide an annual activity report to ASQA each year, summarising the delegate's exercise of delegated functions over the preceding calendar year, using ASQA's template.

## Records management

- 4.7 Staff must maintain all records relevant to administering this policy in a recognised University recordkeeping system.

## 5 DEFINITIONS

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

**Quality assurance arrangements:** includes 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

[National Vocational Education and Training Regulator \(Charges\) Act 2012](#) (Cwlth)

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

[VET Quality Framework](#)

[Vocational Education and Training \(VET\) Qualifications \(Scope of Registration\) Policy and Procedure](#)

[ASQA Delegation Website](#)

## 7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Director, Governance
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Approval and Amendment History	Details
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