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1 PURPOSE

- 1.1 Discipline Training Areas (DTAs) are an integral part of vocational education and training (VET) CQUniversity operations, which ensure compliance with the [Australian Quality Framework](#) (AQF) and [Standards for Registered Training Organisations \(RTO's\) 2015](#) (Cwlth).
- 1.2 This procedure provides guidance on the role and expectations of DTAs at CQUniversity.

2 SCOPE

- 2.1 This procedure applies to CQUniversity employees working in either a teaching or professional role connected with VET.

3 PROCEDURE

Discipline training area responsibilities

- 3.1 It is the responsibility of the Qualification Coordinators and Lead Vocational Teachers to monitor and lead the required duties of the DTAs and to ensure that all teachers contribute to and undertake relevant team duties. Team duties include, but are not limited to:
 - manage the qualification registration process as per the [Vocational Education and Training \(VET\) Qualifications \(Scope of Registration\) Policy and Procedure](#), ensuring that validation occurs and all documentation is checked and compliant before submission for registration to the Educational Quality and Standards Directorate and on to the Education Committee
 - ensure that a continuous improvement process has been applied before approving documents for authorised upload to the discipline site or on Moodle
 - establish an annual schedule of meetings; coordinate agendas; chair meetings; ensure meetings run as planned and minute in line with the meeting procedures
 - request the relevant teaching employees attend validation activities are in line with the Validation Schedule
 - co-ordinate the shared development of [Australian Skills Quality Authority](#) (ASQA)-compliant assessment tools and training material across DTA team members

- promote consistency across the organisation; ensuring decisions on ASQA-compliant material are made via the DTA and that the decisions are clearly communicated to all team members for implementation at all locations
- ensure training and assessment strategies are updated to reflect the current course delivery
- plan expenditure for discipline activities when completing the discipline budgeting process
- communicate updates to National Training Packages (NTPs) and Accredited Programs to all team members
- complete and approve changes to VET courses to ensure that consistent and correct information is provided for the Handbook, StudentOne Availabilities, Student Guides and Marketing activities
- provide information to the relevant Course Committees to assist with articulation agreements and internal pathways in accordance with the [Articulation Policy and Procedure](#), and
- ensure non-conformance with DTA decisions are referred to the relevant Dean of School.

Meetings

Schedule of meetings

- 3.2 DTA meetings must occur at least four times per year spread throughout the year, as determined in advance by the Director, VET Manager or Qualification Coordinator.
- 3.3 It is preferable for one meeting per year to be held face-to-face at a central location.
- 3.4 Video conferencing or similar communication system is the preferred method of meeting.
- 3.5 Meetings will comprise of:
- VET Manager/Director
 - Qualification Coordinator and,
 - At least one teacher in the relevant qualification area from each delivery location.
- 3.6 DTA meetings are not considered professional development. They are associated with normal teaching duties.
- 3.7 Internal stakeholders may be asked to attend DTA meetings at the request of the Director, VET Manager or Qualification Coordinator.
- 3.8 Additional workshops for professional development and/or validation activities can be initiated as determined by the Director, VET Manager or Qualification Coordinator, or as requested by the Dean of School or Manager, Educational Quality and Standards Assurance.

Funding

- 3.9 Any costs associated with DTA meetings should be kept to a minimum and will be funded from the discipline area non-salary budget.

Course committee synergies

- 3.10 Qualification Coordinators or selected representatives from each DTA will attend Course Committee Meetings as requested and relay information back to all DTA members.

Compliance, monitoring and review

- 3.11 The Pro Vice-Chancellor (VET Operations and Growth) is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

3.12 No additional reporting is required.

Records management

3.13 All meetings will be documented and minutes distributed to:

- DTA members, and
- Dean/Pro Vice-Chancellor (VET Operations and Growth) of the relevant School/College.

3.14 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.

3.15 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

4 DEFINITIONS

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

5 RELATED LEGISLATION AND DOCUMENTS

[Articulation Policy and Procedure](#)

[Australian Qualification Framework](#) (AQF)

[Standards for Registered Training Organisations \(RTO's\) 2015](#) (Cwllth)

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

6 FEEDBACK

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

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Learning and Teaching Committee
Advisory Committee to Approval Authority	N/A
Administrator	Pro Vice-Chancellor (VET Operations and Growth)
Next Review Date	05/06/2022

Approval and Amendment History	Details
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Amendment Authority and Date	Vice-Chancellor and President 12/06/2014; Academic Board 20/07/2016; Minor Amendments Administrator Approved – Pro Vice-Chancellor (VET Operations and Growth) 05/06/2019.
Notes	This document was formerly known as the Operation of Discipline Training Areas Procedure (VET) (20/07/2016).