

OPERATION OF DISCIPLINE TRAINING AREAS (VET)

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1 PURPOSE

Discipline Training Areas (DTAs) are an integral part of VET (Vocational Education and Training) CQUniversity operations. The members of the Discipline Areas work together to:

- Ensure compliance with Australia Quality Framework (AQF) requirements
- Ensure compliance with Standards for Registered Training Organisations (RTO's) 2015.

2 SCOPE

This procedure applies to all staff working in either a teaching or professional role connected with Vocational Education and Training (VET) at CQUniversity.

3 EFFECTIVE DATE 29 August 2016

4 LEGISLATIVE AUTHORITY

[Central Queensland University Act 1998 \(Qld\)](#)
[Australian Qualification Framework \(AQF\)](#)
[Australian Skills Quality Authority \(ASQA\)](#)

5 PARENT POLICY

There is no parent policy.

6 PROCEDURE

Schedule of Meetings

- 6.1 Discipline Training Area meetings must occur at least four times per year spread throughout the year, as determined in advance by the Deputy Dean, Discipline Manager or Qualification Coordinator.
- 6.2 It is preferable for one meeting per year to be held face-to-face at a central location.
- 6.3 Video conferencing or similar communication system is the preferred method of meeting.
- 6.4 Generally, meetings will comprise of the Deputy Dean/Discipline Manager and Qualification Coordinator and, as a minimum one teacher in the relevant qualification area from each delivery location. All voting rights in the decision making process will be restricted to this formula unless otherwise approved by the relevant Dean.
- 6.5 These meetings are not normally considered Professional Development. They are associated with normal teaching duties.
- 6.6 Internal stakeholders may be asked to attend DTA Meetings at the request of the Deputy Dean, Discipline Manager or Qualification Coordinator.

- 6.7 Additional workshops for professional development and/or Validation activities can be initiated as determined by the Deputy Dean, Discipline Manager or Qualification Coordinator, or as requested by the Quality Manager or Dean.

Funding

Any costs associated to the meeting should be kept to a minimum and will be funded from the Discipline area non-salary budget.

Program Committee Synergies

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

7 DISCIPLINE TEAM RESPONSIBILITIES

- 7.1 As led by the Qualification Coordinators and Lead Vocational Teachers it is the responsibility of all teachers to undertake duties as part of the DTAs to ensure compliance with AQF requirements and Standards for Registered Training Organisations (RTOs) 2015.

Team duties include but are not limited to the following tasks.

- Manage the qualification registration process as per [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 Quality Unit and on to the Vocational Education and Training Qualifications Committee (VETQC).
- 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 staff attend validation activities in line with the Validation Schedule.
- Co-ordinate the shared development of AQF compliant assessment tools and training material across the DTA team members.
- Promote consistency across the organisation; ensuring decisions on AQF 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 Operational Bid.
- All updates to National Training Packages (NTPs) and Accredited Programs are to be communicated 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 Program Committees to assist with articulation agreements and internal pathways in accordance.
- Non-conformance with DTA decisions are to be referred to the relevant Dean.

Compliance, Monitoring and Review

- 7.2 The Administrator is responsible for ensuring compliance with and monitoring implementation of this procedure and to undertake reviews as required.

Reporting

- 7.3 There are no additional reporting requirements.

Records Management

- 7.4 All meetings will be documented and minutes distributed to:

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- All members of the Discipline Team Area and
- The Dean of the relevant School.

7.5 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

Refer to the University [glossary](#) for the definition of terms used in this procedure.

9 RELATED LEGISLATION AND DOCUMENTS

Related Policy Document Suite

Note: Staff can access CQUniversity forms, templates and fact sheets on CQUniversity's SharePoint system.

Approval and Review	Details
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Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Deputy Vice Chancellor (Industry, Vocational Training and Access Education)
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