

Vocational Education and Training (VET) Qualifications (Scope of Registration) Policy and Procedure

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PREFACE – USING THIS DOCUMENT

This document consolidates all policy and processes regarding the creation, development, approval, validation, review, governance and registration of CQUniversity and its subsidiaries' vocational education and training (VET) qualifications and training products. It offers a single point of reference for staff to access essential information on the approval processes to ensure compliance with ASQA requirements and nationally endorsed quality standards.

For easy navigation around the document, the [table of contents](#) provides an overview of the content enabling readers to easily identify relevant topics of interest. For readers accessing the document electronically, links in the table of contents and throughout the document enable readers to quickly access related topics in the document (e.g. procedures, definitions, process workflows) or separate documents and websites (e.g. CQUniversity templates, policies and procedures; regulatory websites).

The templates referred to in this document are accessible via the University's [Committee Portal](#). A Vocational Offerings Governance System (called 'the VET Nexus system'), is currently under development and will serve as the University's VET governance and accreditation system upon implementation.

When using this document, readers should first read the introductory [Purpose](#) and [Scope](#) statements to ensure this is the most relevant policy and procedure to meet their needs. Readers should also be familiar with the terms defined in the [Definitions](#) section and the various acronyms commonly used in the vocational education and training sector, such as 'VET'. Where an acronym is first used, the words appear in full followed by the acronym, which is used thereafter. For simplicity, references to 'qualifications' also relate to 'training products', unless otherwise stated; references to 'units' mean 'units of competency.'

The [Policy Statement](#) is brief because the [Procedure](#) section contains the majority of content which relates to the various processes undertaken to propose, develop and implement VET qualifications and training products. Simple workflow diagrams of these processes are in the [Appendices](#) section to assist readers.

INTRODUCTION

1 PURPOSE

As Australian [registered training organisations \(RTOs\)](#), CQUniversity and its subsidiary company, Train@CQUniversity, are authorised by the Australian Skills Quality Agency (ASQA)¹ to deliver, assess and subsequently issue testamurs, records of results and statements of attainment for all vocational education and training (VET) qualifications², training products³, accredited courses⁴ and/or units of competency⁵ registered on their scope of registration⁶. Both organisations may also develop and deliver their own VET accredited courses, subject to ASQA accreditation and registration on the scope of registration.

This document establishes the overarching principles and processes required of CQUniversity and Train@CQUniversity to:

- operate within and amend their scope of registration
- develop new qualifications and training products (including VET accredited courses) for delivery and meet national training package, scope of registration, and course accreditation requirements, and
- ensure compliance with ASQA requirements and nationally endorsed quality standards.

This policy and procedure addresses issues of quality training and assessment, governance and transitional arrangements to enable CQUniversity and Train@CQUniversity and their staff to comply with the [Standards for Registered Training Organisations \(RTOs\) 2015](#).

2 SCOPE

This policy and procedure applies to all proposals to append or amend the scope of registration of CQUniversity and Train@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.

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), and
- Graduate Certificate and Graduate Diploma (AQF Level 8).

Under the AQF, Diplomas, Advanced Diplomas, Graduate Certificates and Graduate Diplomas may be accredited and issued as higher education or vocational education and training (VET) awards. This policy and procedure applies to VET qualifications and training products delivered by all areas of the University and its constituent RTOs. Refer to the [Higher Education Coursework Qualifications Policy and Procedure](#) for direction on equivalent level higher education coursework qualifications.

3 EFFECTIVE DATE

All CQUniversity vocational education and training (VET) qualifications and training products must be compliant with this policy and procedure by 1 April 2015, the effective date.

¹ Under the *National Vocational Education and Training (VET) Regulator Act 2011*, [ASQA](#) is the national VET regulator. ASQA monitors RTO compliance with this legislation, related VET standards and the [Australian Quality Framework \(AQF\)](#).

² VET qualifications refer to all training package qualifications recognised by the AQF (see definition of '[VET qualification](#)'). At CQUniversity, Train@CQUniversity and nationally, VET AQF qualifications are called 'courses' which are comprised of units of competency ('units'). For simplicity, references to 'qualifications' also relate to 'training products' and 'VET accredited courses' unless otherwise stated.

³ Training products refer to skill sets and short courses delivered by CQUniversity and Train@CQUniversity, but do not include VET AQF training package qualifications or VET accredited courses (see definition of '[training product](#)').

⁴ VET accredited courses refer to courses accredited by the national VET regulator, ASQA.

⁵ For simplicity, the term 'unit' is used throughout this document to mean '[units of competency](#)', unless otherwise stated.

⁶ Scope of registration is the range of qualifications, training products and accredited units of competency, which ASQA authorises an RTO to deliver and assess (see definition of '[scope of registration](#)').

4 LEGISLATIVE AUTHORITY

[Central Queensland University Act 1998 \(Qld\)](#)

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

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

Users' Guide to the Standards for Registered [Training](#) Organisations (RTOs) 2015

[Australian Qualifications Framework](#)

[VET Quality Framework](#)

[ASQA General Direction – Transition of Training Products](#) (formerly Transition and Teach-Out)

[Standards for VET Accredited Courses 2012](#)

[Users' Guide to the Standards for VET Accredited Courses 2012](#)

5 RESPONSIBILITIES

Compliance, monitoring and review

Continuing registration as an RTO and approval and delivery of VET qualifications and training products requires CQUniversity and Train@CQUniversity to continuously meet ASQA requirements and nationally endorsed quality standards, including those endorsed by the Industry and Skills Council Advisory Committee (ISCAC) and documented in national training packages.

[Academic Board](#) and its sub-committees are responsible for approving CQUniversity VET qualifications and training products and any subsequent amendments to CQUniversity's scope of registration, subject to the ASQA delegated function⁷.

As ASQA has not delegated authority to Train@CQUniversity to amend its scope of registration, Academic Board and its sub-committees consider and recommend approval of Train@CQUniversity VET qualifications and training products. [ASQA](#) is the responsible authority for approving amendments to the scope of registration.

Academic Board and the Train@CQUniversity Board of Directors (where appropriate) are responsible for managing the academic governance of VET qualifications and training products and establishing quality assurance mechanisms to ensure compliance with national vocational education and training legislation, ASQA requirements and nationally endorsed quality standards for vocational education and training.

The Vocational Quality Team will provide advice and make recommendations to Academic Board regarding the compliance of proposed amendments with the scope of registration and VET Quality Framework.

The Deputy Vice-Chancellor (Industry, Vocational Training and Access Education), Executive Director, Train@CQUniversity and Academic Board are responsible for implementing, monitoring and reviewing this policy and procedure to ensure its continuing effectiveness.

All staff are responsible for complying with this policy. 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 qualifications, training products and units to Academic Board and its sub-committees.

At a minimum, ASQA will conduct a re-registration audit of CQUniversity and Train@CQUniversity every five 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 noting. Re-registration audit outcomes regarding Train@CQUniversity will be tabled at Train@CQUniversity's Board of Directors for review and noting.

⁷ For details, see the ['ASQA Delegation'](#) section.

Reporting

CQUniversity will report all amendments to its scope of registration to ASQA as soon as practicable following relevant committee approval. Reporting is required on the 1st and the 15th of each month. Annual reporting summarising all instances where the ASQA delegation has been exercised is also required by the 31st January each year.

CQUniversity reporting to ASQA will be in accord with the [Delegation Agreement 2014](#), with all approved amendments to scope reported via ASQA's online registration and regulatory management system, [ASQAnet](#).

Train@CQUniversity must report all proposed amendments to its scope of registration via ASQA's online registration and regulatory management system, [ASQAnet](#).

CQUniversity and Train@CQUniversity must provide data regarding the VET qualifications, VET accredited courses, modules or units that each organisation delivers in accord with the Australian Government's [Data Provision Requirements 2012](#).

Records management

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

POLICY STATEMENT

6 SCOPE OF REGISTRATION

- 6.1 ASQA has authorised CQUniversity and Train@CQUniversity to deliver, assess and issue testamurs, records of results, and statements of attainment for vocational education and training (VET) qualifications and training products listed on their scope of registration. CQUniversity and Train@CQUniversity must not offer or deliver qualifications, training products or units of competency (hereafter called 'units') that fall outside their scope of registration, unless authorised by ASQA.

7 ASQA DELEGATION

- 7.1 ASQA 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](#). This delegation applies to all CQUniversity VET qualifications and training products, but excludes Train@CQUniversity qualifications and training products.

Train@CQUniversity does not have delegated authority to amend its scope of registration and must seek ASQA approval to amend its scope as required.

- 7.2 The University's authorised delegate is the Deputy Vice-Chancellor (Industry, Vocational Training and Access Education).
- 7.3 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 2014, administered by the Director, Business Performance (or nominee).
- 7.4 When exercising the delegation to amend the scope of registration (e.g. adding or removing qualifications, training products, accredited courses and/or units), the Director, Business Performance (or nominee) will report to ASQA via its online registration and regulatory management system, [ASQAnet](#).
- 7.5 The University's approved nominees for reporting and registering scope of registration amendments are the Quality Manager and Registration Officer of the Vocational Quality Team.

PROCEDURE

8 DEVELOPING NEW QUALIFICATIONS AND TRAINING PRODUCTS

- 8.1 Various circumstances exist where the University and its subsidiaries may wish to develop and add a new qualification or training product⁸ to their scope of registration. The process will vary depending on whether the addition to scope results from a new area of delivery or a more limited expansion.
- 8.2 Development may result from discussions with industry, formal discussion at the relevant Program Committee (or equivalent) or via other peer discussion forums. Requests to develop new qualifications may also come from the Train@CQUniversity Board of Directors, Vice-Chancellor and President, Deputy Vice-Chancellor (Industry, Vocational Training and Access Education) or other Senior Executives.
- 8.3 VET qualifications being developed to add to scope must be evaluated for eligibility or suitability for the following:
- articulation or dual offer arrangements with higher education coursework qualifications and identified curriculum models that support a comprehensive university model, and
 - VET-FEE HELP funding.

Information on the University's identified comprehensive curriculum models is in the relevant section of the [Higher Education Coursework Qualifications Policy and Procedure](#).

- 8.4 The Industry, Vocational Training and Access Education Division and Train@CQUniversity are the primary areas responsible for developing VET qualifications, although cross-disciplinary approaches to development are encouraged. Other divisions proposing to add a new qualification to scope must first consult with the Deputy Vice-Chancellor (Industry, Vocational Training and Access Education) and the Executive Director, Train@CQUniversity to determine the most appropriate area for delivering the qualification. Unless agreement is reached, the issue must be referred to the University's Senior Executive for a final determination.
- 8.5 Any CQUniversity and Train@CQUniversity staff member may propose a new VET qualification; however, the Proposer must first obtain their school's or division's support before commencing the formal process.

9 APPROVING NEW QUALIFICATIONS AND TRAINING PRODUCTS

- 9.1 As part of the University's internal approval process, new qualifications are considered on the basis of (i) strategic and resource aspects (documented in a Vocational Product Concept Proposal, where required) and (ii) academic governance, ASQA requirements and nationally endorsed quality standards (documented in a Vocational New Product Proposal) before approval. The University's approval process does not replace the need for ASQA to approve or delegate approval for amendments to the scope of registration, but rather supports this process to ensure rigorous quality standards.
- 9.2 Approving a new qualification is a peer assessment process that ensures each qualification meets the endorsed components of the relevant national training package and in a way that achieves optimal learning outcomes for students.
- 9.3 Requests for new qualifications 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 qualification and compliance with nationally endorsed quality standards.
- 9.4 Vocational New Product Proposals must include learning resources for two units specifically relevant to each new qualification. As a minimum, at least one of the units must be a core unit at an equivalent AQF level to the new qualification. A timeline for completing learning resources for the remaining units in each qualification must be documented in a development and delivery plan.

⁸ Hereafter, for simplicity, references to '[qualifications](#)' also relate to '[training products](#)', unless otherwise stated.

- 9.5 Due to the strategic decision-making required to determine the resourcing of qualifications in new delivery areas, requests for new qualifications not currently within scope of registration also requires submission of a completed Vocational Product Concept Proposal. The proposal must document the qualification's strategic and industry relevance, and include a full business case and market research data.
- 9.6 Proposals for new qualifications will be assessed through an objective, transparent and equitable process which is clearly documented.
- 9.7 Academic Board has the authority to:
- require information from an organisational unit offering a VET qualification, including statistical information, and may set specific conditions on adding a new qualification to scope, and
 - revoke University approval to deliver a qualification based on reasonable grounds and require removal from the scope of registration. These may include quality, currency, viability and relevance.
- 9.8 VET qualifications and their constituent units must meet all reporting obligations and conditions set by ASQA, other regulatory bodies, or Academic Board and the policies and procedures of CQUniversity and Train@CQUniversity.

New qualifications outside scope of registration procedure

- 9.9 The following procedure must be applied when:
- proposing a concept, and developing a related training and assessment strategy, for a new VET qualification or skill set⁹ from a training package or delivery area outside scope of registration, and
 - adding an existing VET accredited course to the scope of registration.

Proposing a concept for a new qualification

- 9.10 The Vocational Training Area (VTA) sponsor, or equivalent (the Proposer), must complete the Vocational Product Concept Proposal Template¹⁰, ensuring alignment with strategic and operational plans, and including market research data to provide evidence of demand. The Product Concept Proposal includes an abridged version of the University's [Business Case Template](#).

Approving vocational product concept proposals (CQUniversity)

- 9.11 Completed Vocational Product Concept Proposals for new qualifications outside scope of registration must be endorsed as follows:
- qualifications to be offered by the Industry, Vocational Training and Access Education Division require endorsement by the relevant Dean of Vocational School and the Deputy Vice-Chancellor (Industry, Vocational Training and Access Education)
 - qualifications to be offered by the Higher Education Division require endorsement by the relevant Dean of School and Provost.
- 9.12 On endorsement, Vocational Product Concept Proposals must be submitted to the Deputy Vice-Chancellor (Finance and Planning) for review and endorsement of the business case and then to the Vice-Chancellors' Advisory Committee for recommendation to the Vice-Chancellor and President for approval.
- 9.13 On approval by the Vice-Chancellor and President, Vocational Product Concept Proposals will be submitted to the Executive Management Committee for consideration of the business case component. **Approving vocational product concept proposals (Train@CQUniversity)**

⁹ A skill set is a group of units of competency clustered together to provide specialist training and assessment to meet an identified industry or community training need (see definition of ['skill set'](#)).

¹⁰ The Vocational Product Concept Proposal Template, along with all other templates supported by this policy and procedure, are available on the University's [Committee Portal](#).

- 9.14 Completed Vocational Product Concept Proposals for new qualifications outside scope of registration require endorsement by the Executive Director, Train@CQUniversity.
- 9.15 On endorsement, Vocational Product Concept Proposals must be submitted to the Train@CQUniversity Board for approval.
- 9.16 Where additional investment or funding is sought to develop, implement and deliver the proposed qualification, Vocational Product Concept Proposals must also be submitted to the Executive Management Committee for consideration of the business case component.

Developing business cases

- 9.17 Vocational Product Concept Proposals for CQUniversity VET qualifications outside scope of registration must include a complete business case (included in the Vocational Product Concept Proposal) detailing the cost to the University of developing, implementing and delivering the proposed qualification.
- 9.18 Only Vocational Product Concept Proposals for Train@CQUniversity qualifications requesting additional University funding must include a business case (included in the Vocational Product Concept Proposal). All other Vocational Product Concept Proposals do not require submission of a business case.
- 9.19 All business cases must be submitted to the Executive Management Committee for consideration. Where the total cost of the new qualification (identified in the business case) is:
- up to \$1 million, Executive Management Committee endorsement is required
 - greater than \$1 million, the relevant Deputy Vice-Chancellor or Provost must submit a full [Business Case Template](#) to the Planning and Resources Committee for recommendation to Council for approval.

Market intelligence

- 9.20 For CQUniversity qualifications, the Proposer must contact the Marketing Directorate to obtain the market intelligence required to assist in developing the Vocational Product Concept Proposal.
- 9.21 For Train@CQUniversity qualifications, the Proposer must undertake thorough market intelligence through a reputable channel to assist in developing the Vocational Product Concept Proposal.

Proposing new qualifications

- 9.22 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.
- 9.23 The Proposer is to engage with the relevant Program Committee (or equivalent¹¹), Program Reference Committee (or equivalent), industry, and other key stakeholders for their input before completing the Vocational New Product Proposal.

Validation panel assessment (CQUniversity qualifications only)

- 9.24 On completing the Vocational New Product Proposal, the Proposer must convene a [validation panel](#) to validate the training and assessment materials submitted with the proposal.
- 9.25 Validation panel assessment outcomes must be submitted with the Vocational New Product Proposal when seeking approval.

Approving vocational new product proposals

¹¹ Where a Program Committee has not yet been convened, the proposer must engage with the relevant Vocational Training Area (VTA) or other relevant discipline group.

- 9.26 Completed Vocational New Product Proposals for new qualifications outside scope of registration must be endorsed by the relevant Program Committee (or equivalent¹²).
- 9.27 On endorsement by the relevant Program Committee (or equivalent), Vocational New Product Proposals for CQUniversity qualifications must be submitted to the Quality Manager (Vocational Quality) (or nominee) to undertake a [quality and compliance review](#).
- 9.28 If the Vocational New Product Proposal is deemed compliant with the VET Quality Framework, the Quality Manager (Vocational Quality) (or nominee) will submit the proposal to the Vocational Education and Training (VET) Qualifications Committee for endorsement. Proposals deemed non-compliant will be returned to the Proposer for amendment.
- 9.29 Train@CQUniversity qualifications do not undergo a quality and compliance review, but require endorsement by the relevant Program Committee (or equivalent) before submission to the VET Qualifications Committee for its endorsement.
- 9.30 Following VET Qualifications Committee endorsement, Vocational New Product Proposals must be submitted to Academic Board for approval.

New qualifications within scope of registration procedure

- 9.31 The following procedure must be applied when developing a training and assessment strategy for a new VET qualification from a training package or delivery area within scope of registration. An example may include where a lower-level qualification is to be added to scope where the higher-level qualification is already on scope.

Proposing a new qualification

- 9.32 The VTA sponsor, or equivalent (the Proposer), must complete the Vocational New Product Proposal Template¹³, ensuring alignment with nationally endorsed competency standards and evidence of consultation with industry, other divisions and key stakeholders.
- 9.33 The Proposer is to engage with the relevant Program Committee (or equivalent¹⁴), Program Reference Committee (or equivalent) and other key stakeholders for their input before completing the Vocational New Product Proposal.

Validation panel assessment (CQUniversity qualifications only)

- 9.34 On completing the Vocational New Product Proposal, the Proposer must convene a [validation panel](#) to validate the training and assessment materials submitted with the proposal.
- 9.35 Validation panel assessment outcomes must be submitted with the Vocational New Product Proposal when seeking approval.

Approving vocational new product proposals

- 9.36 Completed Vocational New Product Proposals for new qualifications within scope of registration must be endorsed by the relevant Program Committee (or equivalent¹⁵).
- 9.37 On endorsement by the relevant Program Committee (or equivalent), Vocational New Product Proposals for CQUniversity qualifications must be submitted to the Quality Manager (Vocational Quality) (or nominee) to undertake a [quality and compliance review](#).

¹² Where a Program Committee has not yet been convened, the relevant Vocational Training Area (VTA) or other relevant discipline group must endorse the Vocational New Product Proposal.

¹³ The Vocational New Product Proposal Template, along with all other templates supported by this policy and procedure, are available on the University's [Committee Portal](#).

¹⁴ Where a Program Committee has not yet been convened, the proposer must engage with the relevant Vocational Training Area (VTA) or other relevant discipline group.

¹⁵ Where a Program Committee has not yet been convened, the relevant Vocational Training Area (VTA) or other relevant discipline group must endorse the Vocational New Product Proposal.

- 9.38 If the Vocational New Product Proposal is deemed compliant with the VET Quality Framework, the Quality Manager (Vocational Quality) (or nominee) will submit the proposal to the VET Qualifications Committee for approval. Proposals deemed non-compliant will be returned to the Proposer for amendment.
- 9.39 Train@CQUniversity qualifications are not required to undergo a quality and compliance review, but require endorsement by the relevant Program Committee (or equivalent) before submission to the VET Qualifications Committee for its approval.
- 9.40 Qualifications approved by the VET Qualifications Committee will be reported to Academic Board for noting.

Superseded qualifications procedure

- 9.41 The following procedure must be applied when developing a training and assessment strategy for superseded qualifications. Superseded qualifications result from an Industry Skills Council releasing a new version of a qualification listed on the scope of registration, or endorsing a replacement. The new version or endorsed replacement qualification may be deemed equivalent or non-equivalent to the previous version.

Proposing new qualifications

- 9.42 The VTA sponsor, or equivalent (the Proposer), must complete the Vocational New Product Proposal Template¹⁶, ensuring alignment with nationally endorsed competency standards and consultation with industry, other divisions and key stakeholders.
- 9.43 The Proposer is to engage with the relevant Program Committee (or equivalent¹⁷), Program Reference Committee (or equivalent) and other key stakeholders for their input before completing the Vocational New Product Proposal.

Removing superseded qualifications

- 9.44 When preparing the Vocational New Product Proposal, the Proposer must also identify the superseded qualification and complete a corresponding Vocational Product Removal Proposal, detailing the transition arrangements.
- 9.45 The Vocational Product Removal Proposal must be submitted through the governance process with the Vocational New Product Proposal.

Validation panel assessment (CQUniversity qualifications only)

- 9.46 For superseded qualifications 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.
- 9.47 Validation panel assessment outcomes must be submitted with the Vocational New Product Proposal when seeking approval.
- 9.48 Where the superseded qualification 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.

Approving vocational new product proposals

¹⁶ The Vocational New Product Proposal Template, along with all other templates supported by this policy and procedure, are available on the University's [Committee Portal](#).

¹⁷ Where a Program Committee has not yet been convened, the proposer must engage with the relevant Vocational Training Area (VTA) or other relevant discipline group.

- 9.49 Vocational New Product Proposals for superseded qualifications must be submitted to the relevant Program Committee (or equivalent¹⁸) for noting.
- 9.50 The Vocational New Product Proposal must be submitted to the relevant Program Committee (or equivalent), and to the Quality Manager (Vocational Quality) (or nominee) to undertake a [quality and compliance review](#). Proposals deemed non-compliant will be returned to the Proposer for amendment. Train@CQUniversity qualifications are not required to undergo a quality and compliance review.

New skill set/short course procedure

- 9.51 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.

This procedure does not apply to new skill sets where the units to be delivered are from a training package outside the scope of registration. For details, refer to the [New Qualification Outside Scope of Registration Procedure](#).

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

Developing the training product

- 9.53 The VTA sponsor, or equivalent (the Proposer), must complete the Vocational New Product Proposal Template¹⁹, and include evidence of consultation with industry, other divisions and key stakeholders, as appropriate.
- 9.54 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.
- 9.55 The Proposer is to engage with the relevant Program Committee (or equivalent²⁰), Program Reference Committee (or equivalent) and other key stakeholders for their input before completing the Vocational New Product Proposal.

New standalone unit of competency

- 9.56 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 Qualifications Outside Scope of Registration Procedure](#) for information on registering these units with ASQA.

Validation panel assessment (CQUniversity qualifications only)

- 9.57 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.
- 10.58 Validation of training and assessment materials for short courses is not required.

Approving the vocational new product proposal

¹⁸ Where a Program Committee has not yet been convened, the relevant Vocational Training Area (VTA) or other relevant discipline group must note the Vocational New Product Proposal.

¹⁹ The Vocational New Product Proposal Template, along with all other templates supported by this policy and procedure, are available on the University's [Committee Portal](#).

²⁰ Where a Program Committee has not yet been convened, the proposer must engage with the relevant Vocational Training Area (VTA) or other relevant discipline group.

- 9.59 Completed Vocational New Product Proposals for new skill sets and short courses must be approved as follows:
- CQUniversity skill sets and short courses must be approved by the Pro Vice-Chancellor (TAFE)
 - Train@CQUniversity skill sets and short courses must be approved by the Executive Director, Train@CQUniversity.

10 APPROVING VET ACCREDITED COURSES

Existing VET accredited courses

- 10.1 In addition to offering nationally endorsed training package qualifications, the University and Train@CQUniversity 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.
- 10.2 Where it is proposed to add an existing VET accredited course to the scope of registration, the [New Qualification Outside Scope of Registration Procedure](#) is to be followed.

New course for VET accreditation procedure

- 10.3 In addition to offering existing VET accredited courses, the University and Train@CQUniversity may also develop their 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 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.
- 10.4 The following 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.

Proposing a concept for a new course for vet accreditation

- 10.5 When proposing a new course for accreditation as a VET accredited course, the Proposer must complete the [Business Case Template](#) in accord with CQUniversity's [Business Case Principles](#), ensuring alignment with strategic and operational plans and nationally endorsed competency standards, and include market research data to provide evidence of demand.

Approving business cases (CQUniversity)

- 10.6 Using the template, a completed business cases for a new course for accreditation as a VET accredited courses must be endorsed as follows:
- courses to be offered by the Industry, Vocational Training and Access Education Division must be endorsed by the relevant Dean of Vocational School and the Deputy Vice-Chancellor (Industry, Vocational Training and Access Education)
 - courses to be offered by the Higher Education Division must be endorsed by the relevant Dean of School and Provost
 - courses to be offered by Train@CQUniversity must be endorsed by the Executive Director, Train@CQUniversity.
- 10.7 On endorsement, completed business cases for:
- CQUniversity courses must be submitted to the Deputy Vice-Chancellor (Finance and Planning) for review and endorsement of the business case and then to the Vice-Chancellors' Advisory Committee for recommendation to the Vice-Chancellor and President for approval
 - Train@CQUniversity courses must be submitted to the Train@CQUniversity Board for approval.
- 10.8 On approval by the Vice-Chancellor and President, business cases for CQUniversity courses must be submitted to the Executive Management Committee for endorsement.

10.9 Business cases for Train@CQUniversity courses must only be submitted to the Executive Management Committee where additional investment or funding is sought to develop, implement and deliver the proposed VET accredited course.

10.10 Where the total cost of the proposed course (identified in the business case) is:

- up to \$1 million, Executive Management Committee endorsement is required
- greater than \$1 million, the relevant Deputy Vice-Chancellor or Provost must submit the a full business case template to the Planning and Resources Committee for recommendation to Council for approval.

Market intelligence

10.11 For CQUniversity courses, the Proposer must contact the Marketing Directorate to obtain the market intelligence required to assist in developing the business case.

10.12 For Train@CQUniversity courses, the Proposer must undertake thorough market intelligence through a reputable channel to assist in developing the business case.

Developing courses for VET accreditation

10.13 Proposals to develop a new course for accreditation as a VET accredited course require completion of ASQA's [Application for Course Accreditation Form – Initial or Renewal](#) and required supporting documentation. The Proposer will be notified to complete this application form when the business case is approved.

10.14 The Proposer is to engage with the relevant Program Committee (or equivalent²¹), Program Reference Committee (or equivalent), industry and other key stakeholders for their input before completing the application.

Validation panel assessment (CQUniversity qualifications only)

10.15 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.

10.16 Validation panel assessment outcomes must be documented and maintained in accord with the University's [Records Management Policy and Procedure](#).

Approving course accreditation applications

10.17 Completed Application for Course Accreditation Forms for new courses for VET accreditation must be endorsed by the relevant Program Committee (or equivalent²²).

10.18 On endorsement by the relevant Program Committee (or equivalent), applications must be submitted to the Quality Manager (Vocational Quality) (or nominee) to undertake a [quality and compliance review](#).

10.19 If the application is deemed compliant with the VET Quality Framework, the Quality Manager (Vocational Quality) (or nominee) will submit the application to the VET Qualifications Committee for endorsement. Applications deemed non-compliant will be returned to the Proposer for amendment.

10.20 Train@CQUniversity courses are not required to undergo a quality and compliance review, but require endorsement by the relevant Program Committee (or equivalent) before submission to the VET Qualifications Committee for its endorsement.

10.21 Following VET Qualifications Committee endorsement, applications must be submitted to Academic Board for approval.

²¹ Where a Program Committee has not yet been convened, the proposer must engage with the relevant Vocational Training Area (VTA) or other relevant discipline group.

²² Where a Program Committee has not yet been convened, the relevant Vocational Training Area (VTA) or other relevant discipline group must endorse the Vocational New Product Proposal.

10.22 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 for approval to renew.

11 UPDATING QUALIFICATIONS AND TRAINING PRODUCTS

11.1 The need to update a qualification 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.

11.2 Where the need to update a qualification results from an upgrade to the respective training package, the changes advised by the relevant Industry Skills Council must be adopted for the qualification to remain on the scope of registration.

11.3 Proposals to update the course details or delivery package of a qualification require completion of a Vocational Product Update Proposal, documenting the elements of the qualification to be updated, and supporting information and/or justification. All implications for CRICOS²³ and the Student Handbook, and impacts on resources and students must also be documented.

11.4 Updates to a qualification that do not result in a change to the course details or delivery package do not require a Vocational Product Update Proposal.

Updating a qualification procedure

11.5 The following procedure must be applied when updating a VET qualification currently listed on the scope of registration, resulting from a national training package update or an internal review of delivery.

Updating qualifications

11.6 To update a qualification currently in scope, the Vocational Training Area (VTA) sponsor, or equivalent (the Proposer), must complete the Vocational Product Update Proposal Template²⁴, documenting the elements to be updated and all anticipated impacts on resources and students.

11.7 The Proposer is to engage with the relevant Program Committee (or equivalent), Program Reference Committee (or equivalent) and other key stakeholders for their input before completing the Vocational New Product Proposal.

Updating associated units

11.8 When updating the qualification, the Proposer must identify units in the delivery program that also require updating. Refer to the section on [Updating Units](#) for information about this process.

Approving vocational product update proposals

11.9 Vocational Product Update Proposals addressing a national training package update must be submitted to the relevant Program Committee (or equivalent²⁵) for noting.

11.10 Vocational Product Update Proposals addressing an internal review of delivery for CQUniversity qualifications must be endorsed by the relevant Program Committee (or equivalent), then submitted to the Quality Manager (Vocational Quality), (or nominee) to undertake a [quality and compliance review](#).

11.11 If the Vocational Product Update Proposal is deemed compliant with the VET Quality Framework, the Quality Manager (Vocational Quality) (or nominee) will submit the proposal to the VET Qualifications

²³ 'CRICOS' refers to the Commonwealth Register of Institutions and Courses for Overseas Students.

²⁴ The Vocational Product Update Proposal Template, along with all other templates supported by this policy and procedure, are available on the University's [Committee Portal](#).

²⁵ Where a Program Committee has not yet been convened, the relevant Vocational Training Area (VTA) or other relevant discipline group must note and/or endorse the Vocational Product Update Proposal.

Committee for approval. Proposals deemed non-compliant will be returned to the Proposer for amendment.

11.12 Train@CQUniversity qualifications are not required to undergo a quality and compliance review, but require relevant Program Committee (or equivalent) endorsement before submission to the VET Qualifications Committee for approval.

12 REMOVING QUALIFICATIONS AND TRAINING PRODUCTS

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

12.2 Proposals to remove a qualification require completion of a Vocational Product Removal Proposal, which includes details of the following:

- transition arrangements enabling students to transfer to a new qualification, and/or
- appropriate arrangements enabling current students to complete training and assessment in the current qualification within the timeframe required by ASQA²⁶, and
- associated units that have been superseded, deleted or are to be removed, and any subsequent transition arrangements.

12.3 When removing a qualification, 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 – Transition of Training Products](#) (formerly Transition and Teach-Out) and the interests of the current cohort.

12.4 Superseded qualifications 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 qualification as soon as practicable.

12.5 Removed or deleted qualifications 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 qualification as soon as practicable.

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

12.7 If a qualification is to be removed following a University or Train@CQUniversity decision and there is no possibility of a teach-out period for current students, transition arrangements for their transfer into a replacement or alternative qualification must be proposed and approved by the relevant committee(s).

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

Removing a qualification procedure

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

Removing qualifications

²⁶ Students' enrolment in a superseded qualification or training product may continue within one year of the replacement qualification or training product being published on the National Register. Students' enrolment in a deleted or removed qualification or training product may continue within two years of the qualification or training product being removed or deleted from the National Register.

- 12.10 The Vocational Training Area (VTA) sponsor, or equivalent (the Proposer), must complete the Vocational Product Removal Proposal²⁷, documenting the relevant transition arrangements, justification for removal, and all impacts on other schools and divisions.
- 12.11 The Proposer is to engage with the relevant Program Committee (or equivalent²⁸), Program Reference Committee (or equivalent) and other key stakeholders for their input before completing the Vocational Product Removal Proposal.

Removing associated units

- 12.12 When removing a qualification, the Proposer must also identify associated units in the delivery program that have been superseded, deleted or are to be removed. Refer to the section on [Removing Units](#) for information about this process.

Approving vocational product removal proposals

- 12.13 Where a qualification is removed resulting from an ASQA direction, a completed Vocational Product Removal Proposal must be submitted to the relevant Program Committee (or equivalent²⁹) for noting.
- 12.14 Where a qualification is removed resulting from a University or Train@CQUniversity decision, a completed Vocational Product Removal Proposal must be endorsed by the relevant Program Committee (or equivalent).
- 12.15 On noting or endorsement by the relevant Program Committee (or equivalent), Vocational Product Removal Proposals for CQUniversity qualifications must be submitted to the Quality Manager (Vocational Quality) (or nominee) to undertake a [quality and compliance review](#) of the nominated transition arrangements. Proposals deemed non-compliant will be returned to the Proposer for amendment. Train@CQUniversity qualifications are not required to undergo a quality and compliance review.
- 12.16 A Vocational Product Removal Proposal to remove a qualification, resulting from a University or Train@CQUniversity decision, must have VET Qualifications Committee endorsement before submission to Academic Board for approval.

13 UNITS OF COMPETENCY

- 13.1 Once a new qualification is added to the scope of registration, delivery of the qualification may include any units that meet that qualification's packaging rules (as detailed in the relevant training package). Registration of individual units is not required.
- 13.2 In formulating the delivery program for a qualification, units not referenced in the qualification's packaging rules or are not directly from the training package that hosts the qualification can be incorporated without notification or application to ASQA if the units form part of the full qualification delivery program. An example may include the addition of a unit from a business qualification outside scope to be used as an eligible unspecified elective in an aged care qualification.
- 13.3 The University and Train@CQUniversity 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 qualification within scope does **not** require additional University or Train@CQUniversity approval or an application to ASQA.
- 13.4 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 qualification within the scope of registration, refer to the [New Skill Set/Short Course Procedure](#) for information on how to progress approval and registration. This does not apply to

²⁷ The Vocational Product Removal Proposal Template, along with all other templates supported by this policy and procedure, are available on the University's [Committee Portal](#).

²⁸ Where a Program Committee has not yet been convened, the proposer must engage with the relevant Vocational Training Area (VTA) or other relevant discipline group.

²⁹ Where a Program Committee has not yet been convened, the relevant Vocational Training Area (VTA) or other relevant discipline group must note and/or endorse the Vocational Product Removal Proposal.

the addition of units for the purpose of granting credit transfer. Refer to the [Credit Transfer and Articulation Policy and Procedure](#) for information on this process.

Updating units

- 13.5 Units that form part of a delivery program for a qualification listed on the scope of registration and standalone units listed on the scope of registration may require updating when a training package is upgraded.
- 13.6 Changes advised by the relevant Industry Skills Council must be adopted for the unit to be compliant with nationally endorsed competency standards and to remain on the scope of registration .
- 13.7 Where a unit has been updated and forms part of a delivery program for a CQUniversity qualification, the relevant Vocational Training Area (VTA) sponsor must liaise with the Vocational Quality Team to ensure the changes advised by the Industry Skills Council are incorporated into the unit's training and assessment materials.
- 13.8 The Vocational Quality Team will provide a summary of updated units to the relevant Program Committee (or equivalent³⁰) for noting, and to the Data Services Team for updating the University's Student Management System.
- 13.9 Updates to units that form part of a delivery program for Train@CQUniversity qualifications are to be addressed as part of Train@CQUniversity's normal operations.

Removing units

- 13.10 Units may require removal resulting from an ASQA direction (such as superseded or deleted units) or a University or Train@CQUniversity decision. Units that have been superseded, deleted or are no longer required must be removed from delivery and the scope of registration.
- 13.11 Where a unit is to be removed when a qualification, listed on the scope of registration, is removed or updated, the relevant details and any transition arrangements must be documented in the Vocational Product Update Proposal.
- 13.12 Where a standalone unit is to be removed, the relevant VTA sponsor must liaise with the Vocational Quality Team to ensure that any relevant transition arrangements required are consistent with the timelines in [ASQA's General Direction – Transition of Training Products](#) (formerly Transition and Teach-Out) and the interests of the current cohort.
- 13.13 The Vocational Quality Team will provide a summary of removed standalone units to the relevant Program Committee (or equivalent³¹) for noting, and to the Data Services Team for updating the University's Student Management System.
- 13.14 Removal of standalone units delivered by Train@CQUniversity are to be addressed as part of Train@CQUniversity's normal operations.

14 VALIDATION

- 14.1 Validating training and assessment materials is an important aspect of the peer review process to ensure assessment meets relevant training package and other regulatory requirements, and industry needs.
- 14.2 For CQUniversity qualifications, a validation panel must be convened to systematically validate the training and assessment materials when preparing Vocational New Product Proposals before their submission.

³⁰ Where a Program Committee has not yet been convened, a summary of updated units must be provided to the relevant Vocational Training Area (VTA) or other relevant discipline group for noting.

³¹ Where a Program Committee has not yet been convened, a summary of removed units must be provided to the relevant Vocational Training Area (VTA) or other relevant discipline group for noting.

14.3 Validation panel membership shall be:

- the staff member proposing the new qualification (the Proposer)
- the Manager, Vocational Training responsible for the relevant qualification, determined by the Dean, Vocational Education
- one Teacher/Leading Vocational Teacher responsible for delivering the relevant qualification, determined by the Manager, Vocational Training
- two Teachers/Leading Vocational Teachers from a discipline other than that responsible for the delivering the relevant qualification, determined by the Manager, Vocational Training
- other participants requested by the Proposer (e.g. Quality Manager, Registration Officer, industry representatives).

14.4 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 qualifications to scope.

14.5 Train@CQUniversity qualifications are not required to undergo a validation process before submitting a Vocational New Product Proposal; however, adherence to ASQA's validation standards is required on approval to ensure the quality and rigour of training and assessment materials.

15 QUALITY AND COMPLIANCE REVIEW

15.1 For CQUniversity qualifications, the Quality Manager (Vocational Quality) (or nominee) will undertake a quality and compliance review of all proposals and relevant supporting information to add, update and remove qualifications.

15.2 As part of the review, the Quality Manager (Vocational Quality) (or nominee) will review the proposal and supporting information to ensure the qualification complies with all aspects of the VET Quality Framework.

15.3 Based on the quality and compliance review, the Quality Manager (Vocational Quality) (or nominee) will deem the qualification to be compliant or non-compliant with the VET Quality Framework.

15.4 Qualifications deemed non-compliant with the VET Quality Framework must be returned to the Proposer for amendment before further development or update.

15.5 Quality and compliance reviews are not required for Train@CQUniversity qualifications, as ASQA is responsible for the process of deeming compliance with the VET Quality Framework as part of its approval process for amending the scope of registration.

16 REGISTRATION WITH ASQA

New qualifications and units

CQUniversity qualifications

16.1 ASQA considers new qualifications and units to be officially added to the scope of registration when the relevant committee approves the Vocational New Product Proposal.

16.2 As soon as practicable after the Vocational New Product Proposal is approved, the Registration Officer, Vocational Training must prepare and submit the relevant documentation to ASQA, via its online registration and regulatory management system (ASQAnet), notifying the regulator of the amended scope of registration.

16.3 The Director, Business Performance (or nominee) is responsible for certifying in writing that the ASQA Delegation has been exercised in accord with the Delegation Agreement 2014. As authorised nominees, the Quality Manager and Registration Officer of the Vocational Quality Team can also provide written certification, if required.

- 16.4 On submission of the above documentation, ASQA will include the new qualification or unit on the National Register.
- 16.5 Where the relevant Industry Skills Council has superseded a qualification or unit with a new qualification or unit that is deemed equivalent, ASQA does not require notification. ASQA will automatically add these new qualifications and units to the scope of registration.

Train@CQUniversity qualifications

- 16.6 Adding of new qualifications and units requires Train@CQUniversity to apply to ASQA to change the scope of registration. As soon as practicable after the relevant committee approves the proposal, an application must be prepared and include documentary evidence of training and assessment strategies and assessment tools for each new qualification or unit.
- 16.7 The Executive Director, Train@CQUniversity is responsible for certifying the application and must complete the Declaration by Chief Executive.
- 16.8 ASQA will consider the application to amend the scope of registration and will notify Train@CQUniversity whether or not the application has been granted, and the delivery date for the new qualification or unit. Subject to granting the application, ASQA will include the new qualification or unit on the National Register.
- 16.9 Where the relevant Industry Skills Council has superseded the qualification or unit with a new qualification or unit that is deemed equivalent, ASQA does not require an application. ASQA will automatically add these new qualifications and units to the scope of registration.

Updated qualifications and units

- 16.10 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 2011 \(Cwlth\)](#).
- 16.11 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 qualifications and units

- 16.12 For superseded qualifications and units, ASQA will automatically remove the qualification or unit from the scope of registration on expiry of the 12-month period following the date of publication of either being superseded.
- 16.13 If the transition period will be less than 12 months, the University and Train@CQUniversity can notify or apply to ASQA (where appropriate) to have the superseded qualification or unit removed from the scope of registration earlier.
- 16.14 For deleted qualifications and units, ASQA will automatically remove the qualification or unit from the scope of registration on the date of publication of their deletion.

17 ARTICULATIONS AND PATHWAYS

- 17.1 When developing new qualifications, Proposers must consider eligibility and suitability of the qualification 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.
- 17.2 Where a vocational qualification has a clearly identified pathway with a higher education coursework qualification, consultation must occur between:
- the relevant Manager, Vocational Training and the Head of Program during the development process to ensure a seamless and bi-directional pathway for students, and

- the VET Qualifications Committee and the Higher Education Coursework Qualifications Committee before approval to ensure the qualification is appropriate for promotion as an articulation or pathway.

18 ADVERTISEMENT

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

ASQA approval may be granted by either of the following:

- exercising the University's delegation to amend the scope of registration (CQUniversity qualifications only), or
- notification from ASQA of its approval to amend the scope of registration (Train@CQUniversity qualifications only).

18.2 Qualifications must not be advertised, marketed or promoted to international students until they have gained University approval and [CRICOS](#) endorsement.

DEFINITIONS

Note: The definitions below align with the [AQF](#) and the [National Vocational Education and Training Regulator Act 2011](#) and should be read in conjunction with the Glossary of Terminology and Definitions sections of these documents.

ASQA: is the [Australian Skills Quality Agency](#) that undertakes the role of the national VET regulator.

Industry Skills Council: national bodies recognised and funded by the Australian Government to develop and maintain training packages specific to the industry area(s) for which they have coverage.

National Register: the register maintained by the Department, or another person prescribed by the regulations.

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

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): is 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: are the things that an organisation is registered to do. It allows an RTO to provide training and assessments resulting in the issue of VET qualifications or VET statements of attainment.

Skill set: a group of units of competency clustered together to provide specialised training and assessment to meet an identified industry or community training need.

Statement of attainment: recognition that one or more units has been achieved.

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

Training and assessment strategy: a framework that guides the learning requirements and the teaching, training and assessment arrangements of a VET qualification. It is the document that outlines the macro-level requirements of the learning and assessment process.

Training package: a nationally endorsed, integrated set of competency standards, assessment requirements, Australian Qualifications Framework qualifications, and credit arrangements for a specific industry, industry sector or enterprise.

Training product: incorporates all skill sets and short courses offered by CQUniversity and Train@CQUniversity.

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

Teach-out: the continued delivery of a qualification or training product following a decision by the University or Train@CQUniversity to remove the qualification from offering. Students remain enrolled in the qualification for a defined period. Teach-out does not apply to qualifications or training products removed by ASQA (superseded, removed or deleted qualifications).

Units of competency: otherwise called 'units' in this document, are the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

VET: vocational education and training

VET accredited course: a course accredited by the national VET regulator, ASQA.

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.

RELATED LEGISLATION AND DOCUMENTS

Related policy document suite

Policy and procedure

[Transition and Teach Out Arrangements \(TAFE\)](#)

Terms of reference

[Program Committee Terms of Reference](#)

[Program Reference Committee Terms of Reference](#)

[Vocational Education and Training \(VET\) Qualifications Committee Terms of Reference](#)

Templates

(Relevant templates are available the University's [Committee Portal](#))

Vocational Product Concept Proposal

Vocational New Product Proposal

Vocational Product Update Proposal

Vocational Product Removal Proposal

[VCAC Agenda Item Cover Sheet](#) *(available on the University' Committee Portal)*

Related legislation and supporting documents

[Central Queensland University Act 1998 \(Qld\)](#)

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

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

Users' Guide to the Standards for Registered Training Organisations ([RTOs](#)) 2015

[Standards for VET Accredited Courses 2012](#)

[Australian Qualifications Framework](#)

[VET Quality Framework](#)

[ASQA General Direction – Transition of Training Products](#) (formerly Transition and Teach-Out)

[Users' Guide to the Standards for VET Accredited Courses 2012](#)

[Australian Skills Quality Agency](#)

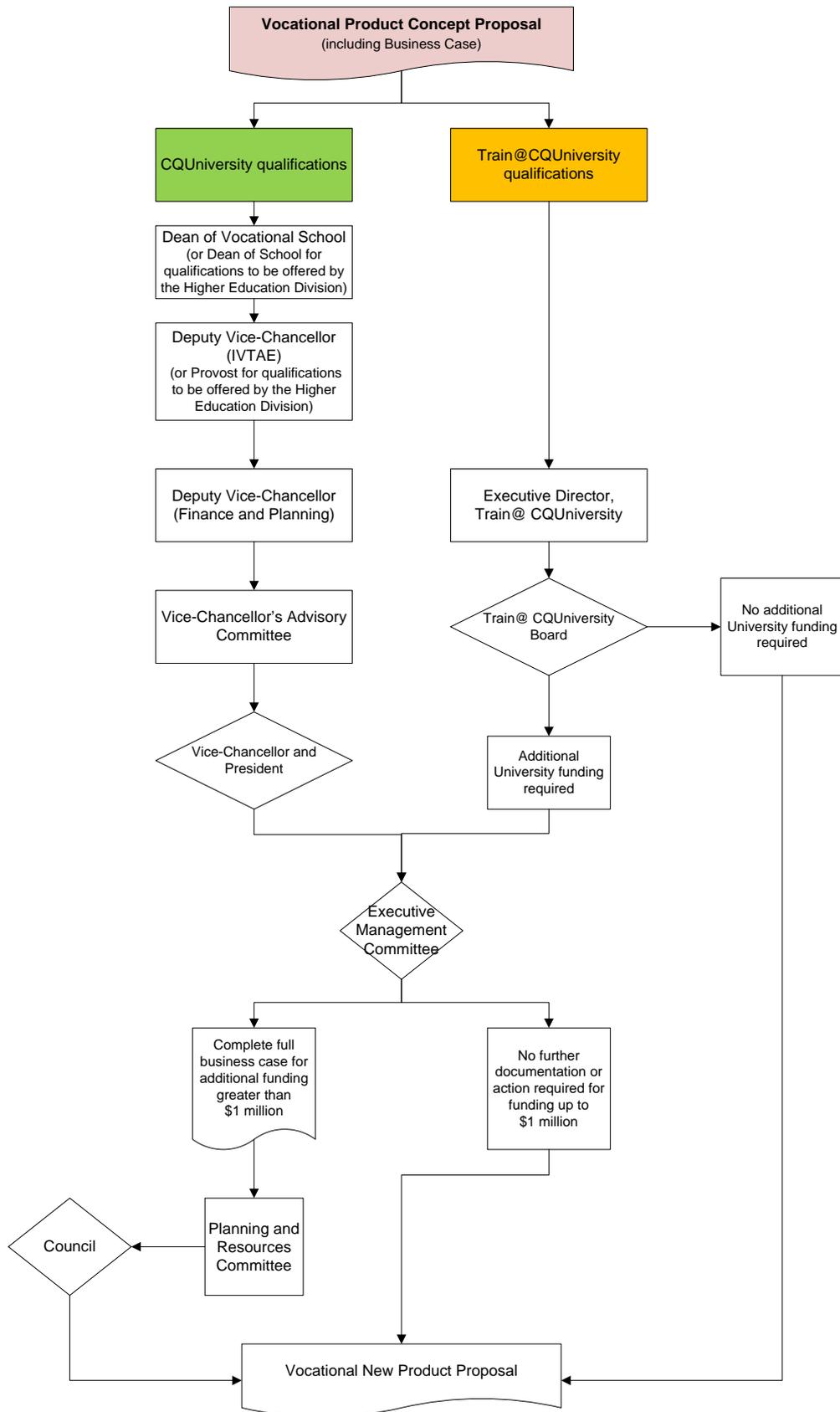
APPROVAL REVIEW AND AMENDMENT HISTORY

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Vocational Education and Training Qualifications Committee.
Administrator	Deputy Vice-Chancellor (Industry, Vocational Training and Access Education)
Next Review Date	31/03/2018

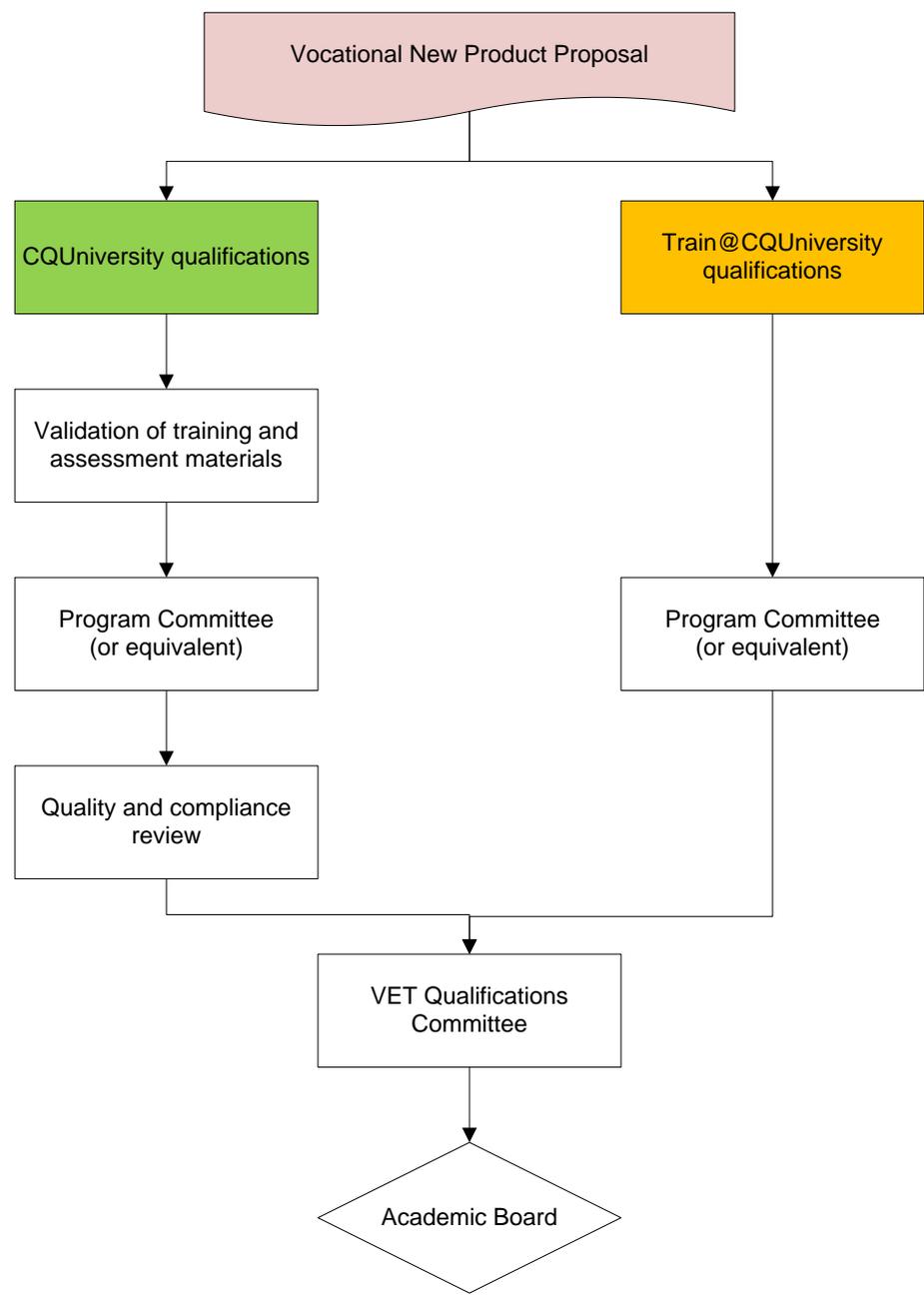
Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 26/11/2014
Amendment Authority and Date	Executive Committee of Academic Board 31/03/2015.
Note	This document replaces the following superseded policy documents: <ul style="list-style-type: none">• CQUniversity VET Scope of Registration Principles• CQUniversity VET Scope of Registration Procedures• CQUniversity Registration of a Training Product (TAFE) All related templates and checklists are separate documents.

APPENDICES

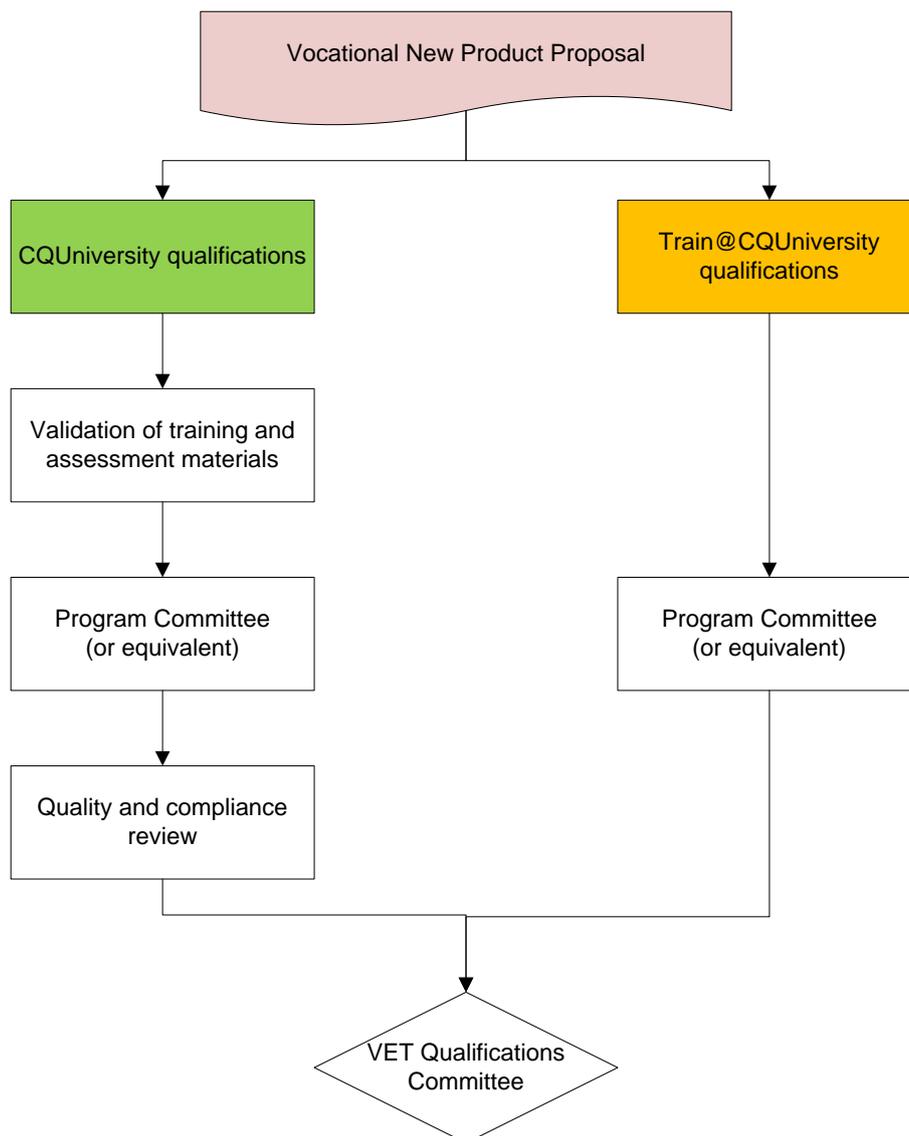
New qualification outside scope of registration workflow – product concept proposal phase



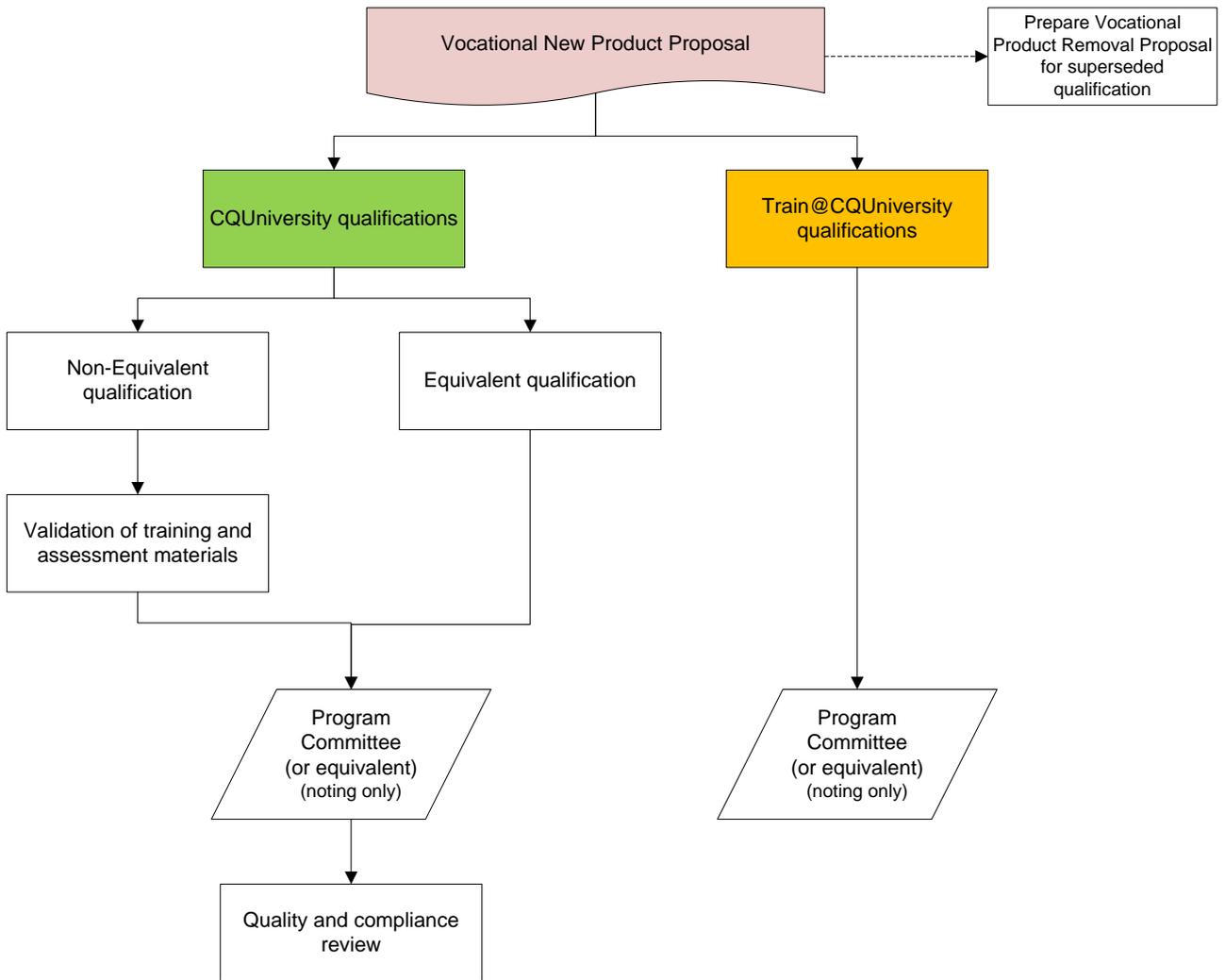
New qualification outside scope of registration workflow – new product proposal phase



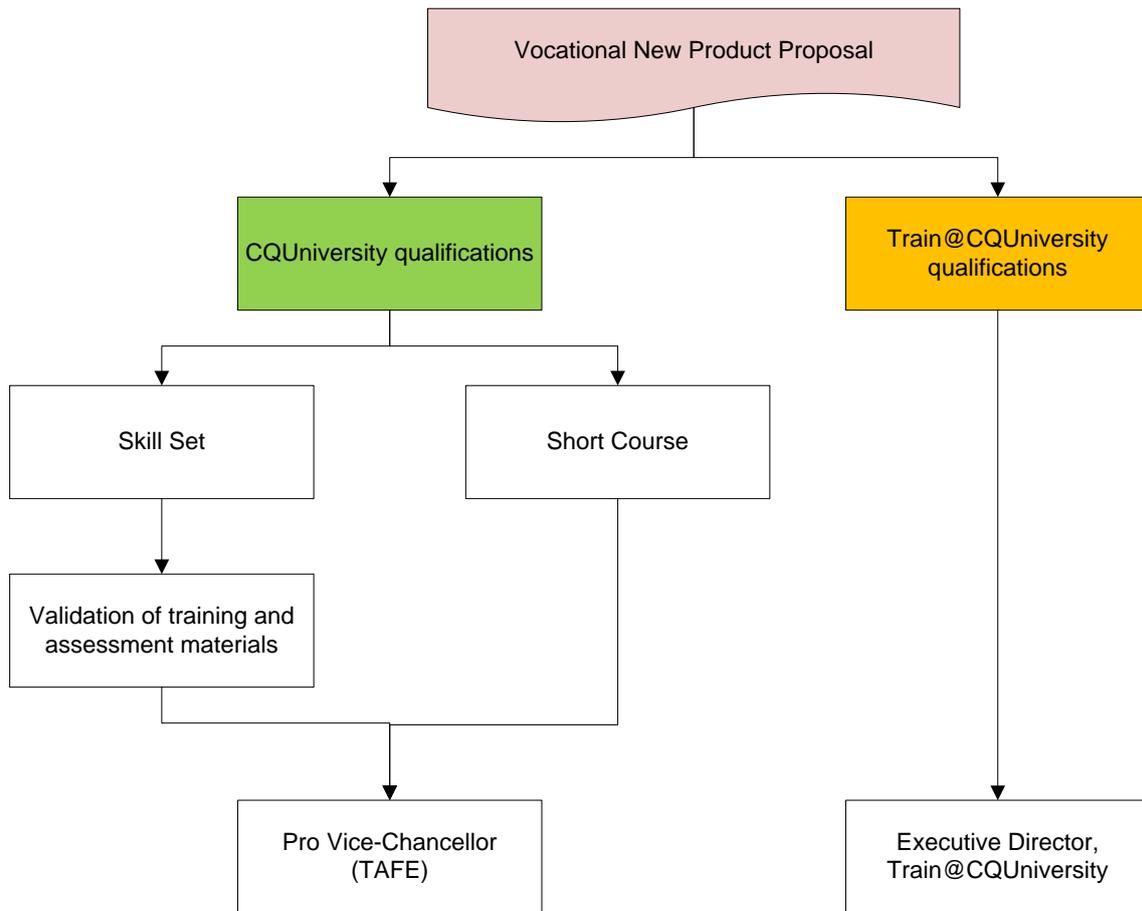
New qualification within scope of registration workflow



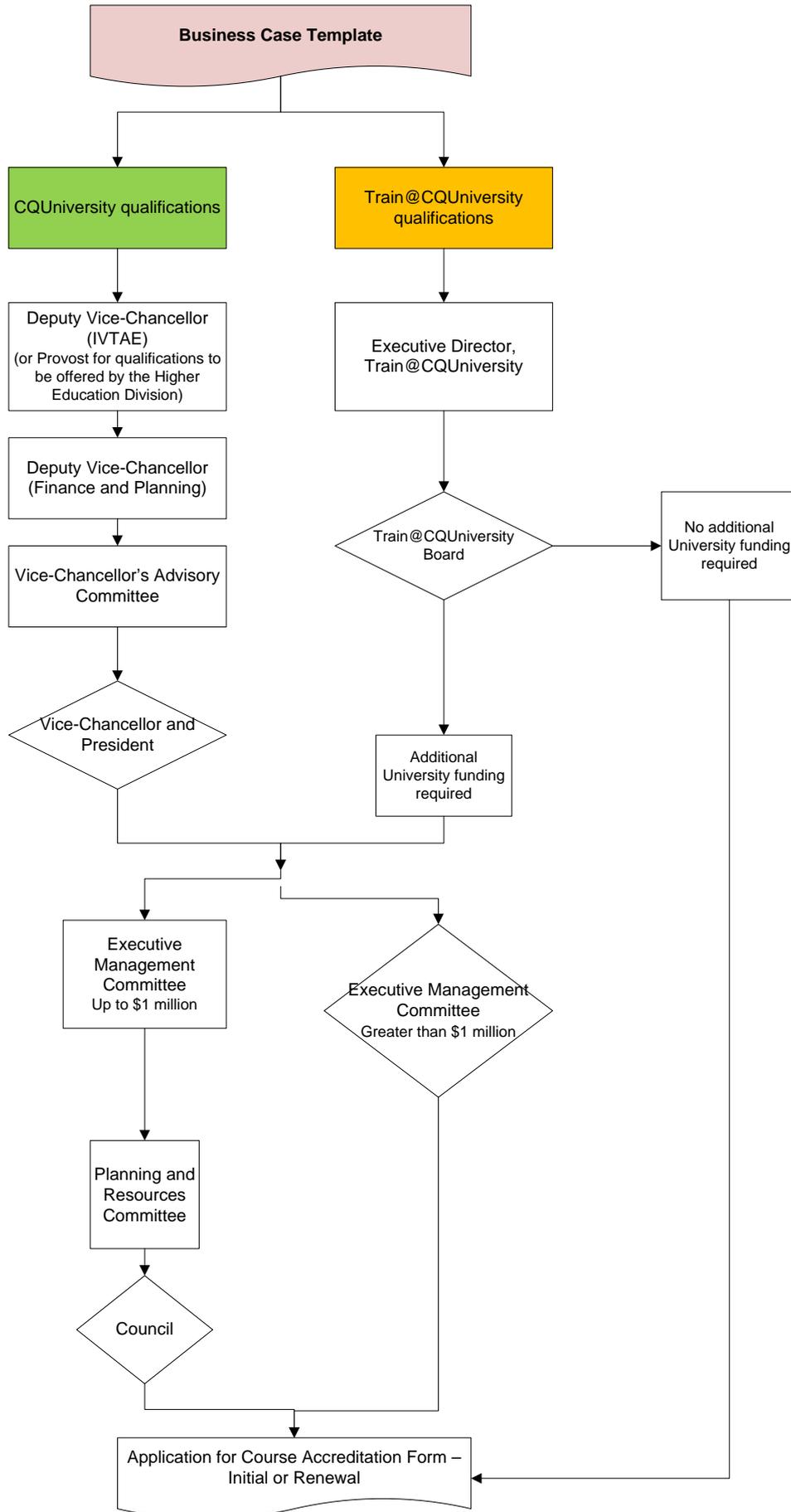
Superseded qualification workflow



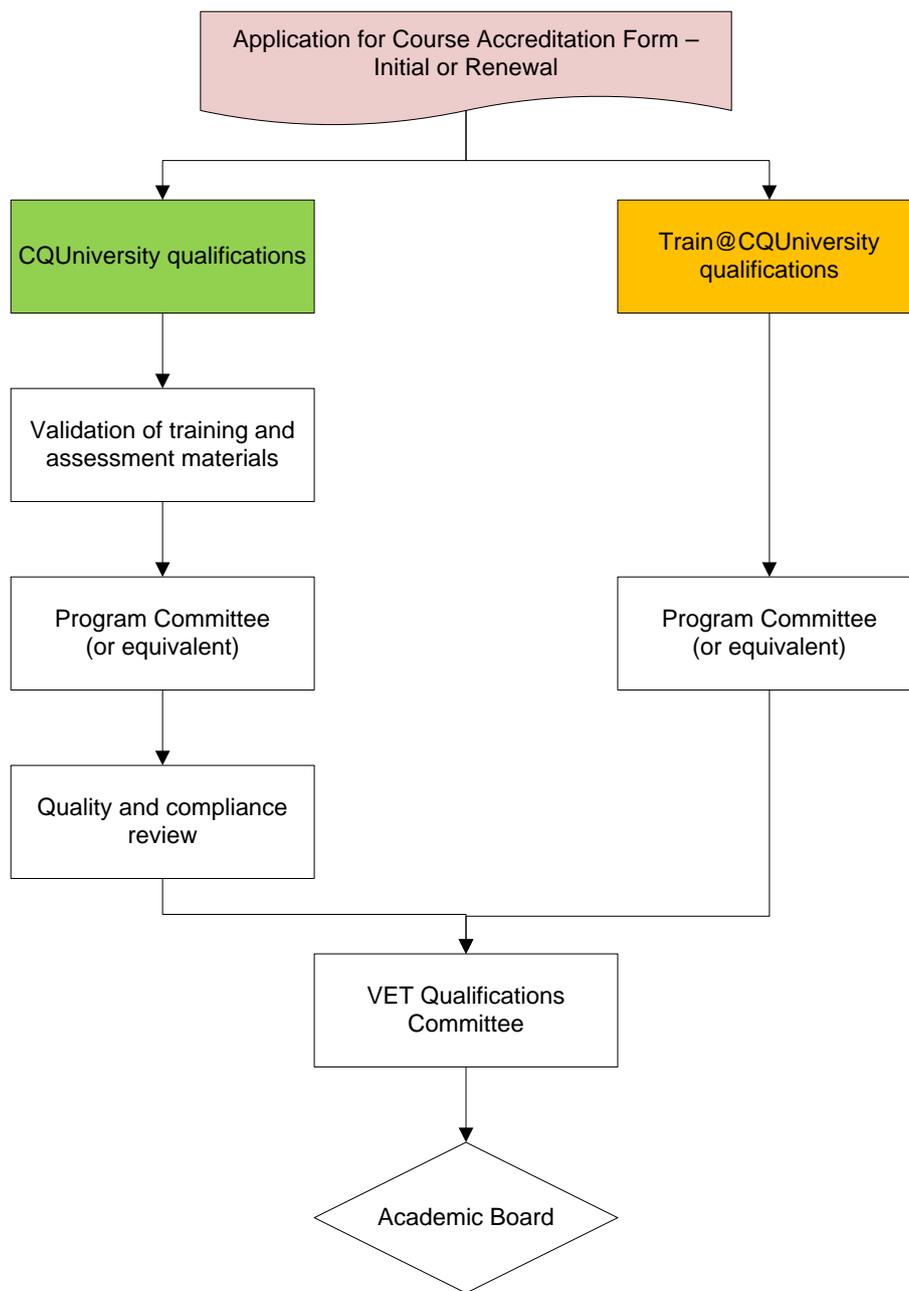
New skill set/short course workflow



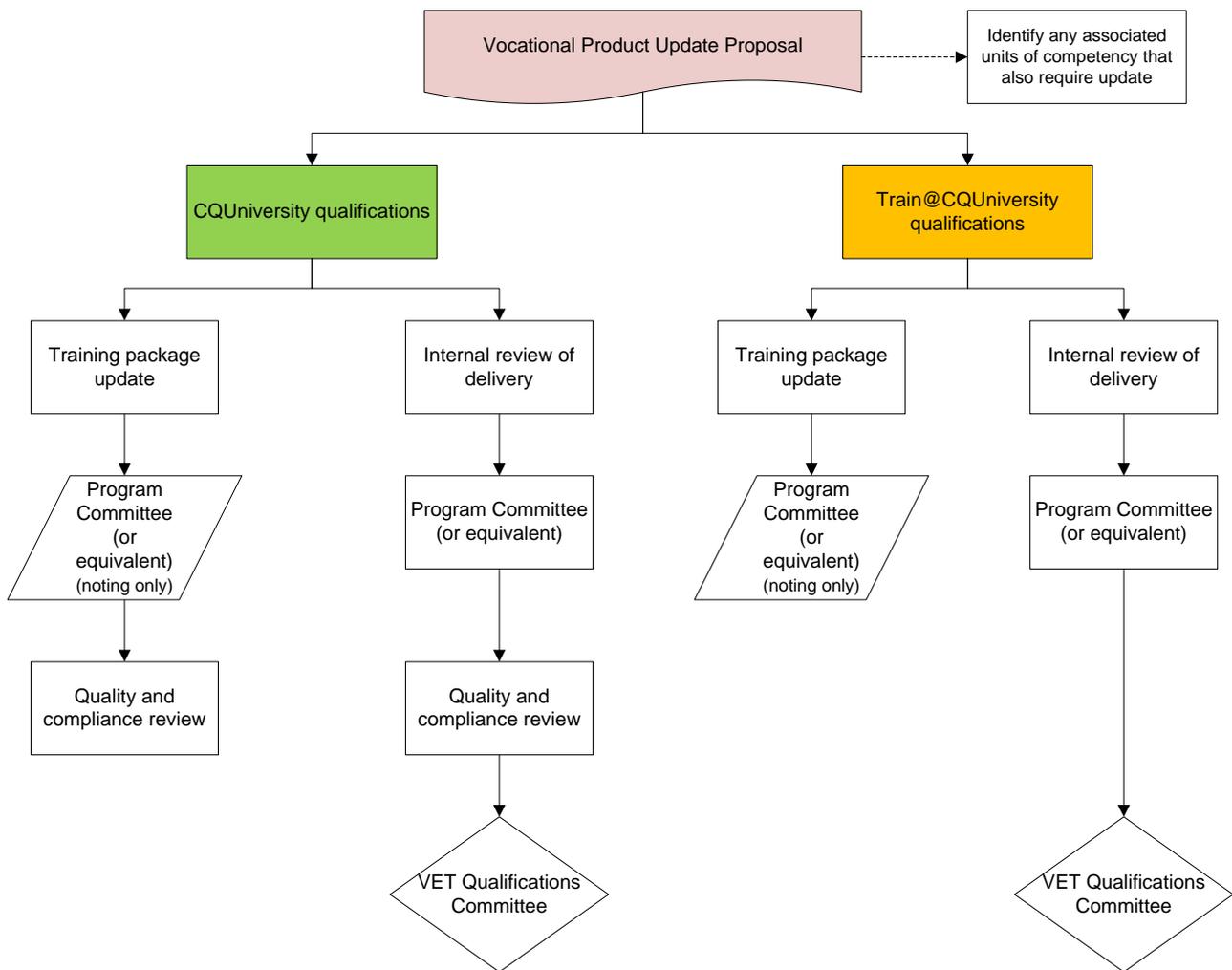
New course for VET accreditation workflow – product concept proposal phase



New course for VET accreditation workflow – new product proposal phase



Updating a qualification workflow



Removing a qualification workflow

