Being a Queensland school RTO

VET factsheet

Background

This factsheet has been developed for Queensland school RTOs to give a snapshot of what it means for a Queensland school to be a Registered Training Organisation (RTO), and to provide information on registration through the Queensland Curriculum and Assessment Authority (QCAA) as delegate for the Australian Skills Quality Authority (ASQA).

Australia’s VET sector

Vocational education and training (VET) enables students to gain qualifications for all types of employment, and provides specific skills to help them in the workplace.

RTOs are those training providers registered to deliver VET services. An RTO must ensure it delivers quality training and assessment. The chief executive officer (CEO) of the RTO (i.e. the school principal) accepts responsibility for ensuring the organisation complies with the VET Quality Framework and all other applicable conditions of registration.

Students in Australia’s VET sector should expect high-quality training in their area of interest that leads to a qualification that improves their prospects of gaining the job they want or provides a pathway to further study.

VET Quality Framework

The VET Quality Framework established under the National Vocational Education and Training Act 2011 (see the full Act at www.comlaw.gov.au/Details/C2011A00012) ensures greater national consistency in the way providers are registered and monitored and in how standards in the VET sector are enforced. The VET Quality Framework is a legislated set of Standards and requirements that all RTOs must meet.

The CEO of an RTO (i.e. the school principal) is legally responsible and accountable for all operations of the RTO. The CEO must ensure that the organisation complies with these Standards and requirements at all times and must ensure that the RTO Manager (as high managerial agent for the school RTO) has been given sufficient authority to ensure compliance.

If an RTO does not operate in accordance with the Standards and requirements, ASQA can apply enforcement powers. The National Vocational Education and Training Regulator Act 2011 provides for real-cost civil and criminal penalties, and sanctions may also be applied. Regulator decisions about cancellations, sanctions, renewal rejections, registration conditions and other administrative conditions against RTOs are published on the ASQA website at www.asqa.gov.au.

The VET Quality Framework comprises:

• the Australian Qualifications Framework (AQF) at www.aqf.edu.au.

The QCAA, as delegate for the Australian Skills Quality Authority, registers and audits schools for the delivery and assessment of vocational training for students in Years 10, 11 and 12 for all qualifications and accredited courses up to AQF Certificate IV level. This excludes those qualifications and courses declared as an apprenticeship in Queensland.

RTO obligations

An organisation must meet specific requirements and fulfil all obligations to be accepted as a registered training organisation (RTO). An RTO must continue to meet the requirements to remain registered to deliver nationally accredited training. These are requirements in addition to those of Education Queensland at http://education.qld.gov.au and the Non-State School Accreditation Board at www.nssab.qld.edu.au.

All RTOs in Queensland must operate in accordance with the VET Quality Framework, see www.asqa.gov.au/about-asqa/national-vet-regulation/vet-quality-framework.html. As independent RTOs, schools must meet the same requirements as every RTO in Australia. There is no separate treatment of, or standards for, school RTOs in legislation.

Initial registration

As part of the initial registration process, training organisations must:

• record their compliance with the Standards for Registered Training Organisations (RTOs) 2015 at www.comlaw.gov.au/Details/F2014L01377, which needs to be submitted with:
  – the RTO application
  – a Fit and Proper Person Declaration
  – the statutory declaration (on the RTO application form) completed by the principal as CEO of the RTO. The declaration includes accepting responsibility for the compliance of the school RTO.

Continued registration

To maintain RTO status, the RTO must:

• comply at all times with the VET Quality Framework, which includes the Standards for Registered Training Organisations (RTOs) 2015

• allow its performance to be monitored and audited at www.qcaa.qld.edu.au/3139.html at any time during the period of registration to assess compliance

• renew its registration within the agreed timeframe. The application for renewal also includes a statutory declaration that must be completed by the principal. The declaration includes accepting responsibility for the compliance of the school RTO.

The RTO must also:

• deliver products only within its scope of registration at http://training.gov.au/Search/SearchOrganisation

• transition from superseded training package qualifications and manage expired courses to comply with the ASQA General direction — Learner transition at www.asqa.gov.au/about-asqa/general-directions.html.
Interactions with the QCAA as delegate for ASQA

The National Vocational Education and Training Regulator Act 2011 requires that the RTO cooperate with the national regulator for VET. School RTOs must interact with the QCAA as delegate for ASQA:

- in the conduct of audits and monitoring of its operations
  - RTOs are required to maintain compliance with the VET Quality Framework. Audits will be conducted in line with this Risk Assessment Framework made under section 190 of the National Vocational Education and Training Regulator Act 2011
- by providing timely information about significant changes to RTO operations — including RTO details such as changes to legal name, trading name, responsible person, daily contact officer, business address/contact information, delivery locations) at www.qcaa.qld.edu.au/12266.html
- by reporting all VET activity for all Year 10, 11 and 12 students in the year of delivery through SDCS at www.qcaa.qld.edu.au/647.html (and/or RABS at www.qcaa.qld.edu.au/1160.html where applicable) as documented in QCAA requirements
- by providing accurate and timely data relevant to measures of its performance. Under the Data Provision Requirements of the VET Quality Framework, all RTOs are required to submit quality indicator data by 30 June annually
- in the retention, archiving, retrieval and transfer of records consistent with VET Quality Framework requirements. RTOs must comply with ASQA policy on the retention of student results and assessment records at www.asqa.gov.au/about-asqa/general-directions.html.

School RTOs must not interact directly with ASQA unless they have been advised to do so in writing by the QCAA.

More information

If you would like more information, please visit the QCAA website www.qcaa.qld.edu.au/576.html, or ask the VET Branch a question at www.qcaa.qld.edu.au/34062.html.