Welcome to the Queensland Studies Authority (QSA) VET Update. This newsletter provides information about practical aspects of VET in schools. All information was correct at time of writing, but may be subject to change.

Delegation

As delegate for the Australian Skills Quality Authority (ASQA), the QSA audits and registers Queensland school RTOs.

The QSA can register Queensland school RTOs to deliver and assess vocational education and training for students in Years 10, 11 and 12 for all qualifications and accredited courses up to AQF Certificate IV level (except those declared as an apprenticeship in Queensland).

The QSA has been formally advised by ASQA that the current delegation has been extended until 31 December 2013. ASQA intends to develop and implement a new delegation model to operate from 1 January 2014.

National update

National VET Regulator

ASQA is the National VET Regulator and all Queensland RTOs, including school RTOs, are under ASQA’s jurisdiction. All RTOs are obliged to meet the requirements of the VET Quality Framework (VQF).

Fit and Proper Person Requirements for all school RTOs

As a result of discussions with ASQA, it has been agreed that it will be sufficient for the demonstration of compliance with the Fit and Proper Person Requirement (FPPR) to come from the school RTO Trading Name representative only (i.e. Principal), unless the QSA determines there are circumstances in which it should seek FPPR compliance from a representative of the Legal Name entity.

New Standards for Training Packages

New Standards for Training Packages were endorsed by the Standing Council on Tertiary Education, Skills and Employment (SCOTese) on 16 November 2012.

This means that Training Packages will be progressively updated by 31 December 2015 to meet these new standards.

The National Skills Standards Council (NSSC) has further information regarding this on its website: www.nssc.natese.gov.au/training_packages.

National Skills Standards Council

The NSSC December Communiqué includes information about Training Package endorsements. NSSC news, including this Communiqué, is available at www.nssc.natese.gov.au/news.

As of 1 July 2013, all trainers (including those under supervision) who do not have TAE40110 (or equivalent) must be able to demonstrate that they have the Enterprise Trainer Skill Set (or equivalent). This requirement is included in an Appendix to the NSSC Communiqué 3 – December 2011. Schools were first advised about this via memo number 026/12.

National Trade Cadetships

The Australian Curriculum: Work Studies Years 9–10 draft shape paper, developed under the National Trade Cadetships initiative, is available...

### Quality indicators

Quality indicator reports are due annually on 30 June. **This due date is now in legislation.** Any reports received after 30 June this year will be considered late and will consequently impact on the school RTO’s risk rating. Quality indicator reports must be prepared in advance as this date occurs in the school holidays.

Please note that information is not available in the Competency Completion Online System (CCOS) until April (at the earliest). The QSA will advise schools when the CCOS system is available.


### Training.gov.au

Ensure you check the contact information for your school RTO. This should be done regularly as well as part of the 2013 action checking process.

Please note that qualifications that are now in “teach out”, as per the ASQA general direction available at [www.asqa.gov.au/about-asqa/general-directions.html](http://www.asqa.gov.au/about-asqa/general-directions.html), will no longer appear on your scope on Training.gov.au once ASQA has updated the system.

### SDCS VET data

Provision of accurate VET data is a requirement of the VQF.

During 2012, the VET Branch continued to develop strategies to improve the accuracy of the VET data in students’ learning accounts. In Term 4, schools were emailed a VET Checking report that identified potential VET data issues. This system proved highly successful, so Checking reports will continue this year.

Students commencing VET in Semester 1, 2013 must be enrolled in SDCS by Monday 25 February 2013.

### SDCS VET handbook

The new SDCS handbook is currently in draft format and feedback from SDCS operators is welcome at vet@qsa.qld.edu.au. The handbook can be found at [www.qsa.qld.edu.au/10857.html](http://www.qsa.qld.edu.au/10857.html).

### Registration and audit

#### Annual registration information: Action list

By now, schools should have received a printout of their VET registration, together with an Action list. Completing the Action list is a requirement of the Standards and will help you ensure the accuracy of your registration. It is important that the checking is done thoroughly against the qualifications and the units of competency being delivered for each qualification.

Registrations through the QSA are for a qualification with a specific list of units of competency (chosen by the school RTO) attached to the qualification. Units must be attached to the qualification they are being delivered under.

Please note that the end dates of the qualifications on your scope. If you see a date before 31/12/13, then it is a “teach out”-only qualification and that is the final date, i.e. all students must complete the qualification by that date.

Please carefully check all information, including the scope of registration document, complete the form, and send it to the QSA by **Friday 22 February**.

#### 2013 audit schedule

In 2013, the QSA VET Branch will conduct the following audits on school RTOs:

- initial registration as a new RTO
- post-initial registration, prior to the end of the first year of operation as an RTO
• renewals of registration as an RTO on a five-year cycle
• extension to scope of registration
• compliance audits.

Return of applications
Forms will be returned to the school RTO if completed incorrectly or received without all requested information or evidence. They will also be returned if the Principal on the form does not match the Chief Executive as listed on Training.gov.au (TGA website).

If you are submitting an application form and the details have changed (i.e. Training.gov.au has not yet been updated), please also attach a copy of the forms you submitted to ASQA regarding the change.

Applications to change RTO scope of registration
School RTOs can apply at any time to change their scope of registration. However, as processing applications may take between three and six months, schools must consider these timeframes in their planning.

If planning to add new qualifications to scope for delivery in 2014, the due date for application submission is Thursday 1 August. Applications that come in after this date may not be processed before Term 1, 2014.

For information regarding changing scope of registration, visit www.qsa.qld.edu.au/12264.html.

Training Packages and accredited course information

QSA-supported qualifications
Schools are notified via memos when there are changes to Training Packages relevant to QSA-supported qualifications (and the work education courses). This occurs once a new or revised Training Package is on the TGA website (which affects QSA-supported qualifications). The memos include information about the actions that school RTOs need to take, as well as any transition arrangements.

Please ensure that you have subscribed to receive the memos via www.qsa.qld.edu.au/qsa_secure/memos/jsp/memoSubscriptionAdmin.jsp. Recent memos are also available on the VET News page at www.qsa.qld.edu.au/10857.html.

Other qualifications
It is the school RTO's responsibility to keep informed of changes to Training Packages/courses that are not on the QSA-supported VET qualifications list, which is available at www.qsa.qld.edu.au/3143.html.

Queensland Government

Queensland VET Development Centre
The Queensland VET Development Centre (QVDC) is based within the Training and Employment division of the Queensland Department of Education, Training and Employment.

The QVDC's core responsibility is the development of capability for the Queensland VET sector with a focus on the business of education and training. That is, teaching, learning, assessment and the use of technology to enhance the learner experience.

The QVDC works collaboratively with national and state agencies (including the QSA), public and private training organisations, industry and universities to lead and enable the VET sector to develop the products and staff capability to meet the skills needs for Queensland's growing economy.

The QVDC provides a number of learning opportunities of benefit to all VET practitioners, including teachers in school RTOs. Teachers should regularly check www.vetpd.qld.gov.au for activities. Learning opportunities for 2013 will be published on this website shortly.
QSA services

QSA memos
QSA VET memos provide important information to school RTOs. It is recommended that school RTOs save these memos to their networks to ensure relevant information is at hand when required.

QSA VET memos are also available on the VET News page for up to a year after publication: www.qsa.qld.edu.au/10857.html.

QSA VET webpages
The VET webpages now have a search function that allows you to search across the VET webpages only. Once you’ve completed a search, items that are frequently looked for are in a list in a column on the right-hand side.

QSA VET workshops
Due to the number of audits and anticipated registration activity (related to changes in Training Packages), no VET workshops have been scheduled so far for 2013. If/when workshops are scheduled, details will be published on www.qsa.qld.edu.au/3323.html.

Contact the VET Branch
For further VET information, telephone (07) 3864 0381 or email vet@qsa.qld.edu.au.