Purpose
To tell schools about the recent and planned updates to the VET section of the QSA website.

Background
The VET branch provides advice to schools on becoming an RTO as well as maintaining compliance with AQTF. This advice includes the development and continuous updating of extensive support materials for schools on the QSA website. The production of support materials is prompted by AQTF changes as well as the continued growth of VET in Queensland schools.

Information
In 2010 a large number of support materials has been added to the VET section of the QSA website. In addition, due to the 1 July 2010 implementation of a new set of AQTF Essential Conditions and Standards for Registration, information including processes, forms and other resources relating to the registration and audit of RTOs are being updated.

Summary of recent changes and additions

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<tr>
<th>Change or addition</th>
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<tr>
<td>AQTF Compliance Assistance*</td>
<td>AQTF Quality Manual* — Updated version as at February 2010</td>
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<td>Staff Profile template* — Updated version as at March 2010</td>
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<td>Additional links to external resources, e.g.</td>
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<td>– DET Recognition of Prior Learning resources</td>
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<td>– DET guide to clustering units of competency for delivery and assessment</td>
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<td>– DET retention of records policy</td>
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<td>– DET guide for marketing and issuing qualifications</td>
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<td>– DET partnership checklist for registered training organisations</td>
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<td>Quality Indicator resources</td>
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<td>– Links to Quality Indicator Resources package</td>
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<td>– Links to DET Quality Indicator Fact sheet and ‘how to’ guides</td>
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<td>Addition of FAQs</td>
<td>FAQ categories include:</td>
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<td>• General</td>
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<td>• Quality Indicators</td>
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<td>• Records and documents</td>
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<td>• Registration (QSA)</td>
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<td>• Registration (DET)</td>
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<td>• SDCS entry</td>
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<td>• Teacher qualifications/requirements</td>
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<td>• Training and assessment</td>
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<td>• Training packages and qualifications</td>
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| Addition of workshop resources* | Workshop resources include sample training and assessment strategies as well as assessment templates from the following workshops:  
- Business workshop 2008  
- Creative Industries 2009  
- Hospitality 2009  
- Laboratory Operations 2008  
- Manufacturing 2009  
- Furnishing 2009  
- Engineering 2009  
- Sport and Recreation 2009  
- Tourism 2009 |
| Sample Training and Assessment strategies* | Addition of the following sample training and assessment strategies:  
- CUF20107 Certificate II in Creative Industries (Media)  
- CUS20109 Certificate II in Music  
- RTF20103 Certificate II in Horticulture |

### Planned changes and additions

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| 2010 Workshop resources* | Workshop resources include sample training and assessment strategies, as well as assessment sample templates from the following workshops:  
- Information and Communications Technology workshop  
- Construction workshop |
| Current AQTF version (as at 1 July 2010) |  
- Application for Initial Registration  
  - New RTO1 a) under development  
  - Guide to RTO1 a) under development  
- Application for Continued Registration  
  - New RTO1 b) under development  
  - Guide to RTO1 b) under development  
- Application for extension to scope or removal  
  - New RTO2 under development  
- Audit process  
  - Update to information regarding AQTF audits under development |
| Resources for current AQTF version (as at 1 July 2010) |  
- AQTF Quality Manual  
  - New version under development  
- Staff Profile  
  - Updated template (including vocational competence equivalence) under development  
  - User guide and samples under consideration  
- Internal Review & Audit documents  
  - Updated versions planned  
- Other resources  
  - AQTF Continuous improvement procedure under development  
  - AQTF Risk identification register under development  
  - Teacher induction information under development  
  - Website to include a tip regarding resources dated prior to 1 July 2010, while still relevant, were produced prior to the current AQTF version and this should be considered when making school adjustments to resources. |
## Updates to FAQs

Updates to this section of the website will be undertaken on a needs basis.

## Resources

Training and Assessment Strategies (TAS) and Assessment tools
- New versions under development for:
  - Assessment resources for Horticulture (RTF10103 and RTF20103)
  - SRC20206 Certificate II in Community Recreation - assessment task for SRCCRO003B – Apply point of sale handling procedures in a recreation setting task
- New Training and Assessment strategy template
- New Assessment tool templates
- Training and Assessment Strategies for new Training Packages as they are endorsed

Other resources being considered:
- Vocational training area resource lists under development
- Mapping tools
- Basic Unit of Competency mapping tool
- Moderation and validation tools

## Website restructure

Overall restructuring to better organise the ever growing resources developed by the QSA VET Branch for Queensland School RTOs.

* Produced prior to the current AQTF version and this should be considered when making school adjustments to these resources.

## What you need to do

School RTOs should review the VET section of the website [http://www.qsa.qld.edu.au/576.html](http://www.qsa.qld.edu.au/576.html) regularly to stay up to date with AQTF as well as support their own continuous improvement processes.

In addition, feedback or suggestions from school RTOs is welcome. Please email vet@qsa.qld.edu.au to provide any feedback or suggestions. All submissions will be considered.

## More information

If you would like more information, please email the Vocational Education and Training Branch at vet@qsa.qld.edu.au or phone 3864 0381.

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VET Branch