

**ACT Accreditation and Registration Council – Policy Document**

**Policy Title: Off-shore Delivery of Vocational Education by ACT Registered Training Organisations**

**1. Rationale:**

- 1.1 There must be provision for ARC to verify compliance at a site in the ACT.
- 1.2 For higher education qualifications to be delivered overseas an application must first be considered by Council.

**2. Policy Statement:**

- 2.1 The ARC must assure the quality of training and the integrity of qualifications issued by an ACT Registered Training Organisation for any training undertaken outside Australia.

**3. Guidelines:**

- 3.1 The ARC must ensure that:
  - a. The RTO scope of registration covers training proposed for delivery overseas. No training delivery can be undertaken overseas before RTO skills and knowledge are demonstrated in the ACT context.
  - b. The qualifications, knowledge and skills of the teachers trainers and assessors proposed to deliver those courses are appropriate and able to be verified as meeting Australian industry and/or regulatory requirements.
  - c. The RTO has established the quality control mechanisms proposed for the overseas delivery of the training and assessment activity.
  - d. The current registration site in the ACT is valid and active and is not a duplication of registration in another state or territory.
  - e. RTO operations offshore comply with Council audit requirements: the facilities and equipment proposed be used to deliver the course are suitable and can be checked by the audit team.
  - f. The financial safeguards proposed to protect the interests of fee-paying students are adequate, even if delivery is offshore.
  - g. The RTO policies and practices are consistent with responsible and ethical conduct and all national accreditation and registration agreements including the Australian Quality Training Framework and its successors.
  - h. The RTO presents a report of its offshore operations to the ARC on an annual basis.

**5. Authorisation**

**6. Version Control**

<b>Branch</b>	TAE	<b>Document Number</b>	
<b>Section</b>	TAR	<b>Policy Status</b>	Endorsed
<b>Policy Authorisation</b>	Manager	<b>Last updated</b>	28 July 2006
<b>Contact for enquiries</b>	Program Manager	<b>Review date</b>	December 2007
<b>Public Access</b>	Yes	<b>Version Number</b>	1.2
<b>Formal Delegation</b>	Yes	<b>Revision Authorised</b>	Manager

**7. References:**

<b>Related Documents/ Legislation</b>	<p><i>Australian Quality Training Framework (AQTF) Standards for Registered Training Organisations 2007 - July 2007</i></p> <p><i>Australian Qualifications Framework Implementation Handbook, 3<sup>rd</sup> Edition 2002</i></p> <p><i>Guidelines for Course Developers: A guide to developing VET courses for accreditation under the Australian Quality Training Framework July 2002</i></p> <p><i>Resolution National Quality Council – Statements of Attainment and Skill Sets (30 June 2006)</i></p>
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