Training and Tertiary Education Update

Ann Goleby

15 November 2013
Overview

1. September Forum Feedback
2. Priorities Support Program (PSP) Update
3. ACT Standards and Compliance Guides
4. ACT Funding Agreement
5. Harmonisation of Australian Apprenticeships
6. TaTE Payment Controls Audit
7. Payment Issues
8. AVETARS Updates
9. Other Business
10. 2014 TaTE Forum Dates
September Forum Feedback

AVETARS Workshop: was a waste of time. People mentioned "the only reason they did that was to tick off client consultation" and "imagine how much this is costing them".

AVETARS Workshop: The presenter was not well enough prepared and did not explain the reason for the workshop. Did not explain who the audience was who would be engaged by the branding.

Fantastic to have a quest speaker such as Sara, really lifted the mood of the meeting.
September Forum Feedback

Possible ASQA speaker on 2013 strategic audit outcomes and key areas of RTO non-compliance.

Really appreciate the longer morning teas and opportunity for networking and talking further to the staff on the tables about specific issues.

TaTE updates could go first so that people have this in mind when listening to other speakers.

The Forums over the past 18 months have become more useful. The direct approach from the department is well received.
Priorities Support Program

- Approximately **103** applications received from **35** RTOs
- Assessment Panel Sits 20 – 22 November 2013

**Assessment Panel includes:**
- ACT Education and Training Directorate representative
- Australian Government - Department of Employment representative
- ACT Community Services Directorate - Disability ACT representative
Priorities Support Program

- **29 November 2013** – 2013 Completions in VEERA
- VEERA Continues for PSP Reporting purposes **only** in 2014

**2014 PSP Key Dates:**

- **13 December 2013** – Applicants notified
- **31 January 2014** – Purchase Orders Returned
- **31 January 2014** – Mandatory Info Session
- **May 2014** – TaTE visits to all successful PSP RTOs
- **3 October 2014** – deadline for commencement of training and enrolment in VEERA
- **28 November 2014** – deadline for completion of participants and enrolment in VEERA.
Until 2013

ACT Requirements for funded training delivery

2014 onwards

Schedules to ACT Funding Agreement:
- ACT Standards for Delivery of Training
- ACT Standards Compliance Guide

ACT Standards Compliance Guide
- Additional program specific ‘rules’
  - Evidence Guide
- Administrative Requirements (will be replaced by AVETARS User Guides)
  - Sanctions Matrix
Transparent:
- ACT Standards and Compliance Guides will be available to all stakeholders and accessible through ACT Education and Training Directorate website.

Consistent:
- ACT Standards apply a consistent interpretation of the requirements for RTOs across all ACT funded training initiatives.

Streamlined:
- ACT Standards format provides a clear outline of the expectations for RTO compliance. They contain essential elements against which RTOs will be audited.
ACT Standards

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Standard 1.1.  Promotion and Publications

All information and services provided by the RTO should be fully disclosed so that the student and/or employer can determine if the services advertised match what is being sought. The marketing material must be suitable for the target group. It must also contain accurate information about the RTO and, where subcontracting arrangements are in place, these must be made clear.

1.1.1. The RTO shall ensure that all publicity relating to funded training initiatives, including publications, promotional and advertising materials, public announcements and activities or any products or processes is ethical, accurate and consistent.

1.1.2. Publications and promotion of funded training initiatives shall:

a. identify the RTO’s legal entity and/or trading name and RTO National Code.

b. include the indicative fees for each course/qualification it offers under the agreement.

c. include an acknowledgement of the public funding received from the ACT Government (if required under the specific funded training initiative).
Standard 1.4. Compliance

The RTO must participate in audit activities notified by the Directorate. The RTO response to the audit must be timely, complete and co-operative.

1.4.1. The RTO shall conduct an annual internal review of its compliance with the ACTFA.

1.4.2. The RTO shall use the internal review tool provided by the Directorate to complete the annual internal review. Internal audits in any other format shall include all of the elements included in the Directorate’s internal review tool.

1.4.3. The RTO shall submit the completed internal review tool and any required evidence on request from the Directorate within the required timeframe.

1.4.4. The RTO shall ensure access to relevant files and student records is provided to Directorate staff during the conduct of an on-site or desktop audit.

1.4.5. The RTO shall submit further evidence to address non-compliant audit findings to the Directorate, if requested.
ACT Standards Compliance Guide
For Priorities Support Program (PSP)
Version 1
1 Jan 2014

Schedule to the ACT Funding Agreement
Compliance Guide

1. Promotion and marketing
2. Eligibility
3. Enrolment
4. Training Plan
5. Training and assessment delivery
6. Monitoring and support
7. Completion and certificate issuance
8. Record keeping and reporting
9. Compliance
## Compliance Guide - Mapping

<table>
<thead>
<tr>
<th>Compliance Guide Heading</th>
<th>ACT Standards heading</th>
<th>ACT Standards Ref #</th>
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<td>Promotion and marketing</td>
<td>1.1 Promotion and Publications</td>
<td>1.1.1, 1.1.2</td>
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<tr>
<td>Eligibility</td>
<td>2.1 RTO Eligibility</td>
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<td>2.2 Student Eligibility</td>
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<td>Enrolment</td>
<td>1.2 Data collection and Reporting</td>
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<td>2.3 Fees and Charges</td>
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<td>2.4 Initial Skills Assessment</td>
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<td></td>
<td>2.5 Recognition Arrangements</td>
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<tr>
<td>Training Plan</td>
<td>2.6 Training Plan</td>
<td>2.6.1, 2.6.2</td>
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Compliance Findings and Sanction Assessment Matrix for the ACT Standards

<table>
<thead>
<tr>
<th>Compliance Rating</th>
<th>Compliant</th>
<th>Minor non-compliance</th>
<th>Moderate non-compliance</th>
<th>Systemic non-compliance</th>
<th>Critical non-compliance</th>
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<tbody>
<tr>
<td></td>
<td>• System in place.</td>
<td></td>
<td>• Policies and procedures occasionally not followed or services do not fully meet the standards.</td>
<td>• Significant time/resources required to rectify</td>
<td>• Repeated failure</td>
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<tr>
<td></td>
<td>• Policies and procedures documented and followed by staff</td>
<td></td>
<td>• Inconsistent, frequent omissions in implementation</td>
<td>• One or more key standards not met</td>
<td>• Unable to rectify</td>
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*ETD reputation at risk*
Key changes/amendments include:

- Training Package/Qualification terminology updated to reflect ASQA (in-transition, teach-out and superseded)
  - In-Transition = 12 months following training package replacement
  - Teach-Out = next 6 months following ‘in-transition’
  - Superseded = 18 months has lapsed.
ACT Funding Agreement

- Will be extended
- Contract being reviewed for next round (with additions)
- Changes for next round:
  - Application form
  - Assessment methodology.
- New version of Internal Review Tool for the ACT Standards provided with extended ACTFA
- Survey will be released in early 2014 to gather feedback on the Internal Review Tool.
Harmonisation of Australian Apprenticeships

- Visa holders able to enter into an ACT training contract (unfunded)
- Strengthening employer obligations (e.g. Training contract must be initiated within 28 days)
- Training contract – probationary period
- Reviewing *Training and Tertiary Education Act*
TaTE Payment Controls Audit

- TaTE payment controls were audited by Protiviti
- No adverse findings
- Areas identified for improvement once AVETARS replaces manual processes
TaTE Payment Issues

- Some missed payments – have now been resolved

- Email funding@act.gov.au if any concerns regarding payments.
AVETARS Communication

- AVETARS Frequently Asked Questions (FAQs) on webpage
- Relevant questions will continue to be added to FAQs
- AVETARS Mailbox is live. All AVETARS related questions can be sent to AVETARS@act.gov.au
AVETARS Data Health Check

- A must for all RTOs prior to AVETARS go-live
- Send AVETMISS files to AVETARS@act.gov.au for its health check
- Data will be run through health check tool
- Report will identify data quality issues in AVETMISS submission and potential impacts on being paid through AVETARS
- Report provided to RTO to correct in student management system
- Support provided by TaTE to assist in understanding report.
AVETARS Development Progress

- AVETMISS
- Training contract variations
- Data migration: some data will need to be cleansed in AVETARS post go-live
AVETARS Portal Access

- Portal Access: students, employers, Australian Apprenticeships Centres and RTOs

- Validation required for variations – this requires email addresses therefore in preparation for AVETARS:
  - From 1 January 2014, all variation forms will include mandatory employer and student email address field
  - From 1 January 2014, training contracts will require employer and student email address to be approved
Other Business

Productivity Place Program (PPP)
- New Monthly Reporting Template.

Joint Group Training Program (JGTP)
- ACT funding committed and Deeds of Grant executed
- Australian Government commitment yet to be confirmed.

ACT Adult Community Education (ACE) Grants Program
- Opened 11 November 2013
- Closes 3 December 2013
- Successful applicants notified 20 December 2013.
2014 TaTE Forum Dates

March
- Thursday 13 March 2014

May
- Friday 16 May 2014

August
- Friday 8 August 2014

November
- Friday 7 November 2014