Commitment to the National Standards for Registered Training Organisations 2015

RTO Code: 21852
Australian Safe T Training Commitment to the

Standards for Registered Training Organisations 2015 made under the National Vocational Education and Training Regulator Act 2011

Issued by the authority of the Minister for Industry

Authority

Subsection 185(1) of the National Vocational Education and Training Regulator Act 2011 (the Act) provides that the Minister may make standards for NVR registered training organisations with the agreement of the Ministerial Council.

Purpose and Operation

The purpose of the Standards is to revoke the Standards for NVR Registered Training Organisations 2012 (F2013L00167) and the Fit and Proper Person Requirements 2011 (F2011L01341) and to remake the Standards to be complied with by persons seeking registration and continuing to be registered under the Act, including fit and proper person requirements.

The objectives of the Standards are to ensure nationally consistent, high-quality training and assessment services for the clients of Australia’s vocational education and training (VET) system.

The purpose of these Standards is to:

- set out the requirements that an organisation must meet in order to be a registered training organisation (RTO);
- ensure that training products delivered by RTOs meet the requirements of training packages or VET accredited courses, and have integrity for employment and further study; and
- ensure RTOs operate ethically with due consideration of learners’ and enterprises’ needs.

The Standards form part of the VET Quality Framework. As defined in section 3 of the Act, the VET Quality Framework is comprised of the Standards for Registered Training Organisations, the Australian Qualifications Framework, the Fit and Proper Person Requirements, the Financial Viability Risk Assessment Requirements and the Data Provision Requirements.

Compliance with the Standards is a condition for all NVR RTOs and for applicants seeking registration under the Act.

The Standards:

There are a total of eight standards. These standards are aligned to three distinct groupings of;

1. Training & Assessment – Standards 1 - 3
2. Obligations to Learners & Clients – Standards 4 - 6
3. RTO Governance and Administration – Standards 7 - 8

ASTTT Commitment to the National RTO Standards:

This document outlines these standards and states Australian Safe T Training’s [ASTT] commitment to these standards as reflected in ASTT’s policies and procedures.
1. Training and Assessment

**Standard 1:** The RTO’s training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

Sets out the requirements for an RTO’s training and assessment strategies and practices to ensure the provision of high quality training and assessment. The RTO’s training and assessment strategies and practices must have regard to the amount of training required for the learner to gain the competencies as specified in the relevant training package or VET accredited course.

**ASTT Commitment:** The ‘Amount of Training’ required will be determined for training delivered taking into account the Unit of Competency’s requirements and the existing skills and knowledge of each trainee. This will be noted in all training and assessment strategies and discussed with each trainee.

Requires the RTO to implement a comprehensive plan of systematic validation of its assessment practices and results, based on risk.

**ASTT Commitment:** Our validation policy and procedures are designed to ensure that the assessment materials meet the assessment requirements of each unit of competency. Validation is undertaken on an ongoing process as part of our Continuous Improvement and Industry consultation processes.

Sets the minimum qualification requirements for all trainers and assessors including those working under supervision.

**ASTT Commitment:** Our recruitment process and procedures ensure all relevant employees meet the requirements of undertaking a role as a trainer and/or assessor. A comprehensive HR file and internal audit process ensures ongoing compliance with this standard.

Identifies the requirements for an RTO delivering any qualification or skill set from the Training and Education Training Package including qualification requirements, supervision and independent validation.

**ASTT Commitment:** It is not our intention to deliver any units from this package, however if we subsequently did deliver, we would ensure a specific policy and associated procedures was established to ensure compliance.

**Standard 2:** The operations of the RTO are quality assured.

Identifies that the RTO is ultimately responsible for ensuring quality training and assessment within their organisation and scope of registration, regardless of any third party arrangements.

**ASTT Commitment:** We do not undertake third party arrangements, however if we did, our existing policy is robust enough to meet the minimum requirements of this standard.

Sets out the requirements for an RTO to systematically monitor and evaluate its training and assessment strategies and practices to ensure ongoing compliance with the Standards.

**ASTT Commitment:** As a small, regionally based RTO we not only have policies and procedures to ensure we systematically monitor and evaluate our training and assessment processes, we are capable of receiving and obtaining immediate feedback from our trainees, customers, industry and community representatives in addition to our internal formal and informal communication channels and processes.

Requires the RTO to have a written agreement with any third party delivering services on its behalf and to ensure that it has sufficient strategies and resources to systematically monitor any services delivered this way.

**ASTT Commitment:** We do not undertake third party arrangements, however if we did, our existing policy is robust enough to meet the minimum requirements of this standard.
Standard 3: The RTO issues, maintains and accepts AQF certification documentation in accordance with the Standards and provides access to learner records.

Sets the requirements for an RTO in issuing, maintaining and accepting Australian Qualifications Framework (AQF) certification documentation, to ensure qualifications, statements of attainment and records of results are not issued unless the learner has completed all requirements.

**ASTT Commitment:** Our record managements and issuing policies combined with our administrative processes ensures that qualifications and records of attainment are only issued in accordance with AQF requirements.

Requires the RTO to issue certification documentation to learners within 30 days of the learner completing or exiting their course.

**ASTT Commitment:** Our policy clearly states our commitment in relation to issuing certification documentation as per the requirements of the standard.

Sets out the requirements of the RTO in relation to the Student Identifier Scheme.

**ASTT Commitment:** We provide information and advice in relation to the Unique Student Identifier [USI] to all potential trainees as part of our student services and pre-enrolment processes.

### 2. Obligations to Learners and Clients

**Standard 4:** Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.

Identifies the requirements on an RTO to ensure that transparent and accurate information about its services and performance is accessible to prospective and current learners and clients.

**ASTT Commitment:** Our website and associated marketing material provide an open and transparent overview of our services and facilities. We also provide our AVETMIS data to the VRQA to enable them to analyse and distribute accordingly.

**Standard 5:** Each learner is properly informed and protected.

Requires the RTO to provide learners with information prior to commencement of services including any third party arrangements affecting the delivery of training and/or assessment, outlining the services to be provided to the learner, the rights and obligations of the learner and RTO, and to make information available about fees and rights to obtain a refund for services not provided.

**ASTT Commitment:** In addition to above, our pre-enrolments process reinforces our service delivery model and range of services and facilities that are available for all our trainees and clients.

**Standard 6:** Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.

Requires the RTO to have a transparent complaints and appeals policy that enables learners and clients to be informed of and understand their rights and the RTO’s responsibilities under the Standards.

**ASTT Commitment:** Our complaints and appeals policy is framed to ensure the integrity and procedural fairness of the process. It is made available to all trainees and clients as part of our pre-enrolment process.
3. RTO Governance and Administration

Standard 7: The RTO has effective governance and administration arrangements in place.

Identifies the requirements of the RTOs governance arrangements, including ensuring authorised executive officers are in place and satisfying the Financial Viability Risk Assessment Requirements and Data Provision Requirements. Requires the RTO to have suitable arrangements in place when collecting fees in excess of $1500 in advance by meeting the Requirements for Fee Protection. Makes holding public liability insurance a requirement of registration.

**ASTT Commitment:** As outlined in our policies and procedures we have a robust governance arrangement that protects both the organisation and trainee and ensure ASTT fully complies with all relevant governance standards.

Standard 8: The RTO cooperates with the VET Regulator and is legally compliant at all times.

Sets out the requirements for RTOs, and any third party delivering services on its behalf, to comply with the Standards, the VET Regulator and any other relevant Commonwealth, State and Territory legislation. Includes the requirement for RTOs to document any third-party arrangements and to notify the VET Regulator of these arrangements and for the RTO to provide an annual declaration on compliance with the Standards to the VET Regulator.

**ASTT Commitment:** We are fully committed to comply with all relevant acts, legislation, standards and guidelines of the relevant departments, agencies and regulatory bodies that being an RTO we are required to abide.

**Schedules** (available on request)

Schedule 1
Sets out the training and assessment AQF qualification or skill set requirements for trainers and assessors.

Schedule 2
Sets out the independent validation requirement for RTOs delivering training and assessment qualifications or assessor skill sets from the Training and Education Training Package.

Schedule 3
Sets out the fit and proper person requirements, made under subsection 186 (1) of the National Vocational Education and Training Regulator Act 2011.

Schedule 4
Sets out the conditions of use of the Nationally Recognised Training (NRT) Logo.

Schedule 5
Sets out the requirements for issuing AQF qualifications and statements of attainment.

Schedule 6
Sets out the requirements for protecting fees prepaid by individual learners, or prospective learners, for services.