

Training Accreditation Council Chairperson information

Frequently Asked Questions

What is the Training Accreditation Council (the Council)?

The Council is an independent statutory body established by Part 4 of the *Vocational Education and Training Act 1996* (VET Act). The Council delivers a client-focused regulatory service for the vocational education and training (VET) sector in Western Australia through quality assured registration and accreditation services.

In undertaking its role, the Council is responsible for assuring the quality of training and assessment of training providers registered with the Council and accreditation of courses in the VET sector in Western Australia, and provides expert advice to the Minister for Skills and TAFE on matters relating to the quality of VET in Western Australia. The Council is committed to providing practical, efficient and responsive support for the State Government, key stakeholders, and the community.

The Council operates within an agreed national VET regulatory framework defined in a set of standards, guidelines and policies aimed at achieving national consistency in the way RTOs and accredited courses are registered and monitored.

The Council's operating framework includes:

- *Vocational Education and Training Act 1996*;
- *Vocational Education and Training (General Regulations) 2009*;
- *Standards for VET Regulators 2015*;
- *VET quality framework incorporating:*
 - *Registration Standards 2025*;
 - *Australian Qualifications Framework*;
 - Data provision requirements; and
 - Financial Viability Risk Assessment Requirements as outlined in the Financial Viability Assessment Guidelines for the Registration of Training Providers 2017.
- *Australian Quality Training Framework (AQTF) 2021 Standards for Accredited Courses*.

What are the functions of the Training Accreditation Council?

The Council's functions are detailed in Part 4 and 7A of the VET Act to:

- register training providers; and
- accredit courses.

In discharging its functions, the Council may also:

- inquire into training providers and courses;
- vary, suspend or cancel registration;
- vary, suspend or cancel accreditation; and
- cancel qualifications.


In undertaking its functions, the key responsibilities of the Council include:

- **Registration** – RTOs are registered by the Council in accordance with the VET regulatory framework.
- **Course Accreditation** – Courses are accredited by the Council in accordance with the national framework for VET course accreditation. Accredited courses address skill requirements for industry, enterprise and the community where they are not covered by training packages.
- **Education and Guidance** – The Council proactively supports the VET sector through its Education Program which aims to build RTO and VET practitioner capability to meet regulatory obligations and improve RTO quality assurance systems.
- **Stakeholder Engagement** – The Council undertakes a critical role in working collaboratively and extensively with State and national governments, VET regulators and other stakeholders on VET policy and regulatory matters. This strategic engagement ensures State-based issues are prioritised.
- **Policy Advice** – The Council provides expert advice to the Minister for Skills and TAFE on regulatory and other VET policy matters relating to the quality of VET in Western Australia.

What are the VET regulatory arrangements in Western Australia?

The Council is one of three bodies regulating VET in Australia. The three regulators are the national VET regulator, the Australian Skills Quality Authority (ASQA), the Victorian Registration and Qualifications Authority (VRQA) and the Council in Western Australia.

As a State based VET regulator, the Council, regulates those providers that deliver nationally recognised training to domestic students in Western Australia, or that operate only in Western Australia and Victoria. To ensure a nationally consistent regulatory environment, the Western Australian government enacted legislation that mirrors the Australian Government arrangements.



In Western Australia two VET Regulators, the Council and ASQA have responsibility for the regulation of providers. ASQA regulates those providers that deliver to those on international student visas and that deliver in other states and territories.

Does the Training Accreditation Council have a strategic plan?

Yes, the Training Accreditation Council has a Strategic Plan. The [TAC Strategic Plan 2025 - 2028](#) outlines Council's strategic focus and key priority areas. The includes the following key priority areas:

1. Regulate the Western Australian vocational education and training sector.
2. Enable the effective operation of Registered Training Organisations (RTOs)
3. Lead the continuous improvement of the vocational education and training sector
4. Apply good governance and act in the public interest.

The Strategic Plan also includes the Council's vision, purpose and values to support its Plan and communicate the way in which the Council undertakes its business. The Strategic Plan is reviewed annually.

What is the relationship between the Training Accreditation Council and the Department of Training and Workforce Development?


The Training Accreditation Council is supported by the Department of Training and Workforce Development through the services of the Council's Secretariat.

In supporting the Council, key roles include:

- Implementing the Council's Strategic Plan and Risk Framework, the Regulatory Strategy, Education Program and to process applications for registration of training organisations and accreditation of courses for consideration by the Council; and
- provide high level advice and substantial support to the work of the Council on State and national VET regulatory and policy matters.

To maintain the Council's independence as a statutory body, safeguards have been established including a Memorandum of Understanding between the Council and the Department to provide transparency and a framework to enable Council to perform its functions under the VET Act. It also ensures ongoing collaboration between the Council and DTWD on national and State policy related matters. The MoU is reviewed on an annual basis.

Further, the head of the Council's Secretariat, the Director Training Regulation, reports directly to the Director General to maintain independence over regulatory activity and decisions.



The Council as the VET regulator in Western Australia has developed a strong working relationship with the Department in its role as the State Training Authority. The Chairperson meets with the Director General on matters related to State Government priorities, the broader VET system, and issues impacting VET regulation in Western Australia.

How are members of the Training Accreditation Council appointed?

In accordance with section 25 of the VET Act, the Training Accreditation Council has seven members appointed by the Minister for Skills and TAFE of whom one is appointed as the chairperson.

Members are appointed by the Minister based on their expertise, qualifications or experience relevant to the functions of the Council.

What is the role of the Chairperson of the Training Accreditation Council?

The Chairperson of the Training Accreditation Council has a duty to always act impartially in the public interest and in the best interests of the Council. The Chairperson has a duty to comply with the Training Accreditation Council Code of Conduct and TAC Charter and must act in good faith and exercise due care when undertaking duties to ensure accountability and transparency.

The activities of the Chairperson includes (but not limited to):

- lead Training Accreditation Council meetings (approximately 12 meetings per year) including sitting on sub-committees (Executive Committee) and consider matters 'Out of Session', if required;
- decide registration and course accreditation related matters and lead the decision making process;
- consider State and national VET regulatory and strategic policy matters;
- contribute to State and national reviews related to VET regulation including reading reports and providing comment/feedback;
- represent Council at internal and external events, meetings and forums, as required; and
- participate in the WA Training Awards, as required.

Am I personally liable for Training Accreditation Council decisions?

As the Chair of the Training Accreditation Council you are not personally liable as long as you acted in good faith, in the performance of your functions, as outlined in section 64 of the VET Act.

What do I need to know about potential or existing conflicts of interest?

The Training Accreditation Council Chairperson and members must declare any conflict of interest (real or perceived) they may have in any matter coming before the Council or its committees, or in any aspect of the Council's operations.

The Council has well established mechanisms to deal with actual, perceived or potential conflicts of interest including a Code of Conduct and disclosure requirements at meetings. The Council also has a Register of Interest and Council members are required to disclose all relevant interests and update as required.

Where the Chairperson's private interests (such as investments, relationships, voluntary or paid work, membership of other groups) may conflict or even perceived to conflict with the Chair's public duty, then the Chair must declare the matters to the Council and record such issues in the Register of Interest and at Council meetings to ensure they are transparent and capable of review.

Where the Chairperson has any doubt, they must disclose the nature of the interest at a meeting of the Council prior to consideration of the matter. If a conflict is confirmed, the Chairperson is required to leave the meeting prior to Council consideration and decisions on the matter.

Similarly, the Council Chairperson will not accept gifts or other benefits such as fees, favours, hospitality, rewards, gratuities or any form of remuneration which are likely to place the Chairperson under an actual or perceived financial or moral obligation to other organisations or individuals.

A Chairperson who does have a material personal interest in a matter being considered or about to be considered by the Council, but who does not disclose this interest is liable for a fine of \$10,000.

How much time is involved?

The Chairperson of the Council members spends approximately 25-30 hours per month on Council related activities.

The Training Accreditation Council meets on a monthly basis and meetings are held on the second Thursday of every month. Meetings commence at approximately 3.00pm and last between two and three hours. The Council also has established an Executive Committee consisting of three members including the Chairperson, and members may be involved with the Committee. Executive Committee meetings are scheduled when needed and typically last for less than one hour.

Additional Council meetings are held, and out of session items considered, as required.

Meeting papers are provided in advance of meetings (electronically) and members are expected to have read agenda papers before the Council meeting. The Council uses board

specific software for meetings and members will be required to use their own electronic device during meetings to view/access meeting papers.

The Chairperson works to:

- ensure effective relationships with other Council members, the Minister, Director General, Department of Training and Workforce Development (DTWD), Director, Training Regulation and Council Secretariat and other key stakeholders;
- ensure Council members, the minister, and stakeholders have confidence in the operation of the Council;
- acts as a conduit between the Minister, the Council, Director General, DTWD, and the Director, Training Regulation, Council Secretariat; and
- promotes the Council externally and speak on behalf of the Council.

How long is my term of office?

The term of appointment for the Chairperson is up to five years.

Can I be removed from the Training Accreditation Council?

While this is not a common occurrence, under the VET Act the Minister has the power to terminate the appointment of the Chairperson at any time.

The role may also be forfeited if you are an undischarged bankrupt or your property is subject to an arrangement under the laws relating to bankruptcy, or if you are convicted of an indictable offence.

Is the Chairperson of the Training Accreditation Council remunerated?

Yes, Training Accreditation Council service is remunerated in accordance with section 63 of the VET Act.

An eligible Training Accreditation Chairperson will receive sitting fees. Per annum rates as at December 2025 is \$39,442. Sitting fees are paid on a monthly basis.

Do Government employees receive remuneration as the Chairperson of the Training Accreditation Council?

The Premier's Circular 2025/15 confirms that a member of the Council may not be eligible to receive remuneration (other than reimbursement for travel expenses) if they: (

- are being paid from public monies including:
 - current full time local, State and Australian Government employees;
 - current Members of Parliament;
 - current and retired judicial officers (except magistrates);

- current non-academic employees of public academic institutions; or
- were a Member of Parliament within the last six months.

Instances where board members may be eligible for remuneration include:

- Local, State and Commonwealth Government employees who are:
 - part time and where the relevant Minister is satisfied that the work relating to the board occurs outside their employment and all other potential conflicts of interest are appropriately managed; or
 - not currently being paid from public monies such as those on leave without pay and volunteers;
- university academics (defined as those engaged primarily for the purpose of providing education services and not administrative or other services); and
- elected Local Government councillors.

Where can I obtain further information on the Training Accreditation Council?

Further information about the Training Accreditation Council can be obtained via the Council's website at www.wa.gov.au/tac.