Auspicing tool: VET delivery <insert school name>

Qualification choice

CONSIDERATIONS	COMMENTS	✓
Qualification/s offered • Is the qualification available for institutional delivery and green flagged in the *VET qualifications register for secondary students*? Note: If the qualification is identified as high risk for auspicing, contact should be made with the relevant training council. • Will the qualification meet Western Australian Certificate of Education requirements, including nominal hours for Certificates I and II? • Using the course search function on the Your Career website, what are the potential longer term student outcomes from completing the qualification?		
School review of qualification requirements Access the qualification details at training.gov.au. • What are the qualification's current packaging rules? • Can the school meet the training package resource (teacher skills, facilities, equipment and access to simulated or real workplaces) and assessment (including assessor and workplace/simulated environment) requirements to deliver the qualification? • Does the qualification include mandatory workplace requirements? If yes, can the school facilitate student access to workplace requirements, for example, flexible timetabling arrangements, duty of care provisions, access to local employers, site visits? • Can the school meet the industry advice on the qualifications register?		

Notes

RTO suitability and services

CONSIDERATIONS	COMMENTS	✓
Potential RTOs Use the 'organisation/RTO search' function on training.gov.au. • Is the qualification being delivered in WA? • If yes, which RTOs have the qualification on scope and indicate they are delivering it in WA? • Check the ASQA website to see if any ASQA registered RTOs had a regulatory decision made against them.		

Qualification delivery
Confirm the RTO is delivering the qualification in WA.
 	
• Is the RTO prepared to deliver the qualification through an auspicing arrangement?
• Has the RTO had experience auspicing with schools? If yes, which schools has the RTO partnered with?
• What electives does the RTO support for delivery?
• If the qualification requires workplace learning and/or assessment:
   o will the RTO assist in finding suitable placements; and
   o who will undertake the employer site visits?		

RTO compliance check RTOs are required to meet the *Standards for Registered Training Organisations (RTOs) 2015* and ensure schools they are auspicing with also meet the Standards. RTOs are audited against the Standards. Request a copy of the RTO's last audit report. • Does the RTO have any conditions, sanctions or significant or critical non-compliances which will impact on the proposed auspicing arrangement?		
RTO engagement with industry The *Standards for RTOs 2015* require RTOs to engage with industry to ensure training and assessment reflects its needs. For the qualification/s being considered: • does the RTO work with the relevant industry and associated enterprise(s) to develop and/or validate its training and assessment strategies and resources? • how does the RTO systematically evaluate and continually improve their training and assessment strategies and practices? • will the RTO facilitate the school's and/or teacher's engagement with the industry? If yes, how? If no, what will the school/teacher be required to do? • does the school/teacher have the time/resources to engage with industry?		

CONSIDERATIONS	COMMENTS	✓
Trainer and assessor requirements Trainers and assessors, including those in auspicing arrangements, must meet specified requirements as outlined in the *Standards for RTOs 2015*. The requirements that must be met are as follows. **Training and assessment qualification** Trainers and assessors must hold the *TAE40110 Certificate IV in Training and Assessment* (or its successor) or train under supervision. • How does the RTO manage this requirement? **Vocational competence** • How does the RTO ensure teacher trainers are vocationally competent? • What are the costs and requirements of these strategies? **Industry currency** • What are the RTO's industry currency requirements? • What evidence is the school/teacher trainer required to collect, and how does it get reported back to the RTO? • Will the RTO help teachers to meet industry currency requirements? If yes, how — and what is the cost?		
Facilities and equipment check Confirm your school has correctly understood the facilities, equipment and resources needed to deliver and assess the qualification to an industry standard. • Will the RTO undertake a site visit to ensure the facilities are appropriate and to standard? • If no, how will the RTO quality assure the school's facilities and equipment?		
Training and assessment resources and support • Does the RTO provide a training and assessment plan for the qualification? If not, will it help the school develop one? • Will the RTO's training and assessment plan meet amount of training requirements and enable students to demonstrate competency to the level required by the training package? • Are there any pre-delivery assessments, for example language, literacy and numeracy, for this qualification? If yes, who will undertake these assessments? • Does the RTO provide training and assessment resources, including the assessment mapping, for the qualification? If yes, can the school modify them or make reasonable adjustments and what is the RTO's validation process?		

CONSIDERATIONS	COMMENTS	✓
Student induction – VET requirements • Who does these? • What is covered in the induction?		
Records management RTOs are required to have records management processes in place. • What processes does the RTO have in place to manage student records, reporting and certification? • What records management and reporting requirements and processes does the RTO expect the school to implement?		
Other operational and administrative requirements The *Standards for RTOs 2015* require RTOs to meet a number of operational and administrative processes relating to complaints, appeals, student education and support services, third party arrangements and continual improvement. What are the RTO's policies relating to: • how student complaints and appeals are dealt with; • the provision of education and support services for students; and • how students are informed of the third party arrangement?		
Certification and resulting Can the RTO meet school and School Curriculum and Standards Authority (SCSA) resulting and certification deadlines and requirements?		
Cost • What are the upfront costs to auspice this qualification with the RTO and what do these costs cover? • Are there any additional costs, for example for resources, certification, moderation, site visits? • Are there any ongoing costs to auspice this qualification and what do they cover? • What is the RTO's refund policy for schools who cancel their agreement?		

Notes

Auspicing partnership arrangements

CONSIDERATIONS	COMMENTS	✓
RTO quality assurance processes Under an auspicing arrangement, RTOs are responsible for quality assuring a school's training delivery and assessment. • How will the RTO quality assure the school's training delivery and assessment, including resources? • How will the RTO monitor the training and assessment delivered by the school under the auspicing agreement? • How frequently will the RTO undertake site visits and/or meet with the school to quality assure the school's delivery and assessment and students' work? • If the qualification requires workplace assessment and/or workplace practice, how will the RTO quality assure this? • Are validation and moderation workshops held for teachers? If yes, how often?		

Auspicing partnership agreement
Discuss the scope and process for finalising the auspicing agreement and the school's approvals process with the RTO.
 	
Review the proposed auspicing agreement. Does it:
• clearly outline the roles and responsibilities of the RTO and school relating to:
  o teacher trainer and assessor requirements, including the Certificate IV in Training and Assessment, vocational competence and industry currency;
  o how the school will manage teacher-trainer absences and how the RTO will check replacement teacher/s meet the trainer/assessor requirements;
  o industry engagement;
  o developing and using training and assessment plans and resources;
  o administering any required pre-assessment checks;
  o workplace practice and/or assessment, including sourcing placements, student inductions, site visits, duty of care and assessing students;
  o student inductions;
  o records management; and
  o dealing with student complaints and appeals, education and support services, and informing students of the third party arrangement?
• clearly outline the RTO's quality assurance and monitoring processes, including validation and moderation of resources, training delivery and assessment, facility and equipment checks, and where applicable, workplace practice/assessment?
• have clear timelines for reporting and certification that comply with school and SCSA requirements?
• include all of the costs associated with entering into the agreement; the RTO's refund policy and a dispute resolution mechanism?		