

ASQA Update January 2012

Welcome to the January 2012 edition of the *Australian Skills Quality Authority (ASQA) Update*.

ASQA, Australia's new national vocational education and training regulator, sends this monthly update to ASQA registered training organisations (RTOs), course owners, stakeholders and subscribers.

The *ASQA Update* is also sent to RTOs in states where regulatory responsibility will transfer to ASQA in 2012.

[Past updates](#) and additional information about ASQA are available at www.asqa.gov.au.

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Information sessions for training providers

ASQA will be holding information sessions in major cities across Australia for training providers and course owners in the first half of 2012.

These will provide an opportunity for training providers and course owners to hear from the Commissioners about ASQA's regulatory approach, essential ASQA processes, transition arrangements and local VET issues.

Further details about information sessions will be published on the [ASQA website](#) and in future issues of the *ASQA Update*.

Panel of external auditors

Following a national tender process, ASQA has entered standing offer arrangements with a panel of external auditors. The panel arrangement will be in place for three years.

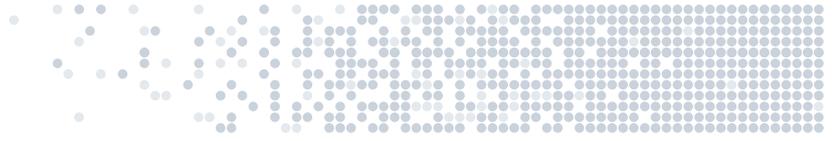
The auditors from across Australia came together in Sydney for an induction program on 8–9 December 2011. ASQA looks forward to the contribution that the panel auditors will make to its regulatory operations.

Tips for submitting RTO registration applications

Requesting hard copy forms and submitting paper-based evidence

ASQA provides people who may have difficulty accessing and making payments using ASQAnet with the option to request and submit hard copy forms and paper-based evidence.

RTOs requesting hard copy application forms should consider that, due to the nature of paper-based applications, the processing of hard copy applications and paper-based evidence may take longer than the processing of applications submitted using [ASQAnet](#).



Using ASQAnet

A range of support services for ASQAnet users—including step-by-step instruction videos—are provided on the [ASQAnet help page](#). The Info Line staff can also help with ASQAnet applications.

ASQAnet allows applicants to upload documents of up to ten megabytes in support of a registration application. It is unlikely that applicants will need to submit the entirety of a document over ten megabytes in support of a registration application. Where an applicant extracts and submits relevant information (information that directly supports the application) from larger documents, this may reduce their application's processing time.

Reminder—renewing course accreditation

Owners of accredited courses applying to renew accreditation should be aware that the renewal process is as rigorous as the initial accreditation process. A complete application may take up to four months to finalise.

Please note the following important information about the timing of the renewal application:

Before applying to renew course accreditation—submit a new course concept proposal

Prior to applying to renew course accreditation, course owners must submit a [course concept proposal](#) to ASQA. ASQA uses the course concept proposal to confirm that there is an ongoing need for the course, and that the proposal is sound.

Allow **four weeks** for ASQA to evaluate and respond to the course concept proposal.

Applying to renew course accreditation

After the course concept proposal is noted, course owners may apply to renew the accreditation of their course. A completed application must be submitted **at least 90 days before accreditation expires**. It is the responsibility of course owners to meet this legislative requirement; however, ASQA issues reminder notices to course owners approximately six and four months before accreditation expires.

Notifying licensees

Course owners who have licensed RTOs to use a course should keep licensees informed of the progress of the renewal application. If an RTO contacts ASQA about the progress of an application, ASQA will refer them to the course owner for further information.

Information about renewing the accreditation of a course, relevant forms and fee details are available on ASQA's website. Alternatively, contact the Info Line on 1300 701 801.

Application to amend CRICOS registration

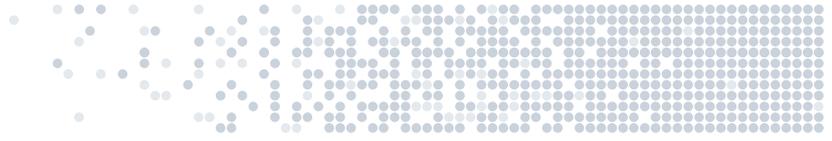
CRICOS registration applies only within a particular state or territory. Providers seeking CRICOS registration into a **new** state or territory are required to apply using an 'Application for **initial** CRICOS registration'.

RTOs changing the scope of their CRICOS registration by completing an '[Application to amend CRICOS registration](#)' must ensure that they are completing the relevant sections of the application form:

- Section 5.1 of the application form should be used to **add** qualifications and VET accredited courses to the scope of CRICOS delivery. Applicants should not list any qualifications and/or accredited courses in this table that are already listed on their CRICOS scope of registration.
- Applicants should use Section 6 to make changes to the delivery details of their **current** scope of CRICOS registration.
- When applying to **both** add new qualifications and VET accredited courses and change delivery details of existing qualifications and VET accredited courses, then **both** Section 5.1 and Section 6 should be completed.

Transition update for Tasmania, South Australia and Queensland

It is expected that registered training organisations (RTOs) and the owners of accredited courses in Tasmania, South Australia and Queensland will have their registration or accreditation transferred from their state regulator to ASQA in 2012.



Tasmania

Dependent on the proclamation of state referral legislation, ASQA is likely to commence operations in Tasmania in February 2012. A Hobart office is being established and recruitment activity is ongoing.

RTOs in Tasmania will be contacted by ASQA in the coming weeks regarding the transition process and a series of information sessions about the national VET regulation system.

South Australia and Queensland

Legislation to refer vocational education and training regulatory authority to ASQA is currently being considered by the South Australia and Queensland parliaments.

New communiqué and special bulletin from the National Skills Standards Council (NSSC)

The National Skills Standards Council (NSSC) met in Adelaide on Thursday 8 December 2011.

Standards-related matters canvassed included quality indicators for RTOs, determination for trainer and assessor competencies, RTO regulation, and Training Packages.

- Read [NSSC Communiqué #3—December 2011](#)

Special bulletin regarding reporting on quality indicators for RTOs

The NSSC also issued a [Special bulletin](#) providing important information to RTOs regarding their requirements to collect, analyse and report against the quality indicators (QIs) for RTOs. The bulletin states that RTOs are required to continue to collect, analyse and report against the three quality indicators for RTOs—the Learner Engagement, Employer Satisfaction and Competency Completion QIs.

RTOs are required to report to their regulator against the three quality indicators for the 2011 calendar year by 30 June 2012.

Reviewable decisions, reconsiderations and review by the AAT

There are a range of decisions made by ASQA under the [National Vocational Education and Training Regulator Act 2011](#) (the NVR Act) that are called 'reviewable decisions'. This means that a person or organisation dissatisfied with a reviewable decision made by ASQA may apply to the Administrative Appeals Tribunal (AAT) for a review of the decision.

All decisions made by ASQA that are reviewable decisions are listed in section 199 of the NVR Act (for example, such decisions as to reject an application, to impose a condition on an organisation, or to suspend or cancel an organisation or an accredited course).

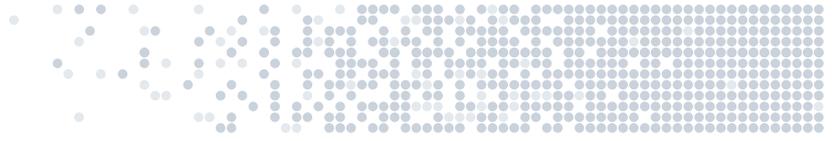
In some cases, a reviewable decision will be made by a delegate instead of the ASQA Commissioners. If a person or organisation is dissatisfied with such a decision, they can apply to ASQA to reconsider the decision. This is described in sections 200, 201 and 202 of the NVR Act. If they are dissatisfied by the reconsideration then they can apply to the AAT for review under section 203(1) of the NVR Act.

Any reviewable decisions made by the ASQA Commissioners cannot be reconsidered internally by ASQA, but application can be made to the AAT for review under section 203(2) of the NVR Act.

Annual registration fees

Prior to 1 July 2011, training providers in most states and territories paid annual registration fees to the relevant state or territory registering body. When registrations transferred to ASQA, these fees became payable to ASQA, in accordance with the *National Vocational Education and Training Regulator (Transitional Provisions) Act 2011, subsection 5 (1) (a)—Conditions of Registration*.

This legislation requires ASQA to charge those annual fees on the same basis as the former state/territory registering body, until the registration period granted by that state/territory registering body expires. (After the registration period granted by the former state or territory registering body expires, annual fees will be charged in accordance with ASQA's fee schedule.)



Under the terms of transferred registrations, these fees continue to be payable annually on the same anniversary date as previously. ASQA will commence issuing these invoices from January 2012, including annual fees that were payable during the period 1 July – 31 December 2011.

If you have any queries regarding the payment of annual registration fees, contact the Info Line.

Organisations claiming to represent, or to be endorsed by, ASQA

Organisations may be trying to approach RTOs offering services or advice as the Australian Skills Quality Authority, using names or website addresses using 'ASQA' or 'NVR'. Understandably, this is causing confusion and concern among RTOs.

ASQA is currently investigating these organisations and will take action to stop this activity. RTOs should ensure that they do not mistakenly send information intended for ASQA to these other organisations. If you are approached by an organisation claiming to represent ASQA, please contact the [Info Line](#).

Further information

Visit our website—www.asqa.gov.au—for regularly updated information about ASQA.

Call the ASQA Info Line on **1300 701 801** to speak to an adviser, Monday to Friday, 9.00 am to 7.00 pm EST. You can also ask the Info Line a question or provide feedback by emailing enquiries@asqa.gov.au.