



# Resourcing requirements—for applicants seeking initial registration or change to scope of registration

This is a general direction made under section 28(1) of the *National Vocational Education and Training Regulator Act 2011* (the Act).

A general direction may be given by the Australian Skills Quality Authority (ASQA), as the national vocational education and training (VET) regulator, on how registered training organisations (RTOs) must comply with the VET Quality Framework and other conditions defined in the Act.

It is a condition of registration that an ASQA registered RTO must comply with any such general direction.

## Purpose

This general direction provides guidance on the resource requirements that organisations must meet at the time of lodging an application for:

- initial registration as an RTO
- initial registration as a provider on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to deliver VET courses
- change to the scope of an existing RTO and/or CRICOS registration to deliver VET courses.

These resource requirements are set according to Clauses 1.3, 1.8 and 7.5 of the *Standards for Registered Training Organisations 2015* (the Standards).

Where an audit occurs to assess an application, ASQA will seek evidence consistent with this general direction as part of the audit.

## Commencement

This general direction will come into effect on 14 December 2018.

## Terms and definitions

**Assessment system** is a coordinated set of documented policies and procedures (including assessment materials and tools) that ensures assessments are consistent and are based on the Principles of Assessment and Rules of Evidence contained in Clause 1.8 of the Standards.

**Educational and support services** may include, but are not limited to:

- a) pre-enrolment materials
- b) study support and study skills programs
- c) language, literacy and numeracy (LLN) programs or referrals to these programs
- d) equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity
- e) learning resource centres
- f) mediation services or referrals to these services
- g) flexible scheduling and delivery of training and assessment
- h) counselling services or referrals to these services
- i) information and communications technology (ICT) support
- j) learning materials in alternative formats - for example, in large print
- k) learning and assessment programs contextualised to the workplace
- l) any other services that the RTO considers necessary to support learners to achieve competency.

**Facilities** means the venue(s) where delivery and assessment takes place. Facilities may be physical or virtual. Where delivery or assessment is partially or fully online, a suitable learning management system must be installed, configured and populated with all relevant learning and/or assessment materials.

**Equipment** means any equipment required for delivery and assessment, as per the requirements of each unit of competency included in the application (including all elective units specified in the strategies for training and assessment).

**Initial cohort** means the number of learners the applicant intends to enrol when it first commences delivery of a training product. For CRICOS applications, where 'initial cohort' is referred to in this general direction, this is taken to mean the learner capacity requested as part of the application.

**Learning resources** means all the teaching and learning materials used by trainers, including any provided to learners, that aid learners' acquisition of knowledge or skills. For example, these may include workbooks, PowerPoint presentations, videos, content contained in a learning management system for online learning, lesson plans and handouts. Learning resources may be purchased or developed by the applicant.

**Trainers** are persons who provide training and meet the requirements of Clauses 1.13, 1.14 and 1.16 of the Standards.

**Assessors** are persons who assess a learner's competence and meet the requirements of Clauses 1.13 to 1.16 of the Standards.

## Principles underpinning the general direction

Applicants are expected to have access to all required resources for each training product included in the application at the time of submitting the application. Resources include trainers and assessors, educational and support services, learning resources, facilities, equipment, assessment systems and an Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) compliant student management system or data entry tool.

**Clause 1.3 of the Standards** requires that an RTO has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient:

- a) trainers and assessors to deliver the training and assessment
- b) educational and support services to meet the needs of the learner cohort(s) undertaking the training and assessment
- c) learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery
- d) facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment.

**Clause 1.8 of the Standards** requires RTOs to implement an assessment system that ensures assessment (including recognition of prior learning):

- a) complies with the assessment requirements of the relevant training package or VET accredited course
- b) is conducted in accordance with the Principles of Assessment and the Rules of Evidence contained in Clause 1.8.

**Clause 7.5 of the Standards** requires RTOs to provide accurate and current information as required by the *Data Provision Requirements 2012*. RTOs must collect and submit full AVETMISS data, according to the requirements provided under the *National VET Provider Collection Data Requirements Policy* (unless the RTO is exempt).

## Resourcing requirements

Organisations must meet these requirements at the time of lodging an application.

### Trainers and assessors

Applicants must have sufficient trainers and assessors to deliver training and conduct assessment for the initial learner cohort(s) with regard to trainer/assessor-to-learner ratios and proposed timetabling.

Trainers and assessors that are not currently employed by the applicant must have been offered employment and indicated they will accept once registration has been granted.

Providing a CV for a 'potential' trainer/assessor or a job description/hiring policy is not sufficient.

## Educational and support services

Applicants must have sufficient educational and support services to meet identified needs of their target market for the initial learner cohort(s).

## Learning resources

Applicants must possess all learning resources for all units of competency included in the strategies for training and assessment. These learning resources must be set up and accessible to suit each location, learner cohort and mode of delivery.

Quotes or invoices for the proposed purchase of learning resources are not sufficient.

## Facilities and equipment

Applicants that plan to provide face-to-face delivery or assessment must have access to a venue suitable for all training products included in the application, with regard to the training package or accredited course requirements and the intended training and assessment strategy. This may include:

- purchased premises, or
- a current lease, or
- a written agreement to rent a site pending registration, or
- plans by the applicant to hire premises as required, and as appropriate to the training product and strategies for training and assessment.

If face-to-face delivery will occur, the venue(s) proposed for delivery:

- must be large enough for the initial cohort(s) and contain suitable and sufficient facilities such as breakrooms or toilets—with regard to any other organisations using the same venue
- must have appropriate approval from the local government authority for educational use (where this is a requirement of the local government authority).

Where access to a workplace is required as part of training or assessment:

- access to a suitable workplace for each training product applied for has been arranged and confirmed in writing (where the applicant will provide the workplace for the learner), or

- where a learner needs to (or can) provide a workplace, a formal process has been developed to assess whether each workplace is suitable.

Applicants seeking registration must have equipment (owned or leased) to deliver all units of competency included in strategies for training and assessment.

## Assessment system

An assessment system must be developed and ready to implement for all units of competency identified in strategies for training and assessment for all training products included in the application.

Quotes or invoices for the proposed purchase of assessment systems or materials is not sufficient.

## Demonstrated ability to remain compliant with requirements as learner numbers increase

Applicants must be able to demonstrate their capacity to remain compliant with the requirements of Clause 1.3 of the Standards should the number of learners enrolled increase in the 12-month period after the application is approved.

## Collection and submission of AVETMISS data

Applicants seeking initial registration as an RTO must have purchased (or created), installed and configured an AVETMISS-compliant student management system or data entry tool that is capable of meeting the requirements of the *National VET Provider Collection Data Requirements Policy*.