



Training Accreditation Council
WESTERN AUSTRALIA

ANNUAL REPORT

2000/01

Letter of Compliance

To the Hon J C Kobelke, JP, MLA, Minister for Employment and Training

In accordance with Section 30 of the Vocational Education and Training Act 1996, I submit for your information and presentation to Parliament, the Annual Report of the Training Accreditation Council for the period commencing 1 July 2000 and ending 30 June 2001.



Marli Wallace

Mrs Marli Wallace
Chair
Training Accreditation Council

30 September 2001

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Membership

The Training Accreditation Council is comprised of seven members who are appointed by the Minister for Employment and Training in accordance with the *Vocational Education and Training Act 1996*. They are selected on the basis of their expertise, qualifications and experience in accreditation, curriculum, training organisation registration or skills recognition.

Council Members:



Mrs Marli Wallace
(Chair) Consultant



Mr Tom Lyons
Vocational Education &
Training Consultant



Dr Irene Ioannakis
Chamber of Minerals
and Energy of WA Inc



Professor Roger Lethbridge
Murdoch University



Ms Shirley Thorn
Farmer



Mr Michael Keep
Alcoa World Alumina Australia



Ms Lorraine Carter
Woolworths (WA) Pty Ltd



Ms Mary Ballantine
Observer (by invitation of Council)
Department of Training and
Employment



Ms Joanne Morris
Executive Officer
Department of Training and
Employment

Vision Statement

The Training Accreditation Council is committed to:

- being the national leader for recognition policies, processes, services and standards in the vocational education and training sector
- providing practical, efficient and responsive support to government, industry, training organisations and the community

Chair's Report

I am pleased to present the Training Accreditation Council's 2000/2001 Annual Report.

It has been a very busy and productive year for Council members, with some interesting challenges and positive outcomes from the work undertaken.

Of major significance has been the national review of the Australian Recognition Framework (renamed the Australian Quality Training Framework), to bring about higher and clearer standards for registered training organisations. The revised Framework also introduces standards for State/Territory Registering/Course Accrediting Bodies to provide for nationally consistent auditor standards, audit practices and course accreditation processes. The revised standards are to be implemented progressively over the next twelve months by the Council.

A considerable amount of the Council's time and effort has been devoted to issues surrounding the implementation of vocational education and training (VET) in schools. In December 2000 the Joint Policy Statement – *Future directions for on VET in Schools*– was launched by the Minister for Education and Minister for Employment and Training. The Policy Statement confirmed the Government's and other key stakeholders' commitment to vocational education and training in this State and in the school sector. The new arrangements are to take effect from 1 January 2002. The Council has tried to ensure that the new arrangements incorporate appropriate mechanisms to assure the quality of vocational education and training in schools.

In February 2001, the Council was afforded the opportunity to provide a submission to the Post Compulsory Education Review. The Review aims to ensure that all young people have the opportunity of a quality education. The Council's main interest in the review related specifically to the intention to include vocational education and training units of competency into the curriculum structure of courses of study.

The Council also made a submission to the Machinery of Government Taskforce in March 2000, which was established to review the number of departments, statutory authorities, boards and committees in the wider public sector. One of the options being considered by the

Review was the proposal to amalgamate government arrangements pertaining to the education and training and employment sector. The Council's position was that it supported the current arrangements on the basis they were working effectively.

A review of the Australian Qualifications Framework was undertaken by the Australian Qualifications Framework Advisory Body during the past year. The Council provided a

submission to that review, strongly supporting the need to include Graduate Certificates and Graduate Diplomas that reflect vocational education and training as well as those for the higher education sector.

The publication and distribution of the *Skills Recognition Framework for vocational education and training in Western Australia* (known as the Skills Recognition Framework) in August 2000 is a significant milestone for the Council. The Framework, which encompasses recognition of prior learning, recognition of current competencies, credit transfer and advanced standing, will assist organisations in Western Australia with the implementation of skills recognition processes. A skills recognition awareness campaign, begun in June this year, promises to be a big success with much interest already being shown by individuals and industry to accessing opportunity offered through skills recognition.

During the year regular training recognition/registration information workshops were carried out as a way to communicate key messages on quality assurance and recognition. The Council continued to hold its monthly meetings at different registered training organisations to provide an opportunity for training organisations to meet with members, outline key activities and raise any issues of relevance.

In the past twelve months the Council has met at the following registered training organisations - Central Metropolitan College, Woolworths, Fairbridge Farm, Plumbing and Painting Training Company, Water Corporation, Construction Skills Training Centre , Nulsen Haven, and the WA Academy of Performing Arts at Edith Cowan University (WAAPA @ ECU).

Members of the Council also attended a range of industry events during the year. These are outlined at Appendix III of this report.

In the past twelve months 78 training organisations were registered for the first time with the Training Accreditation Council. There were 130 re-registrations in the same period. This brings the total number of Registered Training Organisations in Western Australia for the reporting period to 559. In addition 458 Registered Training Organisations are currently registered as delivering in Western Australia under mutual recognition. Eight Registered Training Organisations achieved quality endorsement during the year.

I wish to acknowledge my Council colleagues for their major contribution to the work of the Council during the past year and the excellent support services of the Executive Officer to the Council and officers of the Department of Training and Employment, specifically the Quality Assurance and Recognition Branch.

A handwritten signature in black ink, reading "Marli Wallace". The signature is written in a cursive, flowing style.

Mrs Marli Wallace
Chair

Functions of the Council

The Council's functions are detailed in Part 4, Section 27 of the *Vocational Education and Training Act 1996*. They focus on quality assurance and recognition in respect to vocational education and training (VET) in Western Australia.

Under the Act, the functions of the Council include:

- register and de-register training providers;
- accredit and vary and cancel the accreditation of courses and skills training programs and the qualifications gained from such courses and skills training programs training products;
- recognise skills and qualifications obtained by individuals in this State or elsewhere, in industry, the workplace or educational institutions; and
- determine the minimum competency to be provided by accredited courses and skills training programs.

The Council is also required to provide advice to the State Training Board on matters relating to the functions specified above.

The Council has an established complaint procedure to support its functions. Provision for appeals by complainants, against the Council's decision with regard to complaints, is available through the State Training Board under Section 31 of the *Vocational Education and Training Act*.

The Council's strategic approach to its responsibilities is detailed in its Business Plan that is reviewed quarterly and rewritten annually.

During 2000/2001 the Council's strategic focus has been in the following areas:

- *Commitment to excellence*
To meet its objective of managing quality and risk, the Council employed strategies to – encourage Registered Training Organisations to work to the highest level; ensure Registered Training Organisations maintained Australian Recognition Framework standards; provided advice to national and State committees on recognition policy and implemented/monitored national and State recognition policy.

Marketing and promoting quality assurance and the recognition of vocational education and training is also a focus for this key result area.

- *Service to clients* – The Council services its clients through provision of quality assurance and recognition arrangements to assure quality of training provided in this State.

Based on the key areas outlined in the Council's Business Plan, the following strategic issues have been considered by Council during the year:

- Review of Recognition Arrangements in Western Australia
- Review of the Australian Recognition Framework
- Review of the Framework for Competency Based Assessment
- Vocational Education and Training in Schools – Launch of the Joint Ministerial Policy Statement, *Future directions for VET in schools*
- Development of a Skills Recognition Framework
- Provision of a skills recognition (assessment only) service by Industry Training Councils/industry training advisory bodies
- Review of the Australian Recognition Framework
- Submission to the Review of the Australian Qualifications Framework
- Submission to the Review of Post Compulsory Education
- Integrated Monitoring Strategy
- Submission to Machinery of Government Taskforce

The Council holds its monthly meetings at the premises of Registered Training Organisations. Following each meeting, the Council meets with representatives of the host Registered Training Organisations. A presentation, outlining key activities of the Registered Training Organisation, is provided to Council.

The Council has a standing agenda item at its monthly meetings for consideration of applications from organisations seeking registration and Registered Training Organisations seeking to increase their scope. The Council also holds monthly Executive Committee meetings, two weeks prior to its standard monthly meetings, to consider additional applications. This has resulted in a very quick turn around for most applications that come to the Council for consideration.

The infrastructure in place to support the Council's key activities and provide ready information/advice to clients and stakeholders includes an information system which provides comprehensive information relating to registrations, accreditation, skills recognition, the quality system and training packages. Information is also available to support client enquiries, correspondence and registration.

In response to feedback from Industry Training Councils for the need for greater awareness of Council's activities and policy development advice the Council began a *TAC Update* newsletter, which is produced as required. To date, three newsletters have been produced and the feedback from industry and registered training organisations has been very positive.

Regular information sessions and workshops continue to be provided for those considering becoming Registered Training Organisations.

The Council and/or Chair of the Council have met with the Minister for Employment and Training on three occasions during the year to provide an overview of the Council's current activities and to raise issues of significance.

Highlights and Achievements for 2000/2001

Review of the Australian Recognition Framework

The Australian Recognition Framework (ARF) was introduced from 1 January 1998, with the instruction for a review after three years. During the past 12 months, a national review of the ARF has been underway. All State and Territory Recognition authorities, the Commonwealth, industry parties and the Australian National Training Authority have provided input into this review.

The review took into account concerns that had been raised by key stakeholders and industry in relation to some aspects of the way the ARF had been operating and sought consistent standards, simplified procedures and more client-centred services. At the same time a review of how effectively the current legislative framework, which underpins the system, was initiated. This takes into account the effective operation of mutual recognition.

Outcome of the review

On 8 June 2001, the Ministerial Council (MINCO) endorsed a revised Framework (renamed the Australian Quality Training Framework - AQTF). The AQTF comprises two sets of standards, developed through extensive consultation.

- Standards for Registered Training Organisations to strengthen and clarify existing requirements which will improve the practices of Registered Training Organisations and the credibility of their services; and
- Standards for State and Territory Registering/Course Accrediting Bodies that provide for nationally consistent auditor standards and practices and course accreditation processes. These standards make requirements measurable and nationally consistent.

Removal of Quality Endorsed Training Organisation (QETO)

At the November 2000 MINCO meeting, Ministers agreed that QETO be removed from the ARF as a registration pathway. With the implementation of the revised AQTF, there will be a single level of registration nationally for all purposes, with the exception of the additional requirements for delivery to overseas students in Australia.

To support Registered Training Organisations in the transition to the single level of registration and the removal of QETO status, the QETO requirements have been mapped against the ISO 9000:2000 series, the Australian Business Excellence Award and Investors in People. This work will assist States and Territories in providing support to Registered Training Organisations wanting to convert to an internationally recognised quality assurance system. While existing delegations to QETOs and other bodies remain in place up to 2003, further work is underway to confirm policy for future delegations for inclusion in the revised AQTF.

Transition to AQTF

To ensure the revised AQTF is implemented smoothly, a comprehensive transition strategy has been developed to support Registered Training Organisations, auditors and State Training

Authorities in converting to the new arrangements. A communication strategy has also been devised to educate and inform stakeholders of the changes.

In Western Australia, the Department of Training and Employment is to undertake a major communication strategy which will include:

- an awareness raising strategy, including distribution of information to all Registered Training Organisations; information to TAFE Managing Directors; information to Industry Training Councils;
- conduct of targeted briefing sessions for Departmental staff, including “Train the Trainer” sessions;
- distribution of tools developed by the Australian National Training Authority to support transition to the revised Australian Quality Training Framework;
- providing information sessions for Registered Training Organisations and Industry Training Councils, including schedule of regional and metropolitan workshops
- professional development of validators/monitors;
- regional information sessions.

Legislative Framework

At the November 2000 MINCO meeting, Ministers agreed that national consistency should be achieved through regulation of specified matters relating to registration, recognition and New Apprenticeship pathways. Ministers further considered legislative models to achieve these outcomes and agreed on the development of “model clauses” in the short term with further consideration to be given to “codified legislation”.

In June 2001 MINCO agreed to the Drafting Instructions for Model Clauses as the basis for the preparation of model clauses for State and Territory legislation.

Monitoring

It is a national requirement under the National Training Framework that all State and Territory Training Authorities monitor/audit Registered Training Organisations to ensure compliance with the AQTF standards and the delivery of quality training products and services.

The Department of Training and Employment, on behalf of the Council, administers the system monitoring of Registered Training Organisations.

During the past 18 months an integrated approach to monitoring has been undertaken, which uses a risk management approach to focus on the quality of training delivery outcomes from publicly funded training programs.

The first phase of the 2000/2001 Integrated Monitoring Strategy covered 53 site visits. Telephone surveys were conducted with 75 employers and 429 apprentices and trainees. The monitoring strategy focused primarily on the deployment of processes to address the then Australian Recognition Framework standards. The standards covered were - Resources for

Delivery and Assessment; Identifying Learning Needs and Designing Training Products; Assessment; and Issuance of Qualifications and Statements of Attainment.

The second phase of the 2000/2001 Integrated Monitoring Strategy, carried out during March-May 2001, focused on 20 schools who had received Registered Training Organisation status and approximately 20 funded Registered Training Organisations identified through the risk management approach. The same standards that were applied to the first phase of monitoring were used in the second phase. In addition, Registered Training Organisations that had received complaints were monitored.

While the report on the findings of the first and second integrated monitoring phases has yet to be published, there appears to be some broad, general issues that are emerging. Some of the issues raised that will require further work are:

- assessment and moderation of assessment;
- deployment of systems and processes to monitor and review training delivery and assessment;
- compliance with defined national and State protocols for the issuance of qualifications and statements of attainment;
- compliance with national and State requirements for the use of logos in advertising;
- marketing services and products; and
- work-based training and the capacity of an employer to support a trainee.

As a result of concerns raised by industry regarding the quality of some of the training in the security industry area, the Council agreed to a strategic audit of this area being undertaken. A reference group, made up of representatives from the Property and Business Services ITC, the Security Agents Institute, the WA Police Service and the Department of Training and Employment was established and work begun in May 2001. The audit of the security industry is expected to be completed and outcomes known by September 2001.

In addition, the Department will be undertaking work to ensure that the processes that support the Council's activities meet the revised Framework. A tender has been developed for this purpose and will be undertaken in the near future.

In February 2001, the Department of Training and Employment released a monitoring publication – *How to Survive Quality Assurance Monitoring – A Guide for Registered Training Organisations*. This publication has been distributed widely to all Registered Training Organisations and vocational education and training clients.

Framework for Competency Based Assessment

The development of the Framework for Competency Based Assessment in 1997 was a joint initiative between the Department of Training and Employment, the State Training Board and the Training Accreditation Council. The Framework provided a state-wide benchmark for all competency based assessment.

Significant changes have occurred in the vocational education and training sector since that time, including the implementation of Training Packages, the increased focus on assessment of competency to workplace standards and the review of the Australian Recognition Framework. Given these developments, it was considered timely to undertake a review of the Framework for Competency Based Assessment to reflect the changes and to produce a document that is user-friendly and readily accessible to assessors across the vocational education and training sector.

A consultant was engaged and a discussion paper distributed to stakeholders for comment. Based on the feedback received, a draft Framework has been prepared and circulated for comment and feedback.

One of the changes to the presentation of the new Framework is that people will be shown how to improve their assessment applications under the AQTF by registering as a Registered Training Organisation. An introduction to Competency Based Assessment has also been provided that takes people through the process and provides templates and exemplars as well as resources.

The revised Framework is to be available in November 2001.

Graded Assessment

The Department of Training and Employment, Western Australian TAFE Colleges and Vocational Education and Training Assessment Services (VETASSESS) have been engaged in developing and piloting a graded performance system over the past two years. The project was initiated in response to requests for a system of assessment reporting that both maintained the integrity of competency based assessment and provided a way of differentiating the performance of individual students.

The Department participated in national research that was undertaken by Kangan Batman TAFE in the area of graded assessment and upon completion of this research, representatives of the Department presented at a national conference aimed at exploring current practices and policies in relation to competency based graded assessment. The initial research identified the Western Australian pilot program as having significant national interest.

Feedback from the conference indicated that Western Australia is taking a leading role in the development of working models, policy development and implementation of competency based graded assessment.

Review of the Australian Qualifications Framework for the Bachelor Degree and Postgraduate Qualifications

The Australian Qualifications Framework (AQF) provides a comprehensive, nationally consistent, yet flexible framework for all qualifications in post compulsory education and training. The Framework recognises that the school sector, vocational education and training sector and higher education sector each have different industry and institutional linkages. It connects these in a coherent single Framework incorporating qualification levels, titles and guidelines.

In November 2000, the Australian Qualifications Framework Advisory Body (AQFAB) released a discussion paper, *A Review of AQF Guidelines for the Bachelor Degree and Postgraduate Qualifications*, for feedback by March 2001.

The Council provided a response to the discussion paper, focusing on the vocational education and training component – provisional draft Guidelines for Graduate Certificates and Graduate Diplomas – included in the Review.

Supplementary Guidelines for Graduate Certificates and Graduate Diplomas had previously been developed and endorsed by the Council in 1998, to reflect the needs of the vocational education and training sector in Western Australia. Development of these Supplementary Guidelines was in response to an agreed need for there to be a definable difference between Graduate Certificates and Graduate Diplomas in the higher education sector and the vocational education and training sector.

The main difference between the two sectors is considered to be in terms of the requirement in the vocational education and training sector to:

- base the qualifications upon competency standards;
- have a vocational outcome; and
- provide evidence of industry demand.

The Guidelines for a vocational education and training authorised Graduate Certificate and Graduate Diploma included in the AQFAB discussion paper, were informed by the developments in Western Australia, including the Council's Supplementary Guidelines.

The objective of the new Guidelines is to provide clarity about what distinguishes one qualification category from another, in particular, the defining characteristics of the learning outcomes/competencies of the qualification and the learning pathways, including criteria for entry, types of programs and duration and linkages with other qualifications. Two sets of characteristics for Graduate Certificates and Graduate Diplomas are proposed: one set for the higher education sector and another set for the vocational education and training sector. The vocational education and training Graduate Certificates and Graduate Diplomas are to be competency-based and must be specified in Training Packages as far as possible, rather than by course accreditation.

The development of these qualifications in the vocational education and training sector, based on competency standards, would mean that while they may share a common title with

qualifications awarded in the higher education sector, the potential exists for them to differ significantly in outcomes.

The outcomes of the Review are still to be finalised. However, in the interim, the Council has agreed to use the national draft vocational education and training Graduate Certificate and Graduate Diploma Guidelines until such time as amendments to the AQF are endorsed by the national body. These Guidelines were distributed to all registered training organisations in March this year and information about them was published in the *TAC Update* newsletter distributed at the same time.

The Council also endorsed a checklist for use by the Department of Training and Employment to assess all applications for accreditation of Graduate Certificates and Graduate Diplomas before presenting them to the Training Accreditation Council for consideration and decision.

Vocational Education and Training in Schools

Launch of the Joint Ministerial Policy Statement

Under section 6 of the *Vocational Education and Training Act 1996*, approval is required from the Minister for Employment and Training and the concurrence of the Minister responsible for administration of the *Education Act 1928*, prior to schools becoming Registered Training Organisations to deliver nationally accredited vocational education and training.

The delivery of vocational education and training in schools comes under the National Training Framework. In Western Australia, the Training Accreditation Council is the body responsible for registering providers of vocational education and training. Over 30 schools, including the five Agricultural Colleges, (now known collectively as the Western Australian College of Agriculture) were registered by the Training Accreditation Council during 1999 and 2000 under the Australian Recognition Framework.

Registration for all schools, except the Western Australian College of Agriculture, expires on 31 December 2001, to make way for new arrangements under the Joint Ministerial Policy Statement – *Future Directions for VET in Schools*. The Minister for Education and Minister for Employment and Training released the Joint Policy Statement on 4 December 2000.

Under the new arrangements, which come into effect from 1 January 2002, vocational education and training in schools will be delivered using the provisions of Section 6 of the Vocational Education and Training Act, and subject to Curriculum Council quality assurance processes. Schools will be able to offer training/competencies at Certificates I and II, provided that they are offered as part of Curriculum Council courses of study and in accordance with the Curriculum Council Act.

The underlying principles of the Policy Statement are:

- all vocational education and training delivered in schools will be in the context of a broad based general education and subject to the national standards as defined by the Australian Quality Training Framework;
- students' vocational education and training achievement will be recognised nationally by all other Registered Training Organisations; and
- in providing for vocational education and training in schools, existing publicly funded infrastructures should not be unnecessarily duplicated and state training priorities should be considered.

Over the past six months, the Curriculum Council, in collaboration with the Department of Training and Employment and the Training Accreditation Council has worked hard to prepare for implementation of the arrangements under the Joint Ministerial Policy Statement in 2002.

Monitoring of schools

The AQTF requires that Registered Training Organisations be subject to monitoring to ensure the quality of vocational education and training. Schools as Registered Training Organisations, operating in accordance with the requirements of the AQTF are subject to monitoring in the same way as other Registered Training Organisations. The Department of Training and Employment undertakes the monitoring of all registered training organisations on behalf of the Training Accreditation Council.

Prior to the commencement of the monitoring of schools this year, meetings were held with senior representatives of the education sectors/systems to outline the approach to be taken. The monitoring of Registered Training Organisation schools was carried out during March-May 2001 in a collaborative environment and was used as an educative process.

Initial feedback from the validators who undertook the monitoring of vocational education and training in schools has shown that vocational education and training staff demonstrated commitment and enthusiasm for vocational education and training. Monitors also found schools generally well resourced and vocational education and training students were well supported to encourage students' retention and success. However, monitors also found that there was a range of areas in relation to the ARF standards that required improvement. These areas would be worked through with the schools involved prior to the introduction of the new arrangements under the Joint Ministerial Policy Statement at the start of 2002.

Development of Skills Recognition Framework

The *Skills Recognition Framework for vocational education and training in Western Australia* (Skills Recognition Framework) has been developed for training organisations in Western Australia to assist with the implementation of skills recognition processes based on national and State policies. Skills recognition encompasses recognition of prior learning (RPL), recognition of current competencies, credit transfer and advanced standing.

The Framework is specifically designed to support Registered Training Organisations and organisations seeking to become a Registered Training Organisation.

The Training Accreditation Council is a joint sponsor of the Framework with the State Training Board and the Department of Training and Employment. The Framework links closely with the Framework for Competency Based Assessment.

The Framework was published in August 2000 and distributed widely to clients and stakeholders.

In June 2001 the Department of Training and Employment began a skills recognition awareness campaign to:

- raise awareness as to the existence of skills recognition as an accepted pathway to a qualification;
- encourage eligible workers in key areas to start the skills recognition journey;
- raise awareness among Registered Training Organisations of the need for skills recognition in the community;
- encourage Registered Training Organisations to actively promote, encourage and deliver skills recognition; and
- increase the number of skills recognition qualifications by 20 per cent in the first year of promotions.

To facilitate the campaign, posters, a brochure and generic advertising material, including case studies have been prepared. A web-site presence with information for individuals, Registered Training Organisations and assessors seeking further information about skills recognition and a database of Registered Training Organisations who seek to promote their skills recognition processes has also been developed.

To date the response to the campaign has been very positive with much interest being shown by individuals and industry.

Provision of skills recognition (assessment only) services by Industry Training Councils

In February 2000, the Council considered and endorsed a process for Industry Training Councils to offer skills recognition services to individuals employed, or seeking to become employed, within the industries where the Industry Training Council has responsibility.

The process requires that Industry Training Councils meet a set of Guidelines that were jointly endorsed by the State Training Board and the Council in December 1999.

The Guidelines require Industry Training Councils to comply with the Framework for Competency Based Assessment, the Skills Recognition Framework and participate in monitoring activities conducted by the Department of Training and Employment on behalf of the Training Accreditation Council.

Each Industry Training Council is required to complete an application to offer skills recognition services and submit it to the Council for approval, prior to it providing that

service. Following endorsement of the application, the Industry Training Council can proceed with skills assessments. The Training Accreditation Council awards all qualifications/Statements of Attainment for skills assessments carried out by Industry Training Councils.

The Training Accreditation Council agreed that the skills recognition undertaken by Industry Training Councils would be concentrated in the trade areas. However, applications received outside of trades would be considered individually.

Up to June 2001 three Industry Training Councils had been endorsed by the Training Accreditation Council to offer skills recognition services. These are:

- Hospitality and Tourism Industry Training Council
- Building and Construction Industry Training Council
- Metals Manufacturing and Services Industry Training Council

The Light Manufacturing Industry Training Council has submitted an application and the Food and Beverage Industry Training Council and Primary Industry Training Council have indicated an interest in applying to the Training Accreditation Council to provide skills recognition services.

During 2001, the following developments have also occurred in relation to skills recognition:

- the development of a database on skills recognition and arrangement for a “one stop shop” to be offered through the Training Information Centre;
- a series of workshops with registered training organisations to inform them of the process;
- the development of a skills recognition on-line site as a tool for use by Registered Training Organisations and learners. Registered Training Organisations will put their material on site and then individual students can develop skills portfolios.

Review of Recognition Arrangements in Western Australia

During the second half of 2000, a Department of Training and Employment Review Group examined and reported on quality arrangements pertaining to Registered Training Organisations, particularly those relating to the then Australian Recognition Framework and Quality Endorsed Training Organisations (QETO).

The initial work of this group was progressed in 2001, taking into account the significant national policy developments and changes relating to the review of the Australian Recognition Framework and national consistency issues that were under consideration.

A Reference Group, made up of Departmental and Training Accreditation Council representatives and the Executive Officer of the State Training Board was established to progress issues identified by the Review Group and outcomes resulting from the work on national consistency.

The main terms of reference for the Reference Group included examining validation and monitoring processes, fees and recognition services, QETO policy, delegations and accreditation.

An outcome of the review has been to recommend a more rigorous approach to the validation of compliance with the Australian Quality Training Framework, prior to registration and monitoring for ongoing compliance.

The review has also highlighted the need to update the approach to meet the new requirements of the Australian Quality Training Framework and to improve the level of assurance provided to the vocational education and training system's clients and stakeholders.

The proposed approach offers the following advantages:

- It strengthens the integrity of the registration process through the Department of Training and Employment controlling the allocation and payment of validators.
- The enhanced approach is consistent with the revised Australian Quality Training Framework arrangements.
- The involvement of Departmental personnel in monitoring increases expertise applied to the process.
- It ensures the application of a consistent registration pricing structure.
- It ensures greater involvement of industry expertise in monitoring processes.
- It increases the capacity and expertise of validators through integration of registration and monitoring panels.

The Training Accreditation Council endorsed the proposed new recognition arrangements for vocational education and training in Western Australia in June 2001 and forwarded its recommendations to the State Training Board for consideration in the near future.

Review of Post Compulsory Education

A review of post compulsory education was initiated in October 1999 with the release of the Curriculum Council's discussion paper that proposed a new post-compulsory education system.

The Curriculum Council released a position paper in November 2000 based on feedback from the discussion paper and consultations with the community. The paper set out the Curriculum Council's views on how post compulsory education should be structured to meet student needs in the future.

The Training Accreditation Council provided a submission to the Post Compulsory Education Review in April 2001.

The Training Accreditation Council is supportive of the aim to ensure that young people have the opportunity to experience a quality education that results in a successful post-school destination, through vocational education and training, university or employment.

Key issues raised by the Council related specifically to the intention to include vocational education and training units of competency into the curriculum structure. These issues included:

- the need for industry involvement in the whole process of monitoring, review, assessment and translation of competencies into the workplace;
- the requirement to ensure that the assessment of overarching learning outcomes is consistent and appropriate;
- the need to report units of competency, that need to be validated in the workplace, separately from assessments that count toward learning outcomes that are general education. This would be expected to maintain the integrity and rigour of the vocational education and training assessment process.
- the need to include people with vocational education and training expertise on the moderation panels to ensure the validity and reliability of school-managed and external assessment and to oversee moderation processes.

The consultation period for a response to the Post Compulsory Education Review closed on 30 June 2001. It is expected that the outcomes of the Review will be known later in the year.

Mutual Recognition

The previous Australian Recognition Framework specifically provided national principles for mutual recognition. Under the revised AQTF, each State and Territory will recognise and apply the decisions of all other States and Territories in registering training organisations (including the imposition of any conditions or sanctions with respect to registration) and in accrediting courses. This means a Registered Training Organisation can operate in all States and Territories without a further registration or recognition process or the payment of additional registration fees.

Nationally endorsed Training Packages and accredited courses leading to an Australian Qualifications Framework qualification are also subject to mutual recognition.

The AQTF will be implemented initially within the framework of existing State and Territory legislation. The Australian National Training Authority is progressing, on behalf of the ANTA Ministerial Council, the development of model clauses which will provide a legislative base for the implementation of the AQTF. It is proposed that once the model clauses have been drafted, each State and Territory would enact the clauses in their vocational education and training legislation. In the interim, commitment will be needed to give national effect to the revised AQTF either through mutual recognition or administrative arrangements.

During the past financial year the Training Accreditation Council received 384 notifications of Registered Training Organisations intending to deliver training under mutual recognition protocols.

Training packages

The Training Accreditation Council has continued to support the Department of Training and Employment in the implementation of training packages during the year. Regular updates on the development, endorsement and the implementation of training packages are provided to the Council.

In the past 12 months an additional 14 training packages have been endorsed, bringing the total number of training packages to 69. During 2000/2001 training packages have been developed in the following industry areas: Meat; Automotive; Manufacturing; Film, Television and Multi Media; Hairdressing; Music; Community; Recreation; Fitness; Offsite Construction; Property Development and Management; Public Safety; Textile, Clothing and Footwear; Wholesale; plus a number of Enterprise packages.

In the year 2000/2001, 1744 notifications were received from Registered Training Organisations to deliver accredited training. Of those, approximately 81% were based on qualifications from training packages. This continues to confirm for the Council that the policies developed in support of the National Training Framework and Australian Qualification Framework principles are taking effect.

Marketing

Marketing is used to promote the Western Australian Quality Assurance and Recognition System and to promote the Training Accreditation Council as the Quality Assurance and Recognition Authority in Western Australia.

It is important that clients and stakeholders are fully aware of quality assurance and recognition arrangements.

A range of marketing activities was undertaken during the year. These included:

- ***Publication of a TAC newsletter***

The Training Accreditation Council has produced three *TAC Update* newsletters in the past 10 months. The newsletter provides relevant, up-to-date information and advice on all aspects of the vocational education and training system related to the Council's functions. The newsletters are distributed widely to all stakeholders/clients of the system.

- ***Skills Recognition Awareness***

A skills recognition awareness raising campaign was begun in June 2001, with a pre-launch of the skills recognition strategy and awareness campaign held at E-Central. Following the pre-launch, copies of promotional brochures and posters were mailed to all Registered Training Organisations, Industry Training Councils, Tele-centres, libraries, Job Links, Regional Employment Coordinators, the Job Network and TAFE Marketing Managers.

A media campaign is to be run in July. The Department of Training and Employment has developed a web-site presence with information for Registered Training Organisations

trainers/assessors and individuals seeking further information about skills recognition. A professional development workshop, focusing on providing quality, responsive skills recognition to clients has also been developed.

- ***Monitoring publication***

How to Survive Quality Assurance Monitoring – A Guide for Registered Training Organisations, was released in February 2001 and distributed widely to clients of vocational education and training. As the title suggests the publication was produced to help new and established Registered Training Organisations understand the role of monitoring as an integral part of the quality assurance system under the AQTF. The publication sets out why monitoring is undertaken, what the Registered Training Organisation can expect and how the Registered Training Organisation might facilitate the process. A self-assessment is included in the publication to help Registered Training Organisations ascertain their readiness for being monitored.

- ***Flyer on review of the Australian Quality Training Framework (AQTF)***

Following the MINCO decision to endorse the revised AQTF, a flyer, introducing the AQTF and providing information on what it means for Registered Training Organisations, what are the next steps and advice on information sessions available, was produced and distributed widely.

- ***Professional development forums provided to validators***

Each year, the Department of Training and Employment, on behalf of the Council, provides monitoring and moderation forums for validators to promote the quality and consistency of validations. Four general moderation forums have been conducted over the period of this report as well as special forums focusing on vocational education and training in schools.

- ***Spotlight on the Training Providers' Conference***

In March 2001, the Australian National Training Authority (ANTA) held the *Spotlight on the Training Provider - Making Change Work Conference* in Perth. The conference focused on how training organisations are implementing the National Training Framework and how professional development programs are supporting and maintaining the momentum for effective change. The Training Accreditation Council and the Department of Training and Employment took the opportunity to participate through the establishment of an exhibition stand.

The Conference was considered to be a resounding success with a large attendance of Registered Training Organisations and other clients.

- ***Assuring the Quality of Training***

A pamphlet outlining the role of the Training Accreditation Council and information about how to become a Registered Training Organisation and the quality assurance system was prepared for distribution at the ANTA *Spotlight on the Training Provider - Making Change Work Conference*.

- ***New TAC website***

A new TAC website has been developed and is to go live in July 2001. The website will provide regularly updated information to customers on the Council's products and services, including information for new and existing Registered Training Organisations.

- ***Representation on committees***

The Training Accreditation Council participates in various committees relevant to its functions, eg the Curriculum Council's Vocational Education and Training in Schools Committee, the Post Compulsory Education Committee and the Review of Recognition Arrangements Reference Group.

- ***Participation in the Training Excellence Awards***

Each year, Training Accreditation Council members chair or participate on judging panels for the Training Excellence Awards.

Services to Clients and Administration

Services to Clients

The following information is provided for the Training Accreditation Council Annual Report 2000 – 2001.

Registration of Training Organisations

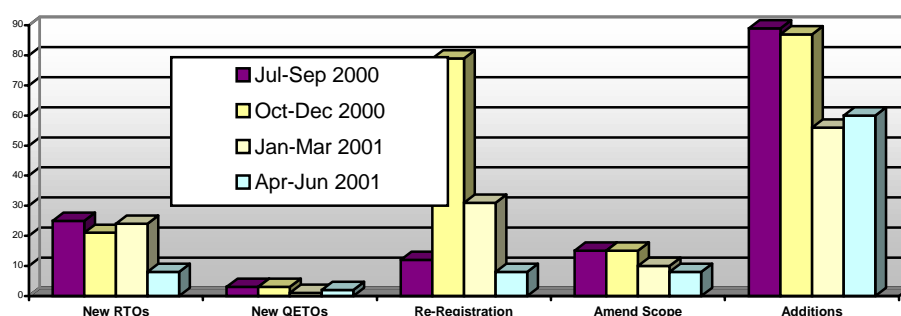
A total of 559 Registered Training Organisations are currently registered with the Training Accreditation Council. Thirty five of these RTOs are delivering in other States/Territories under mutual recognition arrangements. A further 458 Registered Training Organisations are currently registered as delivering in Western Australia under mutual recognition arrangements. With the introduction of the new Australian Quality Training Framework, this number is expected to decline due to the requirements for State/Territory Registering/Course Accrediting Bodies to record actual delivery not intention to deliver.

During the 2000/2001 year, Council considered the following applications from training organisations:

- 78 registrations with scope (new)
- 130 re-registrations
- 48 amendments to scope
- 292 notifications received from RTOs adding courses/qualifications to their current scope
- 384 notifications received from other State and Territory Recognition Authorities RTOs notifying WA of interstate RTOs delivering in WA under mutual recognition arrangements
- 8 registrations with Quality Endorsement

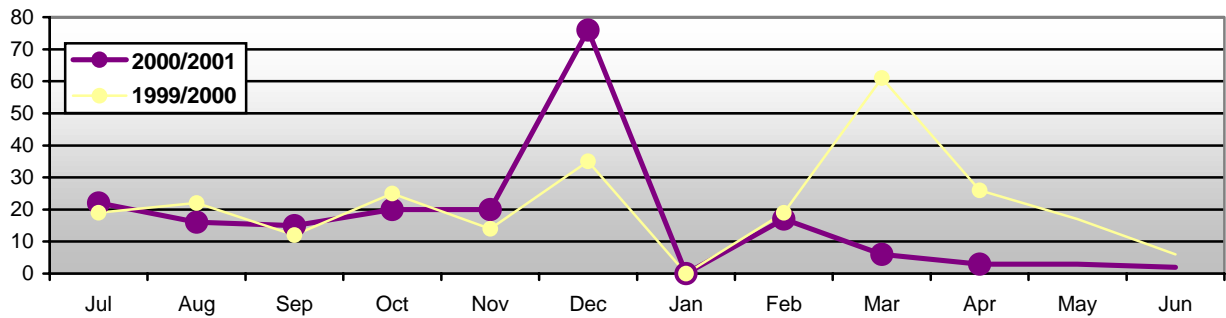
Registrations July 2000 – June 2001

Table 1



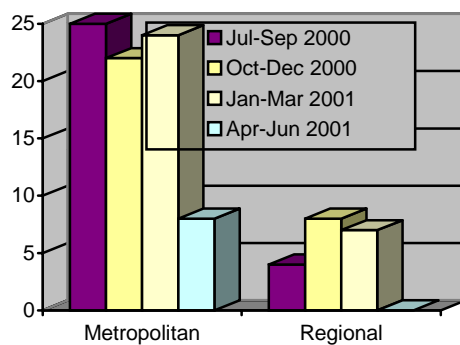
The table below indicates the number of overall applications considered by the Training Accreditation Council during 2000/2001 and provides a comparison with the previous year.

A significant increase during the month of December 2000 is attributed to the number of RTOs that were “deemed” RTOs who were required to re-register by 31 December 2000. The drop in figures during January – June 2001 may be attributed to the announcement of the ARF being revised and signed off by June 2001 with the anticipated implementation of October 2001.



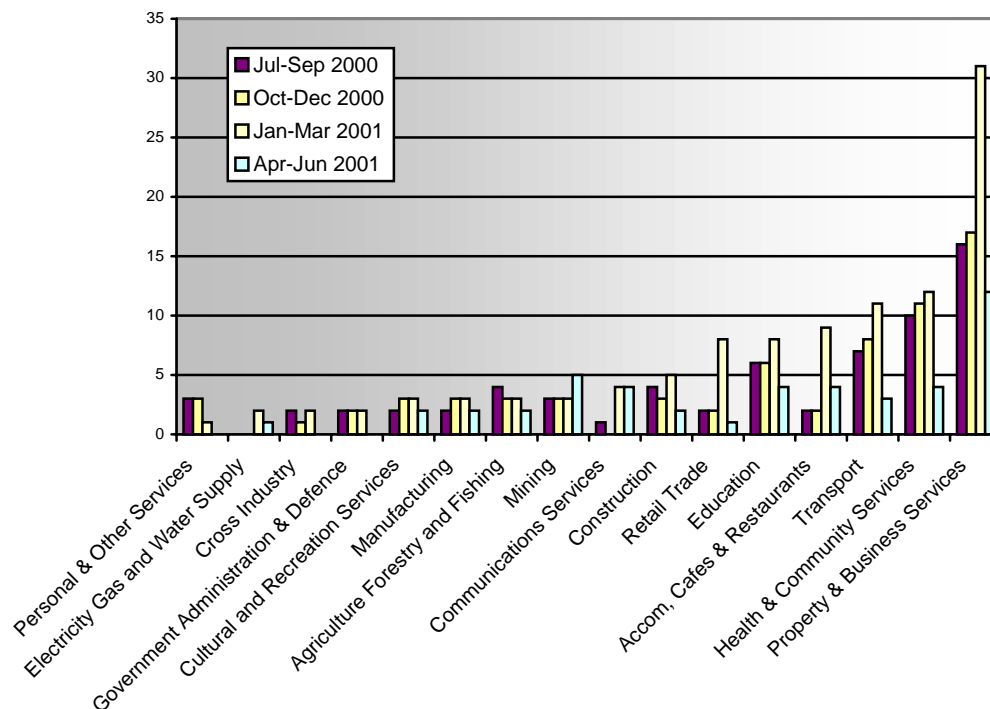
Registration Delivery Areas

Of the 78 organisations that registered during 2000/2001 61 are located in the metropolitan area and 17 are based in regional areas

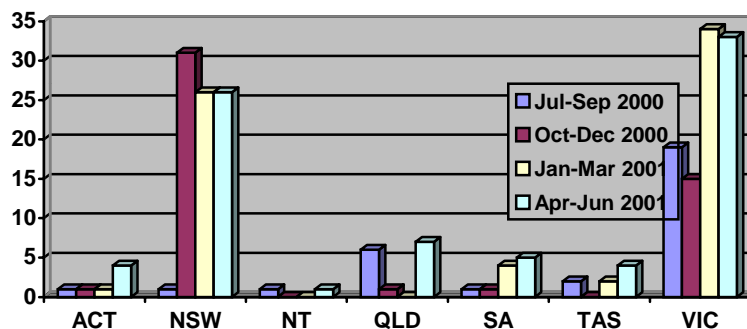


Industry Areas of Scope Validation

The Property and Business Services industry continues to have the highest number of RTOs delivering courses within their industry coverage. This can be attributed to the number of generic Training Packages, which are included in this industry group. For example Training Packages which cover financial services, business administration and assessment and workplace training and units of competency from Frontline Management



Mutual Recognition



Notifications of RTOs intending to operate in Western Australia under the Mutual Recognition principle of the Australian Recognition Framework totalled 384 for 2000/2001. This number is not indicative of RTO's actually delivering training this year.

Accreditation of Courses

QUARTER	Short Courses	Courses	Total
Jul-Sep 2000	20	26	46
Oct-Dec 2000	40	49	89
Jan-Mar 2001	4	18	22
Apr-Jun 2001	12	10	22
TOTAL	76	103	179

During 2000/2001 the Training Accreditation Council approved a total of 179 courses for accreditation. A further 57 courses were rejected by the Training Accreditation Council as they duplicated a training package qualification or unit of competency.

As Training Packages are endorsed and the Western Australian Implementation Kits developed to enable implementation of, and transition to, qualifications from the Training Packages, accreditation of courses will diminish.

Where it was anticipated that a Training Package would be endorsed within 6-12 month, courses were accredited for a period of one year only.

Skills Recognition – Trade Areas

From July 2000 to June 2001 there were 19 trade certificates approved for issuance by the Council to individuals assessed as competent in a range of trade areas.

Trade Area	No
Breadmaking	1
Bricklaying	2
Carpentry and Joinery	1
Cooking	9
Painting and Decorating	3
Plastering	1
Roof Plumbing	0
Roof Tiling	0
Wall and Ceiling Fixing	0
Wall and Floor Tiling	2
Total	19

During 1999/2000 the Council reviewed the process for Industry Training Councils and industry training advisory bodies to offer skills recognition services. The Council endorsed a process to enable ITCs that were operating under pilot arrangements to formalise these arrangements and enable other Industry Training Councils the option to provide skills recognition services on behalf of the Training Accreditation Council in trade areas relevant to their industries.

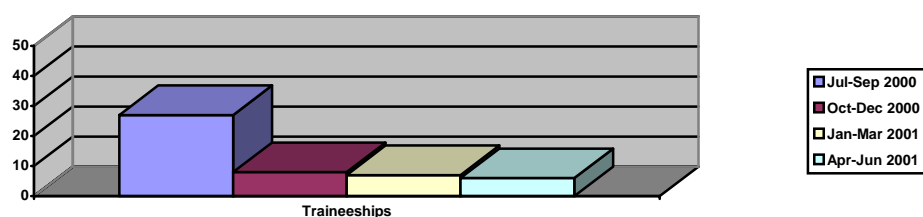
To date the Council has approved the following Industry Training Councils to conduct skills recognition services for trade qualifications;

- Hospitality and Tourism ITC
- Metals Manufacturing and Services ITC
- Building and Construction ITC

Apprenticeships and Traineeships

As training packages are being endorsed or revised, traineeships are being linked to the appropriate qualifications to meet the needs of Western Australian Industry. Traineeships are developed by the Department of Training under the Industrial Training Act prior to being entered by the Training Accreditation Council onto the National Training Information Service.

From July 2000 to June 2001 48 traineeships were established. There are currently 154 traineeships listed on the State database.



Complaints Handling

During the financial year a total of 48 complaints were logged under Council's complaints handling procedures. 35 of these have been resolved and closed. Investigations into complaints registered identified a number of instances where organisations have breached the ARF standards. Once the issue of non-compliance had been highlighted to the relevant RTO, action was taken to address the area of concern.

The Training Accreditation Council successfully prosecuted under Section 65 of the Vocational Education and Training (VET) 1996 Act and subsequently fined Mr Payne and Ms Warner, Directors of the Training Organisation Para-care Services for claiming their training organisation was registered and delivering accredited training under the Act, when it was not registered.

Administration

The Training Accreditation Council is supported through the services of an Executive Officer and officers of the Quality Assurance and Recognition Branch of the WA Department of Training and Employment. One of the Branch's key roles is to process applications for registration of training organisations, accreditation of courses and skills training programs and the qualifications gained from such courses/programs. The Branch also provides substantial support to the work of the Council on complex policy issues.

Information/advisory service

An information system on registration, accreditation and skills recognition, including information from State and national databases is maintained by the Quality Assurance and Recognition Branch of the Department. This information is distributed by the Branch, on request, to the industry and training network and other interested parties.

Support products

A range of printed material is available to assist applicants, including guides for applicants and application templates.

Workshops

Workshops have been provided to promote knowledge and understanding of national and State policies, including the concept of Training Packages, the Australian Recognition Framework (renamed the Australian Quality Training Framework), competency based assessment and processes for registration and accreditation. In the past financial year, ten information sessions have been provided to 107 people and five one day workshops have been provided to 57 people.

Website

The Training Accreditation Council has a new website which is to go live from mid July 2001. The new website provides the following information:

- **About TAC**
 - The role of TAC
 - QA&R Branch
- **How to become an Registered Training Organisation**
 - Why register your training organisation
 - Registration information – sessions and workshops
 - Policies
 - Scope
 - Ethical marketing and advertising
 - Online registration
- **Information for Registered Training Organisations**
 - How to deliver training
 - Links to NTIS
 - Monitoring

- Complaints
- **Publications**
 - Newsletters
 - Annual report
 - Policies
 - glossary of terms
- **Validators**
 - Do you want to become a validator?
- **Feedback**

APPENDIX I GLOSSARY OF TERMS

Accreditation means the formal recognition of a course by the State or Territory course accrediting body in line with the *Standards for State and Territory Registering/Course Accrediting Bodies*.

Accredited course means a structured sequence of vocational education and training that has been accredited and leads to an Australian Qualifications Framework qualification or Statement of Attainment.

Articulation means the formal linkage between different levels of qualifications. Articulation arrangements allow for horizontal and vertical movement between courses and training programs.

Assessment means a process of collecting evidence and making judgements on whether competency has been achieved to confirm that an individual can perform to the standard expected in the workplace, as expressed in the relevant endorsed industry/enterprise competency standards or the learning outcomes of an accredited course.

Audit means a systematic, independent and documented process for obtaining evidence to determine whether the activities and related outcomes of a training organisation comply or continue to comply with the *Standards for Registered Training Organisations*.

Australian Qualifications Framework (AQF) means the policy framework that defines all qualifications recognised in post-compulsory education and training within Australia. The AQF comprises titles and guidelines, which define each qualification, together with principles and protocols covering articulation and issuance of qualifications and Statements of Attainment.

Australian Quality Training Framework (AQTF) means the nationally agreed quality arrangements for the vocational education and training system agreed to by the Ministerial Council.

Competency describes a person's ability in a range of areas, including; task skills, task management skills, contingency management skills and job or environment skills.

Competency standards reflect knowledge, skill and their application to the standard of performance required in employment.

Industry organisations represent industry, including peak business and union organisations, as well as specific Industry Training Councils (ITCs).

Internal audit means audits conducted by, or on behalf of, the organisation itself for internal purposes.

Ministerial Council means the ANTA Ministerial Council established under the Australian National Training Authority Agreement which is a Schedule to the *Australian National Training Authority Act 1992*, comprising the Commonwealth, State and Territory Ministers responsible for vocational education and training, or any successor council comprising those Ministers.

Mutual recognition applies nationally and means:

- 1** The acceptance of the decisions of the registering body that has registered a training organisation, or the course accrediting body that has accredited a course, by another registering/course accrediting body, without there being any further requirement, including:
 - (a) the recognition by each registering body of the decisions of registering bodies in other States and Territories in relation to the registration of training organisations and the imposition of sanctions including cancellation of registration; and
 - (b) the recognition by each course accrediting body of the decisions of course accrediting bodies in other States and Territories in relation to the accreditation of courses.
- 2** The recognition by all State and Territory registering/course accrediting bodies of the national endorsement of Training Packages as notified on the National Training Information Service.
- 3** The recognition and acceptance by a Registered Training Organisation, of Australian Qualifications Framework qualifications and Statements of Attainment issued by other Registered Training Organisations, enabling individuals to receive national recognition of their achievements.

National Training Framework (NTF) means the system of vocational education and training that:

- a applies nationally;
- b is endorsed by the ANTA Ministerial Council;
- c is made up of the AQTF and nationally endorsed training packages.

Nationally Recognised Training - means training and assessment, delivered by a Registered Training Organisation, which meets the requirements specified in national industry/enterprise Training Packages or in accredited courses.

National Training Information Service means the National Register for recording information about Registered Training Organisations, Training Packages and accredited courses. Information held on the NTIS is searchable and publicly accessible via the Internet. The NTIS contains comprehensive information on endorsed Training Packages which have been approved by Ministers for recording on the NTIS. Information includes: full details of competency standards; a listing of National Training Quality Council noted support materials with contact source; details of Australian Qualifications Framework accredited courses/qualifications; and contact details and scope of registration of all Registered Training Organisations.

Non-compliance means failure to comply with one or more of the Standards for Registered Training Organisations.

Period of registration means the period for which a Registered Training Organisation is registered. The period of registration is five years (unless cancelled or suspended).

Partnership means the Association between a non-registered organisation and a Registered Training Organisation to achieve recognised training.

Recognition Authority means the Authority in a State or Territory that registers training organisations for the purpose of delivering training services to specified standards.

Recognition of prior learning (RPL) means the recognition of skills and knowledge against course outcomes, ie. learning outcomes. RPL also involves the recognition of competencies held against relevant competency standards.

Registered Training Organisation means a training organisation registered by State/Territory Recognition Authorities as Nationally recognised, for the provision of training products and services.

Registered Training Organisation (QETO) means a Quality Endorsed Training Organisation whose quality endorsement includes meeting one or more core standards relating to training service provision. *NB: QETO was separated from the Australian Recognition Framework in 2000 and will no longer be a part of the Framework beyond 2003.*

Registration Agreement means the formal agreement between a Registered Training Organisation and the Training Accreditation Council.

Scope (of registration) means the range of training products and services, within one or more defined industry areas, that a training organisation is registered to deliver.

Skills recognition agency means an organisation that delivers an assessment service and issues qualifications and statements of attainment. Skills recognition agencies do not deliver training.

State or Territory registering body means the body responsible, under the State or Territory vocational education and training legislation and decision making framework, for administration of the accreditation of courses.

Statement of Attainment means a record of recognised learning which, although falling short of an Australian Qualifications Framework qualification, may contribute towards a qualification outcome, either as attainment of competencies within a Training Package, partial completion of a course leading to a qualification, or completion of a nationally accredited short course which may accumulate towards a qualification through Recognition of Prior Learning processes.

Strategic Industry Audit means the audit of Registered Training Organisations operating in a specific industry or industry sector targeted on the basis of identified risks relating to that industry or sector.

Training organisation means an organisation that can be registered with State and Territory Recognition Authorities to develop and deliver training products and services. Training organisations include: TAFE institutions, private training organisations, RPL and assessment agencies, Group Training Companies, industry organisations and workplaces.

Training package means a set of national training resources consisting of national competency standards, assessment guidelines and national qualifications. These components will be endorsed by the National Training Framework Committee and approved by Ministers. The package can also include non-endorsed components, namely: assessment materials, learning strategies and professional development materials.

Training products means training packages qualifications and accredited courses.

Unit of competency means a discrete component within a competency standard. It comprises a title, a short description of its purpose and the constituent elements of competency, together with associated performance criteria. It usually includes a range of variables and may include an evidence guide.

Validator means an independent person recognised by the Training Accreditation Council to ensure that the standards for registration/accreditation have been adequately addressed in a training organisation's registration/accreditation submission.

Vocational education and training Quality Framework means a quality assurance framework for vocational education and training organisations, products and services.

APPENDIX II ACRONYMS

AQF	Australian Qualifications Framework
AQTF	Australian Quality Training Framework
ANTA	Australian National Training Authority
ARF	Australian Recognition Framework
CBT	Competency Based Training
ITC	Industry Training Council
NTF	National Training Framework
QETO	Quality Endorsed Training Organisation
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation
STB	State Training Board
TAC	Training Accreditation Council
VET	Vocational education and training

APPENDIX III FUNCTIONS/MEETINGS ATTENDED BY THE TRAINING ACCREDITATION COUNCIL

The Training Accreditation Council was represented on the following occasions:

DATE	FUNCTIONS/MEETINGS
03/07/00	Meeting with Chair and Executive Officer, Hospitality and Tourism ITC; Executive Officer, Process Manufacturing ITC and Executive Officer, Metal Manufacturing and Services ITC
05/07/00	Meeting with Chief Executive Officer and Chair, of Building and Construction ITC; and Executive Officer and Chair, Wholesale, Retail and Personal Services ITC.
06/07/00	Launch, by Minister Board, of the Aboriginal Music Corporations new accredited Aboriginal and Islander College of Music
07/07/00	Meeting with Executive Officer and Chair, Government Health Training Advisory Board; Executive Officer HIA; Executive Officer and Chair, Primary ITC
10/07/00	MINCO Information Forum
11/07/00	Meeting with Executive Officer, Arts, Sport and Recreation ITC, Chair, and Acting Executive Officer, Transport and Storage ITC.
19/07/00	Meeting with Executive Officer and Chair, Finance, Property and Business Services ITC.
20/07/00	TAC meeting held at Central Metropolitan College of TAFE, Perth
21/07/00	Department of Education Services – Presentation by Professor Allan Luke re A Vision for the Future
24/07/00	Meeting with Executive Officer of WA Primary Industries Training Council
28/07/00	Training Excellence Awards –Hyatt Hotel
17/08/00	TAC meeting held at Minister for Employment and Training's offices Perth
13/08/00	Hospitality Group Training Scheme
21/09/01	TAC meeting held at Woolworths WA Pty Ltd, Kewdale
27/10/00	WA Primary Industries Training Council AGM, Rose Hill Council Club
10/00	Graduation Parade of Recruit School 5/99, WA Policy Academy
19/10/00	TAC meeting held at Fairbridge Farm, Fairbridge Pinjarra
16/11/00	TAC meeting held at Plumbing & Painting Training Company
21/11/00	Training Excellence Awards –Hyatt Hotel
25/01/01	Graduation Parade of Recruit School 5/00, WA Policy Academy

DATE	FUNCTIONS/MEETINGS
19/02/01	Curriculum Council 2000 Awards held at Curtin University.
12-13/03/01	Spotlight on the Training Provider Conference
15/03/01	TAC meeting held at the Water Corporation, West Perth
12/04/01	Athene College Graduation Ceremony
11/04/01	Training Excellence Awards – Meeting
19/04/01	TAC meeting held at the Construction Skills Training Centre, Welshpool
6/05/01	XLT Industrial Training Pty Ltd ,Launch, Spearwood
09/05/01	Science and Technology Launch. e-Central
15/05/01	WA Hospitality and Tourism ITC, National launch
17/05/01	TAC meeting held at Nulsen Haven, Cannington
30/5/01	Challenger TAFE – Graduation
21/06/01	TAC meeting held at the WA Academy of Performing Arts (WAAPA @ ECU)