

# POLICY

## VOCATIONAL EDUCATION AND TRAINING (VET) REGISTRATION AND COURSE ACCREDITATION (RACA)

Responsibility of: Employment and Training Division

DEET File: 2006/0881

Effective Date: 1 June 2007

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Next Review Date: 1 June 2008

### 1 POLICY

The Registration and Course Accreditation (RACA) Policy provides for the consideration and development of recommendations and appropriate action for approval by the Northern Territory Employment and Training Authority (the Authority) or delegate, on

1. Registration decisions
2. Accreditation decisions
3. Endorsement and implementation of Training Packages

Recommendations and decisions will be consistent with the [Australian Quality Training Framework \(AQTF\) Standards](#) and the [Northern Territory Employment and Training Authority Act 2004](#) (the Act).

### 2 BUSINESS NEED

To ensure that the decisions of the Authority are consistent with the Australian Quality Training Framework (AQTF) Standards and the Act.

### 3 RESPONSIBILITIES

- 3.1 Director, Training Branch, is responsible for developing and maintaining this policy in collaboration with the Manager, Quality and Regulatory Unit.
- 3.2 The General Manager, Employment Initiatives, is responsible for reviewing and endorsing any amendments to this policy prior to approval.
- 3.3 The Deputy Chief Executive, Employment and Training, is responsible for approving this policy.
- 3.4 The responsibility for ensuring all procedures have been adhered to rests with the Manager, Quality and Regulatory Unit.

### 4 DEFINITIONS

*Australian Quality Training Framework (AQTF)* – means the nationally agreed quality arrangements for the Vocational Education and Training (VET) system.

*Registration decisions* – means the decisions by the Authority or delegate about whether;

- a) registration will be granted, suspended, amended, cancelled, reviewed or have conditions placed upon it, or the scope of registration extended or reduced and/or
- b) a sanction for non-compliance will be imposed

*Registration Renewal* - means the subsequent registration of a Registered Training Organisation (RTO) following an external audit, conducted prior to the expiry of a registration period, against the requirements of the AQTF Standards for RTOs.

*Accreditation decisions* – means the decisions by the Authority about whether an application to develop or accredit a course meets the requirements of and is in line with the AQTF Standards for Registering/Course Accrediting Bodies and the *Act*.

*Sanctions* - means any action imposed for non-compliance with the AQTF Standards for RTOs, including:

- a) the imposition of specific conditions on registration (which can cover any aspect of registration, including the RTO's scope of registration, location or type of delivery and assessment activities);
- b) amendment of registration (including a reduction in the scope of registration);
- c) suspension of registration; and
- d) cancellation of registration.

## 5 RELATED POLICIES

[VET Teach Out](#)

[VET Course Accreditation](#)

[Training Package Implementation](#)

## 6 REFERENCE DOCUMENTS

[Northern Territory Employment and Training Authority Act 2004](#)

[AQTF Standards for State and Territory Registering/Course Accrediting Bodies](#)

[AQTF Standards for Registered Training Organisations](#)

*AQTF National Compliance Guidelines*

*AQTF Guidelines for Course Developers*

DEET – *Employment and Training Registration and Re-registration Operating Guidelines*

DEET – *Employment and Training Accreditation Operating Guidelines*

## 7 REVIEW

This policy will be reviewed annually.

## 8 PROCEDURES

Recommendations relating to applications that require a decision by the Authority are determined by a Review Team from the Quality & Regulatory Unit.

- The Review Team will consist of:
  - Manager Quality & Regulatory Unit (Chair) or delegate
  - Recognition Services Officer (Secretariat)
  - Quality Officer
  - Project Officer Training Packages or delegate; and
  - Director Training or delegate.
- Review Team meetings are conducted fortnightly.
- Meetings of the Review Team are only convened when two members of the Quality & Regulatory Unit are present.

- Review Team Delegates must be at the AO6 level or above and may be selected from any unit within the Employment and Training Division.
- Delegates for the Chair must be at the AO7 level or above.
- Recommendations developed by the Review Team are distributed to Employment and Training Unit Managers for review and comment as appropriate.
- Recommendation documentation may be viewed upon request to the Recognition Services Officer, but not removed from the Quality & Regulatory Unit.
- All responses not supporting a recommendation must be made in writing to the Recognition Services Officer through the relevant Unit Manager and include the reason for not supporting the recommendation and provide an alternative recommendation.
- Comments supporting a recommendation may be made in writing to the Recognition Services Officer through the relevant Unit Manager.
- No comment will be deemed as support.
- Comments are to be received within 5 working days of posting of recommendations for decision.
- Recommendations for decision including comments (if any) received from Unit Managers, are presented by the Manager – Quality & Regulatory to the Authority or delegate for consideration.
- The Recognition Services Officer records the decisions of the Authority or delegate.
- Minutes of the decisions are distributed by the Recognition Services Officer to the distribution list, which is reviewed and updated annually.
- Where applicable decisions will be recorded on the National Training Information Service (NTIS) within 1 working day of the decision being made.
- A summary of the decisions will be posted on the DEET Employment and Training website in the Bulletin document.
- Organisations affected by any decision will be notified in writing within 10 working days of the decision being made.
- Review Team members and delegates must declare any interest in any application prior to the application being reviewed.

JOHN HASSED  
DEPUTY CHIEF EXECUTIVE

June 2007