

vision for the future

RTO ADMINISTRATION

The Keys to RTO Administration Success!

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NATIONAL VET CONFERENCE
GOLD COAST 2021
#2021NVC



The Keys to RTO Administration Success!

Designed for those fairly new to VET or who are looking for fundamentals. Also relevant to those with some experience, wanting validation of their knowledge.

Focusing on

- Who needs to understand the administrative requirements
- Trainer files
- Enrolment processes
- Student files
- Preparing for validation
- Record keeping/retention requirements
- AVETMISS reporting and assessment outcomes
- Where to from here?

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Imagine if you went into work in the morning and were told you were going to be audited by the regulator tomorrow

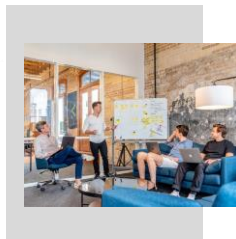
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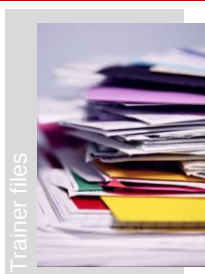
What can you do to ensure the RTO is prepared?

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Who needs to understand the administrative requirements?



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Trainer files

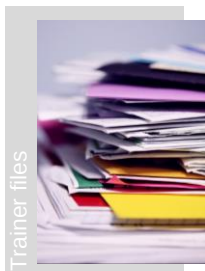
Trainer files

Must demonstrate:

- Vocational competence
- Industry currency
- Participation in VET PD
- Suitable trainer and/or assessor qualification is held

Information presented by trainers/assessors must be verified

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Trainer files

Trainer and Assessor qualifications

TAE40116 Certificate IV in Training and Assessment

TAE40110 Certificate IV in Training and Assessment plus the following units:
 • Either TAE40111 or TAE40112, and
 • Either TAE40113 or TAE40114 or TAE40115

A diploma or higher level qualification in adult education

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Trainer files



Assessor qualifications

Assessment may be undertaken by a person who holds one of the previous qualifications

OR

TAESS00011 Assessor Skill Set

OR

both the TAESS00001 Assessor Skill Set and TAEASS502 Design and develop assessment tools

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Trainer files



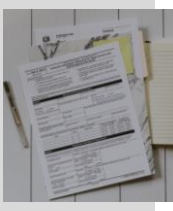
Working under supervision

- One of the previously mentioned skill sets
- Industry currency
- Vocational competency

Anyone working under supervision is not able to determine assessment outcomes

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Enrolment process

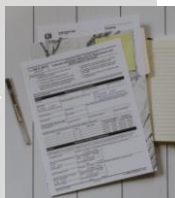


Prior to enrolment

- Full course code and title (including currency)
- Third-party arrangements
- Location, duration and modes of delivery and/or assessment
- Entry requirements
- Support services
- Fee information
- Funding entitlements
- Consumer rights
- Information about the USI

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Enrolment process

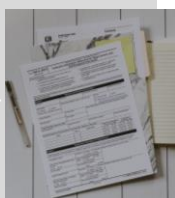


Evidence of compliance

- Student acknowledgement of receipt of information
- Summary of information sessions with list of attendees
- Online or email acknowledgement of receipt of information
- Evidence of notifications regarding changes to legislation and receipt by individual students

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Enrolment process

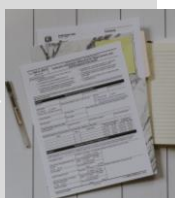


Identification of learner needs

- Ensure costing and limitations of additional support are clearly communicated
- Identify individual needs, prior to enrolment where possible
- Plan to support individual need
- Maintain records of support planned and provided

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Enrolment process



Entry requirements

- Clearly communicate all necessary entry requirements
- Ensure students enrolling provide evidence to meet requirements

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Student files

- Ensure all forms are correctly completed
- Conduct regular file audits
- Files can be either soft copy or hard copy
- Ensure the USI is protected
- Audit your recordkeeping, storage and destruction practices



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Preparing for validation

- Prepare, manage and communicate the 5 year schedule
- Co-ordinate personnel and resources to be involved
- Prepare reporting documents, completed assessments and assessment tools



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Retention requirements

- Completed assessments are to be kept for a minimum of six months
- Be aware of funding contract requirements which are usually greater
- Be aware of other legislative requirements
- Must be able to reproduce student's results for 30 years after completion

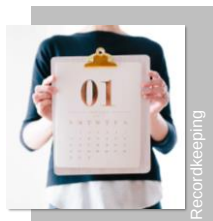


Retaining records

Safeguard records against:

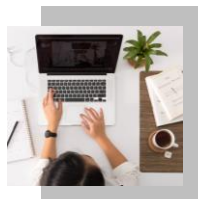
- Unauthorised access
- Fire
- Flood
- Termites and pests

Records may be in hard copy or electronic format



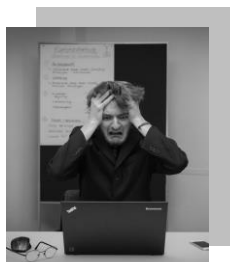
ASQA reporting requirements

- Total VET Activity
- Quality Indicators annual summary
- Annual declaration on compliance

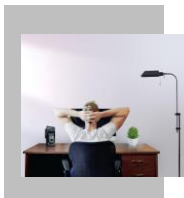


AVETMISS reporting and assessment outcomes

- Start dates must reflect the actual start date
- Ensure assessment results entered align with assessment records
- Ensure the correct result is recorded
- Ensure no results are entered without evidence of assessment on file



Where to from here?



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- Review current practices and identify opportunities for improvement
- Develop processes and checklists to measure performance and identify non-compliances
- Ensure that all staff are aware of the requirements and the processes
- Communicate with everyone what "compliant" looks like
- Review effectiveness of processes followed

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About the Presenter



Angela McGregor has first hand experience in the vocational education and training (VET) sector, having worked as a registered training organisation (RTO) consultant since 1999, as well as owning her own RTO from 2003 to 2012. She has provided consulting services to new and existing RTOs with extensive experience in RTO set up, coaching, auditing, professional development, accredited course development and assessment design.

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COMING UP NEXT:

1.50 - 2.40PM

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RTO ADMINISTRATION	TRAINING & STUDENT ENGAGEMENT	COMPLIANCE	ASSESSMENT	VET IN SCHOOLS
Retention of Evidence David Garner	WVAR: A paradigm for design Geoff Cake	I See You! Ensuring your Website Ticks the Boxes Maria Langwell	Self-Assuring Your Assessment Melanie Alexandra	VET for Secondary School Students: Trends and destinations Simon Walker
