

vision for the future



RTO ADMINISTRATION

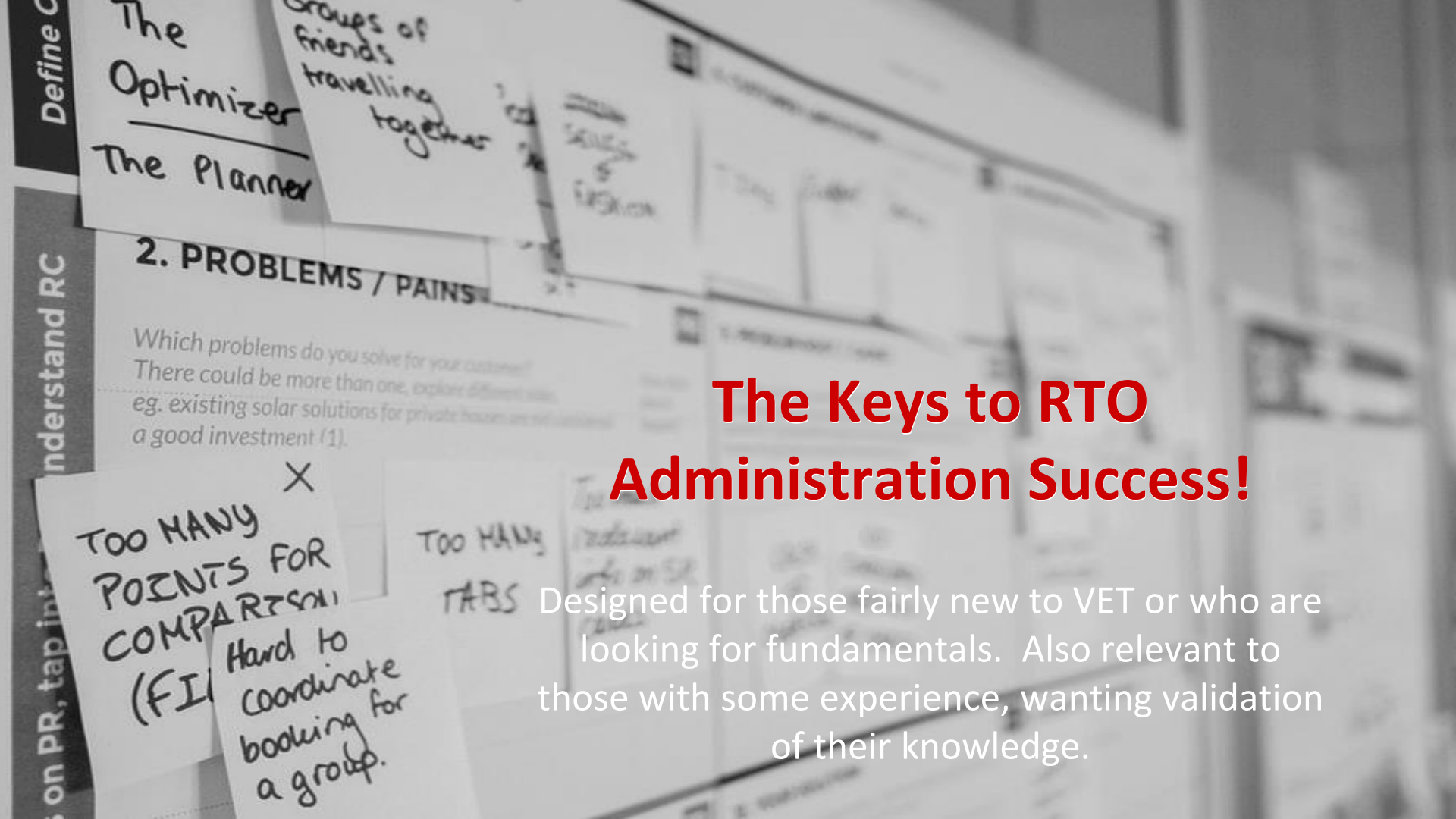
The Keys to RTO Administration Success!

Angela McGregor



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.

Define C

Understand RC

on PR, tap int

The
Optimizer
The Planner

Groups of
friends
travelling
together

2. PROBLEMS / PAINS

Which problems do you solve for your customer?
There could be more than one, explore different ways.
eg. existing solar solutions for private houses are not considered
a good investment (1).

X

TOO MANY
POINTS FOR
COMPARISON
(FI

Hard to
coordinate
booking for
a group.

TOO MANY
TABS

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?



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



What can you do to ensure the RTO is prepared?

Who needs to understand the administrative requirements?





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



Trainer and Assessor qualifications

TAE40116 Certificate IV in Training and Assessment

TAE40110 Certificate IV in Training and Assessment plus the following units:

- Either TAE LLN411 or TAE LLN401A, and
- Either TAE ASS502 or TAE ASS502A or TAE ASS502B

A diploma or higher level qualification in adult education



Assessor qualifications

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

OR

TAESS00011 Assessor Skill Set

OR

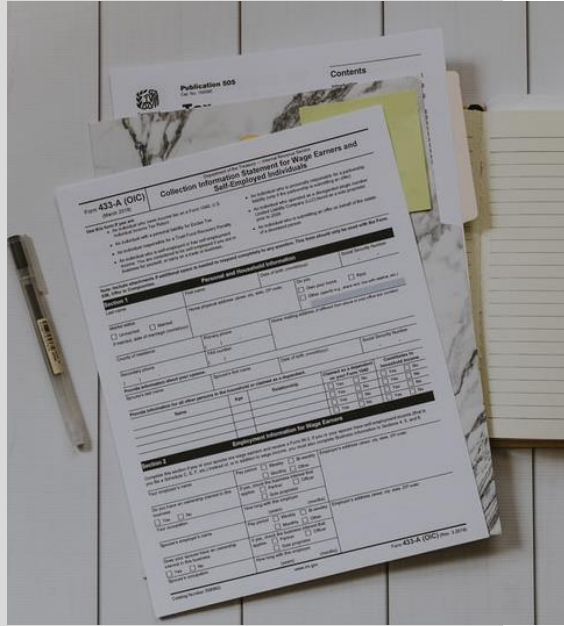
both the TAESS00001 Assessor Skill Set and TAEASS502 Design and develop assessment tools



Working under supervision

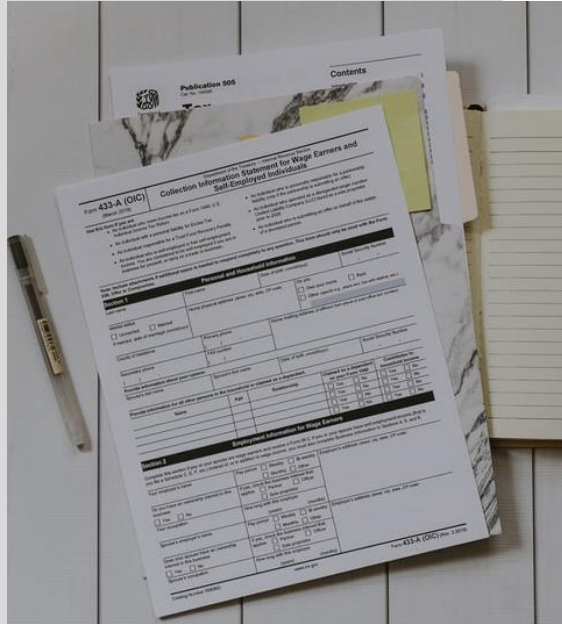
- One of the previously mentioned skill sets
- Industry currency
- Vocational competency

Anyone working under supervision is not able to determine assessment outcomes



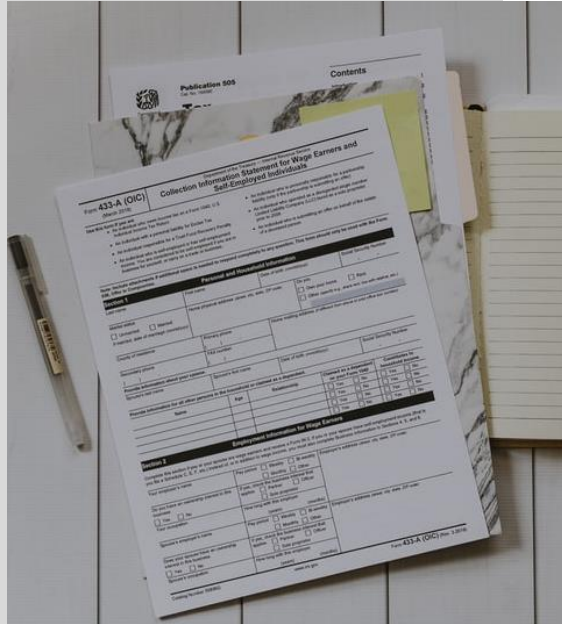
Prior to enrolment

- 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



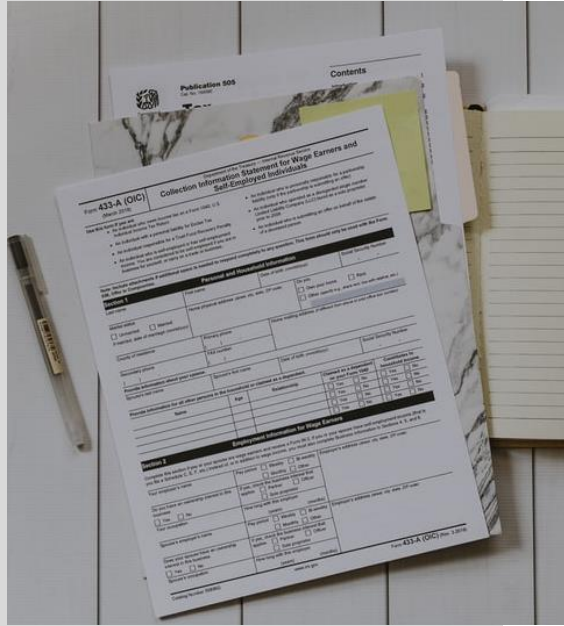
Evidence of compliance

- 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



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



Entry requirements

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

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



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



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



Recordkeeping

Retaining records

Safeguard records against:

- Unauthorised access
- Fire
- Flood
- Termites and pests

Records may be in hard copy or electronic format



Recordkeeping

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?



- 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

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.



T 0412142755

E angela@rtoconsultant.com.au

W www.rtoconsultant.com.au

F <https://www.facebook.com/RTOConsulting.Australia>

COMING UP **NEXT:**

1.50 - 2.40PM



vision for the future

RTO ADMINISTRATION

Retention of Evidence

David Garner

TRAINING & STUDENT ENGAGEMENT

**WVAR: A paradigm for
design**

Geoff Cake

COMPLIANCE

**I See You! Ensuring
your Website Ticks
the Boxes**

Maria Langwell

ASSESSMENT

**Self-Assuring Your
Assessment**

Melanie Alexandra

VET IN SCHOOLS

**VET for Secondary
School Students:
Trends and destinations**

Simon Walker