

From: [Australian Skills Quality Authority](#)
To: [Mark Costello](#)
Subject: Expression of interest - Stage three delegation
Date: Tuesday, 31 May 2016 1:16:46 PM

Image



Expression of interest - Stage three delegation

Dear **Mr Costello**,

Since 2014, ASQA has rolled out a package of regulatory reform initiatives which includes:

- Enhanced information and guidance for training providers to assist them in complying with the required national standards
- Reduced regulatory scrutiny on providers with a strong track record of compliance, and
- A sharper regulatory focus on providers who remain seriously non-compliant with the required standards.

As part of this reform package, ASQA has provided certain high-performing RTOs with the ability to manage their own scope of registration. This means that these RTOs are able to add new training products to their registration without applying to ASQA and paying an application fee.

ASQA has taken a staged approach to issuing delegations with differing eligibility criteria across three stages.

Stage three of the reform involves ASQA individually assessing the eligibility of those RTOs that were previously excluded from an ASQA delegation due to the identification of at least one non-compliance at audit. ASQA's assessment will consider a range of risk factors, including the seriousness of the non-compliance, and will enable larger RTOs an opportunity to be considered for a delegation.

Opportunity to submit an expression of interest

ASQA has identified that your RTO (**Asset Training Australia Pty Ltd 31718**) provisionally meets the criteria for a **Stage Three delegation**. As such, ASQA invites you to express your interest in becoming an ASQA delegate for the purposes of managing your RTO's scope of registration.

In deciding whether to proceed with this expression of interest, I recommend you consider the benefits a delegation may have for your organisation and its strategic direction (for example, if you intend to enter into new markets) and the responsibilities and obligations of an ASQA delegate, including costs and implications for your organisation's business processes.

Obligations if you accept this expression of interest

By accepting this expression of interest you agree to ASQA conducting a limited compliance audit – at your own expense – focused on the following standards:

- Standard One (training and assessment standard)
- Standard Two (the operations of the RTO are quality assured)
- Standard Four (accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients)
- Standard Five (each learner is properly informed and protected).

Limited compliance audits will be charged at ASQA compliance audit rates which are available on the [ASQA website](#). It is estimated that an audit focusing on these standards would take one – two days including the completion of the audit documentation.

What happens next if you accept this expression of interest

Once you accept the expression of interest in becoming an ASQA delegate the ASQA Delegations team will conduct a due diligence check on your RTO, which includes a thorough check of your RTOs history and website content. When this has been successfully completed the next step will be to undergo a limited compliance audit. The assigned lead auditor will contact you to set a date for the audit. In most cases, the date for the audit will be set for between one and four months from the time the auditor contacts you. The auditor will contact you again between 10 and 20 working days before the audit to confirm the audit date and advise on other key information.

If non-compliance is found at audit, ASQA will notify you in writing. You will be provided with a copy of the audit report. RTOs that are considered suitable and have a compliant outcome at the end of the limited compliance audit process will be invited to become an ASQA delegate. **Please note that it may take up to six months to finalise the eligibility process.**

Obligations if you become an ASQA delegate

If you are successful in meeting the requirements and accept the invitation to become an ASQA delegate you must enter into a Delegations Agreement and comply with conditions including:

- Having a documented quality management system in place to manage VET regulatory functions and operations
- Agreeing to provide data to ASQA when exercising the delegation so that your scope of registration can be amended on training.gov.au
- Agreeing to be audited—at your own cost—by an ASQA-approved external delegations auditor if and when it is required by ASQA (the audit will be conducted against the requirements set out in the Delegations Agreement), and
- Remaining compliant with the national VET Quality Framework throughout the period of the Delegations Agreement.

Other matters to consider

If your RTO has a large scope, and you submit frequent applications to change your scope of registration, you may find that a delegation will provide a cost-effective, flexible and efficient option.

New automatic updating of scope for equivalent qualifications means that you will not be required to take any action to update your scope of registration to include the new equivalent course.

If your RTO is one that delivers niche training and assessment services in a small number of qualifications or units of competency you may not require very many changes to your scope of registration. You may be interested to know that currently, more than 95% of applications to change scope of an RTO are approved by ASQA at risk assessment within 10 working days.

I have attached three documents to assist you in making a decision regarding the invitation to become an ASQA delegate:

- [Attachment A](#) provides information for potential delegates on ASQA RTO delegations and the associated responsibilities.
- [Attachment B](#) outlines the requirements of an ASQA delegate's quality management system to support their decision-making process.
- [Attachment C](#) provides the schedule of charges regarding the limited compliance audit.

Exceptions

The delegation arrangements do not apply to training products from the Training and Education (TAE) training package, or its successor:

- TAE40116 Certificate IV in Training and Assessment
- TAE50216 Diploma of Training Design and Development
- TAE50116 Diploma of Vocational Education and Training
- TAESS00010 Advanced Assessor Skill Set
- TAESS00011 Assessor Skill Set

All RTOs must apply to ASQA, pay an application fee, and meet additional evidence requirements when applying to add these Training and Education (TAE) Training Package products to their registration.

To accept or reject the expression of interest

Click the link below to accept or reject the expression of interest

<http://ems.gs/3pwg0hwbBEv>

(If the link does not work for you, cut and paste the above URL into the address bar of your browser.)

An offer to express your interest for a delegation is valid for 12 months from the date of offer.

For more information

Should you have any questions about the delegations process, I invite you to contact the Delegations Hotline on **1300 404 504** or email delegates@asqa.gov.au.

Yours sincerely

Christopher Robinson
Chief Commissioner and Chief Executive Officer

Image



This email was sent by Australian Skills Quality Authority, 595 Collins Street, Melbourne to mark@asset.edu.au

[Unsubscribe](#)

