

Delegate Quality Management System Policy Number: OSS016

Policy Number	OSS016
Version	1.0
Policy Name	Delegate Quality Management System
Compliance Standards	All Standards 1-8
Date Created	04/04/15
Endorsed By	Management Committee
Date Last Revised	03/03/16
Next Revision Date	03/03/19
Related Policies	

Background

Port Macquarie Community College Inc (PMCC), trading as *SkillsLink Training*, RTO 90315, was awarded a five-year re-registration by ASQA on 19 February 2014.

On 19 February 2015, Port Macquarie Community College was awarded “Delegation” by ASQA for a five-year period to 18 February 2020. ASQA invited high performing RTOs with a history of compliance with the national standards, and who have already met the eligibility criteria, to apply for a delegation of regulatory responsibility. It was up to the RTO as to whether they wish to take up this delegation. As a delegate, PMCC is now able to add new qualifications or units of competency to their scope of registration without having to submit an application and paying a fee to ASQA each time they make a change.

Policy

PMCC understands that, as a Provider contracted under ASQA, they are contractually obliged to follow the Requirements for a delegate Quality Assurance System procedure as specified in the ASQA Criteria and Responsibilities.

PMCC agrees to comply with the required conditions of ASQA delegation. These key requirements include:

- agreeing to provide data to ASQA when exercising the delegation so that the RTO’s scope of registration may be amended on training.gov.au
- having a documented quality assurance system (including an annual internal audit procedure) in place to manage VET regulatory functions and operations

- agreeing to be audited – at our own cost – by an ASQA-approved external panel auditor if and when it is required by ASQA. The audit will be conducted against the requirements set out in the Delegations Agreement
- remaining compliant with the national VET Quality Framework throughout the period of the Delegations Agreement, and
- nominating a representative of the RTO as the delegate contact.

Key Responsibilities:

- **The nominated RTO Representative** will be the CEO.
- **An Annual Internal Audit** will be conducted in October each year by the CEO and Training Manager, with an external representative if available.
- The CEO and the Training Manager are to hold the necessary competence, VET industry knowledge and the Certificate IV in Training & Assessment that is required by the Delegate Representative to maintain accuracy and currency of information on the National Register.
- The CEO should ensure accountability and transparency in relation to all functions relating to all Standards.
- All reporting, document management and records are to be effectively controlled and maintained in accordance with Policy & Procedure OSS005 Records Management.

Procedures:

SkillsLink Training will ensure the following procedures are followed to ensure the effective exercise of functions as follows:

Function	Procedure	Responsibility	Related Policy/ Procedure
Designing, planning, implementing, monitoring and reviewing performance relevant to VET Regulator Standards and NVETR Act 2011	<ul style="list-style-type: none"> • Refer to related policies and procedures • Maintain Continuous Improvement ensuring ongoing monitoring and review • Annual Internal Delegation Audit undertaken • Annual Internal Audit for ASQA Declaration Clause 8.4 	CEO and Training Manager	BM001, BM004, BM005, BM006, BM007, BM009

Function	Procedure	Responsibility	Related Policy/ Procedure
Managing Staff Competence	<p>Delegation Function:</p> <ul style="list-style-type: none"> • Identification and participation in relevant workshops/webinars • Annual Internal Delegation Audit undertaken • Maintain Continuous Improvement <p>VET Standards:</p> <ul style="list-style-type: none"> • Refer to related policies and procedures • Identification and participation in relevant workshops/webinars for Staff and Trainers • Preparation and implementation of 4 quarterly local PD sessions for Trainers • Annual Internal Audit for ASQA Declaration Clause 8.4 • Maintain Continuous Improvement 	CEO and Training Manager	P001, P002, P007, P017
Ensuring accountability and transparency	<p>Delegation:</p> <ul style="list-style-type: none"> • Maintain register of changes to scope • Annual Internal Delegation Audit undertaken • Maintain Continuous Improvement <p>VET Standards:</p> <ul style="list-style-type: none"> • Refer to related policies and procedures • Continuous Improvement ensures ongoing monitoring and review • Annual Internal Audit for ASQA Declaration Clause 8.4 	CEO and Training Manager	TL002, TL011, TL013, TL014

Function	Procedure	Responsibility	Related Policy/ Procedure
Reporting obligations	<ul style="list-style-type: none"> Refer to related policies and procedures Submit Annual ASQA Delegate Report Submit Annual Internal Audit for ASQA Declaration Clause 8.4 	CEO and Training Manager	OSS004, OSS005
Managing documents and records	<p>Delegation:</p> <ul style="list-style-type: none"> A register of all scope amendments maintained Annual Internal Delegation Audit undertaken Maintain continuous improvement <p>VET Standards</p> <ul style="list-style-type: none"> Refer to related policies and procedures Annual Internal Audit for ASQA Declaration Clause 8.4 Maintain continuous improvement 	Information Management Officer, Training Manager and CEO	OSS004, OSS005, BM004

SkillsLink Training will follow the following procedures when managing scope as an ASQA Delegate:

ADDING A QUALIFICATION TO SCOPE:

Task	Action	Person Responsible
Identify the need for the qualification to be added to Scope	<ul style="list-style-type: none"> Consultation with key industry representatives to identify industry need for local graduates 	Training Manager/Business Development Manager/ Customer Relations Manager
	<ul style="list-style-type: none"> Collate industry feedback and present the report to the CEO for approval to add to scope 	Training Manager
Identify suitably qualified trainers/assessors	<ul style="list-style-type: none"> Check Trainer/Assessor eligibility list Recruit if necessary Complete the Trainer/Assessor Matrix with the trainer's qualifications and professional development and industry currency 	Training Manager

Task	Action	Person Responsible
Develop Training & Assessment Strategy	<ul style="list-style-type: none"> • Develop TAS with particular attention to: <ul style="list-style-type: none"> a) Training product is clearly identified b) Core and elective components defined c) Mode of delivery (F2F, online, workplace or blended) identified d) Entry requirements identified e) Learner support identified – include LLN assessment task f) Duration and scheduling meet volume of learning requirements and capacity of learner. Delivery timetable to be provided to learner. g) Assessment resources, methods and timing to be clearly identified, including any adjustments to cater for different learners h) Appropriate learning resources identified and made available to learner. PowerPoint and handouts that are developed in-house are the preferred training material as they can be adapted easily. i) Sufficient qualified trainers and assessors available j) Physical or virtual facilities meet the requirements of the training product and learner k) Strategies for 'stand-alone' single units or skill sets developed l) Strategies for assessment only pathways developed 	Training Manager in consultation with: <ul style="list-style-type: none"> • Industry Representative • Qualified Trainer/Assessor • LLN Specialist
Prepare assessment tasks	<ul style="list-style-type: none"> • All Assessment tools to be prepared • Assessment mapping to be completed • Validate at least one assessment task • Prepare assessment validation plan for entire qualification 	Training Manager with <ul style="list-style-type: none"> • Industry Rep • Trainer/Assessor

Task	Action	Person Responsible
Lodge with ASQA	<ul style="list-style-type: none"> • Access ASQANet • Notify ASQA of Change of Scope • Email the signed CEO Form • Review Training.gov.au for the addition to scope 	Training Manager
Prepare Marketing Material and Information Pack	As soon as approved: <ul style="list-style-type: none"> • Prepare website description • Finalise course flyer • Ensure enrolment team know process for enrolment 	Business Development Manager and Training Manager

REMOVING A QUALIFICATION FROM SCOPE:

Task	Action	Person Responsible
Lodge with ASQA	<ul style="list-style-type: none"> • Access ASQANet • Notify ASQA of Change of Scope • Email the signed CEO Form • Review Training.gov.au for removal from scope 	Training Manager

Change to Operations or Ownership:

Lodge with ASQA	Refer to Policy OSS017 Change in Operations or Ownership. Complete relevant form for changes in: <ul style="list-style-type: none"> • Cte Membership (include Fit & Proper Person Declaration • Change in management • Change in contact details, ie address, key contacts • Change in ownership 	CEO with Training Manager
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