VET Program Approval and Maintenance Procedure

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Purpose

This procedure describes the processes required to extend, amend and review VET accredited and non-accredited qualifications and units approved by the University for delivery. The University has a Scope of Registration which details the VET qualifications the University is authorised to deliver in Victoria, interstate and overseas as approved by ASQA and the VRQA.

Scope

This procedure describes the process for obtaining approval for delivery of all VET Programs.

It details the selection and/or development processes for each of the following program types:

- Section 1: Training Package Qualifications / Nationally Accredited Programs - Scope of Registration
- Section 2: Federation University VET Training Program (consisting of Unit of Competency / Nationally Recognised Modules)
- Section 3: Adding Units / Modules
- Section 4: Non-Award and Vendor Accredited Programs
- Section 5: Skill Sets
- Section 6: Award Courses Technical and Further Education / Non-Current Award Courses Technical and Further Education

All programs for which the University will issue an award must be developed and approved in accordance with appropriate external or internal policies and procedures.

Legislative context

- Australian Qualifications Framework AQF
- 2025 Standards for Registered Training Organisations (the Standards)
- Education Services for Overseas Student (ESOS) Act 2000
- National Vocational Education and Training Regulator Act 2011
- VET Funding Contract (Dual Sector)
- VRQA Guidelines to Minimum Standards

Definitions

Term	Definition
Accredited Training	A structured sequence of vocational education and training that has been approved by a National VET Regulator (NVR) and leads to an Australian Qualifications Framework AQF qualification or Statement of Attainment. In this procedure the word qualification will be used for an accredited program.

AQF	Australian Qualifications Framework. A nationally consistent set of qualifications for all post-compulsory education and training in Australia.
ASQA	The Australian Skills Quality Authority. The national regulator for Australia's vocational education and training sector. ASQA regulates qualifications and training providers to ensure nationally approved quality standards are met.
Commencing Enrolment	A student is considered to have a commencing enrolment if they are enrolled in a qualification or unit for the first time with the University.
Continuous Enrolment	A student is considered to have a continuing enrolment in a qualification or unit if the qualification or unit was commenced in a previous year and has not yet been completed.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
Curriculum Committee	The Curriculum Committee is a standing committee of the Academic Board of Federation University Australia. It is responsible for reviewing and recommending the approval of proposed new programs and of all University and TAFE qualifications leading to a formal award under the AQF to the Academic Board.
DJSIR	The Department of Jobs, Skills, Industry and Regions. It manages the Government funded training market, public provider governance and accountability, and the apprenticeship system.
ESOS	Education Services for Overseas (ESOS) the minimum standards that Australian Educational Institutes must adhere to when delivering education to international students.
Non-Award Programs	Non-award studies include programs for professional development, education development, general interest and preparation for study offered by the University. Non-award studies cater for a range of educational requirements outside of the University's award programs (as listed on Current Award Courses Technical and Further Education)
NVR Standards	Standards for National VET Regulator Registered Training Organisations. The objectives of the NVR Standards are to ensure nationally consistent, high-quality training and assessment services within Australia's VET system. Continual compliance with the Standards is a condition for all NVR registered training organisations and for applicants seeking registration under the Act.
Qualification	Accredited programs and National Training Package qualifications are referred to as 'qualification' throughout this procedure.
RTO	Registered Training Organisation. A training organisation listed on the National Register, or by the relevant state-based authority, as a registered training organisation. Federation University's RTO number is 4909.
Scope	The Scope of Registration details the nationally recognised training an RTO is approved to provide. Federation University's Scope can be viewed

	on the https://www.training.gov.au website. In this procedure the University's Scope of Registration will be referred to as "the Scope".
Skill Sets	Single units or combinations of units which link to a licence or regulatory requirement, or defined industry need.
Statement of Attainment	A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/courses(s).
TAFE and University Pathways Course Approval Committee (TUPCAC)	The principal functions of the TAFE and University Pathways Course Approval Committee are - (a) to assess the financial viability of the University's Scope of Registration; Federation University Australia (Operations) Regulations 2022 Part 4 - Intellectual Property 6 (b) to confirm that there is capability, capacity and resources to deliver a proposed course; (c) to recommend to the Curriculum Committee any additions to or removals from the Scope of Registration.
The Schedule	The Schedule, TAFE Current Award Register lists all current sealed awards which can be awarded by the University. The Schedule is maintained by the Senior Manager, Registrar Services and includes all qualifications listed on the Scope.
SVTS	Skills Victoria Training System
Training Package Qualification	A nationally endorsed, integrated set of competency standards, assessment requirements, Australian Qualifications Framework qualifications, and credit arrangements for a specific industry, industry sector or enterprise. In this procedure the word qualification will be used to refer to a training package qualification.
University Governance and Management Committees	Relevant committees that support the academic, operational and quality governance of the University's Vocational Education and Training and Higher Education programs.
Unit of Competency	A unit of competency is the smallest component of achievement which can be nationally recognised. In this procedure the word unit will be used to refer to units of competency from qualifications.
Vendor Accredited Programs	Vendor Accredited Programs are programs that are developed, accredited and maintained by a vendor and delivered by the University through a formal arrangement.
VET Accredited Course	An accredited VET (Vocational Education and Training) course is: • a structured sequence of training developed to meet training needs that are not addressed by existing training packages • a course accredited by the national VET regulator or by a delegated body of the national VET regulator, and • a course that has been assessed by ASQA as compliant with the *Standards for VET Accredited Courses 2012* and the Australian Qualifications Framework (AQF).
VET Funding Contract	VET Funding Contract is the means through which RTOs are contracted to deliver training services to eligible individuals that may be subsidised by

	the Department of Education and Training through the VET Funding Contract.

Options

Option One: Training Package Qualifications and Nationally Accredited Qualifications

Wherever Training Package qualifications / nationally accredited qualifications have already been developed (available at https://www.training.gov.au) these must be delivered where they meet the training needs of any specified group. Contextualisation or customisation allowed within the packaging rules of a Training Package or accredited curriculum should always be the first option considered in targeting any additional training needs to a specific group. These two options can be considered without pursing internal program approval.

In order to deliver a nationally accredited qualification or Training Package qualification, the qualification must be listed on the University's Scope of Registration. This procedure details the processes required to modify the Scope of Registration.

Where contextualisation or customisation within the packaging rules of a Training Package are deemed insufficient for the training needs of a specific group, the below options are available.

Refer to Section One of this procedure for further information.

Option Two: FedUni VET Training Qualifications (consisting of units of competency / national recognised modules)

Programs or courses of study designed to meet the specific training needs of an industry or enterprise which do not meet full vocational outcomes (AQF qualifications), but which are comprised solely of nationally endorsed units of competency or nationally recognised modules.

Refer to Section Two of this procedure for further information.

Option Three: Adding Units and Modules

Endorsed units of competency and / or accredited modules can be added to the delivery of qualifications without seeking external accreditation / approval provided the units are on the Scope of Registration.

Refer to Section Three of this procedure for further information.

Option Four: Non-Award and / or Vendor Accredited Programs

This option is applicable where specific clients may require a training program that does not lead to a full vocational outcome (AQF qualification) and where national or state accreditation is not required. Where this training need cannot be met through the delivery of available nationally accredited units / modules, a program can be internally developed and accredited by the Academic Board.

Similarly, the University may have an arrangement with a vendor to deliver programs that are developed, accredited and maintained by the vendor. An example of an arrangement to provide a program that has been designed and maintained by a vendor is the Licenced Electricians Assessment Training.

Refer to Section Four of this procedure for further information.

Option Five: Skill Set Training

Nationally Endorsed Skill Sets

The 2025 Standards for Registered Training Organisations (the Standards) defines skill sets as *single units or combinations of units of competency from a training package which link to a licensing or regulatory requirement, or defined industry need.* They are not qualifications but are a way of publicly identifying on a Statement of Attainment, groupings of units of competency which meet an identified need or industry outcome.

Nationally Endorsed Skill Sets are recognised throughout Australia and are listed within each Training Package. These Skill Sets are eligible for government funding.

Locally Approved Skill Sets

Locally Approved Skill Sets are developed for either of the following reasons:

1. To meet a clearly defined local industry requirement
2. To have a specific statement included on a Statement of Attainment identifying the units as meeting the requirements for a particular purpose

Locally Approved Skill Sets are not eligible for government funding which means that students would be enrolled as full fee paying. These Skill Sets are not recognised as Skill Sets outside of the University.

Refer to Section Five of this procedure for further information.

Section One: Training Packages / Nationally Accredited Qualifications

The University's Scope of Registration details the VET qualifications the University is authorised to deliver in Victoria, interstate and overseas as approved by ASQA.

The general compliance requirements for the Scope of Registration include:

- Federation TAFE must ensure qualifications are registered on the Scope of Registration prior to commencing marketing (refer to Course Finder Information Document), enrolment or delivery activities. It is an offence to undertake these activities for any qualifications not registered on the Scope.
- The University must not issue sealed awards or statements of attainment for qualifications not listed on TAFE Current Award Courses Register. It is an offence to do so and can result in the University being fined.
- Federation TAFE must be able to demonstrate that they have the capacity to deliver and assess ALL of the qualifications on the Scope of Registration and meet the requirements of the 2025 Standards for Registered Training Organisations (the Standards) and the VET Funding Contract, including the Quality Charter, at all times.

As ASQA may undertake an audit of the University at any time and has indicated that planned audits may occur upon receipt of applications to extend the Scope of Registration, all TAFE Program Areas must ensure that records and evidence of compliance with University policy and procedure are met at all times.

In accordance with the VET Funding Contract, DJSIR can audit the University at any time throughout the year to ensure compliance with the current Funding Contract.

The University may also conduct audits of TAFE Program Areas to confirm they have the capacity to deliver and assess qualifications on the Scope of Registration. It is the Program Areas responsibility to ensure that all the evidence requirements are met.

After the 12 month transition period, ASQA automatically removes superseded qualifications from the Scope of Registration unless ASQA advise of an approved teach out extension.

A: Adding a New Qualification to Scope

Use this section to add new qualifications to the Scope and where qualifications have been superseded and not replaced.

	Activity	Responsibility	Steps
A.	Identify the qualification to be added to the Scope.	Associate Director or Program Manager	1. Ensure the qualification is not already on the Scope 2. Refer: https://training.gov.au, the University RTO number is 4909.
B.	Obtain current Training Package Purchasing Guide or curriculum documentation.	Associate Director or Program Manager	1. Curriculum documentation may include • Training Package. • Purchasing Guide. • Obtaining approval from the copyright owner to use non-crown copyright curriculum documents. 2. Government funding for qualifications is not available until it is included in the Skills First - Funded Course List. • Review the Skills First - Funded Courses List prior to the development of the program to confirm the qualification is listed on the Skills First - Funded Courses list if the program is intended to be delivered to utilising government funding. • Programs not listed on the Skills First - Funded Courses List are not eligible for government funding until such time as the Program listed. 3. There are no licensing fees to deliver Victorian crown copyright qualifications within Victoria. Where the State of Victoria is the copyright owner the qualification documentation can be

			download from the Department of Education and Training - Training Support Network or purchased from Curriculum Maintenance Manager (CMM). 4. Non-crown copyright qualifications may include a licencing fee. Refer to Legal for license agreement requirements.
C.	Complete the form below to provide a high level strategy for the proposed new course: • New Course Approval Executive Summary	Program Manager	1. Program Manager completes Course on a page. 2. Obtains Endorsement by their Associate Director 3. Submits to the Office of PVC, and Director, Skills and Education Delivery for table at TAFE Executive. 4. TAFE Executive review: • If approved, Program Manager to complete Concept & Business Case (VET) Form • If not approved, Program Manager and Associate Director to be notified of reasons for rejection.
D.	Complete the form below to provide a high level strategy for the proposed new course: • Qualification Concept & Business Case (VET) Form.docx *Not required if a commercial contract is in place.*	Program Manager	1. Program Manager completes Qualification Concept & Business Case (VET) Form • **If a commercial contract is in place, a business case is not required** 2. Data Analysis and Reporting may assist with providing load and demand data for the Qualification Concept & Business Case (VET) Form. 3. Obtains Endorsement by their Associate Director 4. Obtains Endorsement by the Director, Skills and Education. 5. Program Manager submits to the Office of PVC, Associate Director, and Director, Skills and Education Delivery for table at TAFE Executive.

			6. TAFE Executive review and approve or reject. 7. If approved, Associate Director and Program Manager advised to commence developing qualification documentation.
E.	Complete the forms below to determine capacity to deliver qualification: • *Training and Assessment Strategy – Part A* and • *ImpactStatements*.	Associate Director/Program Manager/ Delegate	1. The Program Areas must be able to provide evidence as per the 2025 Standards and the VET Funding Contract. 2. A qualification must be registered on CRICOS before it can be delivered to international students onshore in Australia. Refer to *CRICOS Registration of Higher Education and VET Programs Procedure*.
F.	Qualification is added to the agenda of a schedule TAFE and University Pathways Course Approval Committee (TUPCAC)	Manager, TAFE Strategic Initiatives/Chair of TAFE and University Pathways Course Approval Committee (TUPCAC)	1. Email request is sent to TAFE compliance and Manager, TAFE Strategic Initiatives requesting addition of qualification to Course approval Schedule.
G.	Program area are notified that all approvals have gone through and to commence work on Qualification documentation	Manager, TAFE Strategic Initiatives/Associate Directors/ Program Manager	1. Program areas are advised of position on Course Approval Schedule and associated deadlines for reviews and Committees. 2. Program Manager to determine and communicate who will be working on developing Qualification application documentation.
H.	Submit the completed application documentation to Strategic Regulatory Services for review prior to submission to the TAFE and University Pathways Course Approval Committee (TUPCAC) for approval: 1. Training and Assessment Strategy – Part A 2. *Trainer Skills Matrix (VET);* 3. Course Finder Information Document	Program Manager / Strategic Regulatory Services	1. Strategic Regulatory Services will review the application documentation to ensure that it meets all necessary regulatory requirements prior to it being presented to the TAFE and University Pathways Course Approval Committee (TUPCAC). 2. If documentation is compliant, Strategic Regulatory Services will notify TAFE Compliance, and appropriate Program Manager and provide a memo

	4. Curriculum documents for two Unit of competency including: a. Training and Assessment Strategy Part B b. Pre training Review (PAV) c. Assessment tools (Student + Assessor) d. Competency mapping e. Unit outline f. Record of assessment outcome g. Schedule of proposed Qualification resource and assessment development Note: These documents must be from two different units within the qualification, one unit should be, if possible, a high-risk unit.		for the TAFE and University Pathways Course Approval Committee (TUPCAC). 3. If documentation is non-compliant, Strategic Regulatory Services will notify TAFE Compliance, appropriate Program Manager and provide a memo outlining the non-compliances that require rectification prior to the documentation being put forward for approval. 4. Any non-compliant application documentation must be corrected by TAFE Compliance and/or the relevant Program Manager. 5. Prior to submitting to TAFE and University Pathways Course Approval Committee (TUPCAC), documentation must be compliant and any recommendations from Strategic Regulatory Services incorporated.
I.	Submit the completed application to TAFE and University Pathways Course Approval Committee (TUPCAC) for approval: 1. Qualification Concept & Business Case (VET) Form.docx 2. Training and Assessment Strategy Part A 3. Trainer Skills Matrix (VET) 4. Course Finder Information Document 5. Curriculum documents for two Unit of competency including: a. Training and Assessment Strategy Part B b. Pre training Review (PAV) c. Assessment tools (Student + Assessor) d. Competency mapping e. Unit outline f. Record of assessment outcome	TAFE Compliance/Federation TAFE Executive Officer	1. TAFE Compliance to submit the completed application to TAFE Executive Officer. 2. TAFE Executive Officer adds application to TAFE and University Pathways Course Approval Committee (TUPCAC) agenda. 3. TAFE and University Pathways Course Approval Committee (TUPCAC) to consider the application. a. If approved, the TAFE Compliance submits the completed application documentation and the TAFE and University Pathways Course Approval Committee (TUPCAC) minutes to the Curriculum Committee for consideration. b. If not approved, Program Manager and Associate

	g. Schedule of proposed Qualification resource and assessment development		Directors to be notified of reasons for rejection. Refer to Section J: Exceptions to the ASQA Delegate Status for further information on requirements where qualifications are excluded from ASQA's Delegate status.
J.	Submit the completed application to the University Curriculum Committee for approval: • TAFE and University Pathways Course Approval Committee Extract of Minutes • Approval from TAFE Executive • Training and Assessment Strategy – Part A and B • Trainer Skills Matrix (VET) • Course Finder Information Document • Two completed Assessment Tools must be provided – these tools must be from two different units within the qualification, one unit should be, if possible, a high-risk unit. Schedule of proposed Qualification resource and assessment development.	TAFE Compliance/ Federation TAFE Executive Officer	1. Documentation must be submitted through the University's approved records management system Note: Approved programs will be forwarded to Academic Board for noting and will be added to TAFE Current Awards Courses Register. Note: All VET Qualifications delivered at Federation University must meet the minimum hours outlined in the Purchasing Guide or be within a 5% tolerable threshold. Any Qualifications presented to Curriculum Committee under the 5% threshold will require a business case stating the reason/s for variance in hours supported by current statements (within the preceding 6 months) from Industry in support of the specific electives selected.
K.	Curriculum Committee to consider application	Curriculum Committee	1. Program Area and TAFE Compliance Department to be notified whether application has been approved or not. 2. If not approved, will be returned to Program Area Department with reasons for rejection.
L.	Academic Governance team to notify: • Strategic Regulatory Services • TAFE Compliance if application is approved.	Academic Governance team	1. Send extract of minutes to Strategic Regulatory Services notifying of approval of qualifications.

M.	PVC VET and Pathways to sign: • Delegate Report • Authorisation Form	Strategic Regulatory Services / PVC VET and Pathways	1. Strategic Regulatory Services to arrange for PVC VET and Pathways to sign *ASQA Delegate Report Authorisation Form*.
N.	Strategic Regulatory Services to process applications for additions to Scope through ASQANet.	Strategic Regulatory Services	1. Any additions or deletions to the University's Scope of Registration must be processed through ASQA''s on- line registration system (ASQANet), which is accessed through the ASQA web site at: http:// www.asqa.gov.au/. 2. The University has a registered password for accessing ASQANet which is held by Strategic Regulatory Services who process all applications for adding or deleting items from the University's Scope of Registration. 3. Applications should be processed in accordance with the Strategic Regulatory Services 'ASQANet User Guide'. The User Guide provides step-by- step instructions on the adding or removing of qualifications from the University's Scope of Registration. 4. If the qualification is part of a Third PartyArrangement, this activity must be registered separately through ASQANet; refer to the Third Party Delivery of VET Training and Assessment Procedure for more detailed information.
O.	The signed Delegate Report Authorisation Form to be submitted to ASQA.	Strategic Regulatory Services	1. The University has been granted delegate status by ASQA which allows the University to approve amendments to its own Scope of Registration. ASQA must still be notified of any additions using the Delegate Report Authorisation Form.

			2. Applications for any addition to the Scope of Registration does not incur a fee. 3. Additions will usually take approximately 2 -3 days to be formally added to the University Scope and appear on Training.gov.au. *Refer to Section J: Exceptions to the ASQA Delegate Status for further information on requirements where qualifications are excluded from ASQA's Delegate status.
P.	ASQA to notify University of extension to Scope.	Strategic Regulatory Services	1. Strategic Regulatory Services to notify: • Pro Vice-Chancellor, VET and Pathways • Senior Manager, Registrar Services • Director, Skills and Education Delivery • Program Manager • TAFE Compliance • ATOM Support • Team Manager, TAFE Strategic Initiatives • Program Management and Completions • FedUni TAFE AASN • Associate Director
Q.	Undertake qualification implementation processes	Program Manager / Delegate	1. All qualification documentation must be available through the University's approved records management system 2. Refer to VET Qualification Delivery Procedure. 3. All superseded documentation should be retained as per the University's Records Management Procedure. 4. Update Course Finder and marketing material.
R.	Update Student Management System	Student and Registrar Services	1. Refer to qualification documentation in University's approved records management system, upload

			program and unit data into Student Management System. 2. Liaise with Finance Services regarding approved fees and update system. 3. Notify relevant stakeholders, e.g. Marketing, Department, Graduation.
S.	TAFE Current Award Courses Register	Student and Registrar Services	1. Once endorsed by Academic Board, update TAFE Current Award Courses Register and TAFE Non-Current Course Register. Extract of Minutes forwarded to Student and Registrar Services by Academic Governance team. 2. Confirm approved programs are listed on the Scope of Registration. If a Program has not been added to the Scope contact Strategic Regulatory Services for clarification. 3. Amend TAFE Current Award Courses Register and TAFE Non-Current Courses Register data spreadsheet.
T.	Add additional units to program	Program Manager	1. Review qualification rules and delivery requirements. 2. Identify units to be added for credit transfer only. These units will not be delivered as part of the qualification.
U.	Update Student Management System	Student and Registrar Services	1. Confirm new unit is included in most recent version of the delivery plan in the University's approved records management system. 2. Add course to course catalogue. 3. Add course to Program Master List. 4. Do not add units identified as credit transfer only to the Master List. Create or add to Credit Transfer List. 5. Run query UB_VET_COURSELIST_FORM (Group Data Form) and email to Program Area to

			request teaching groups be set up for relevant cohorts.

B: Adding a New Unit of Competency to Scope

A single unit of competency **can** be added to the Scope when a Statement of Attainment would be issued after the successful completion of the unit.

A single unit **does not have** to be added to the Scope if it is:

- included in a qualification that is already on the scope. By default, the University is approved to deliver all units in all qualifications on its Scope.
- to be 'imported' from another Training package and it satisfies the packaging rules for importation of units.

	Activity	Responsibility	Steps
A.	Identify unit.	Associate Director or Program Manager	1. It may be possible to use an existing unit from another qualification. 2. Check packaging rules, and if they allow for the unit to be "imported" it does not need to be added to the Scope.
B.	Access unit from training package or curriculum document to determine capacity to deliver.	Associate Director or Program Manager	1. Curriculum documentation may include: • Training Package. • Purchasing Guide. • Obtaining approval from the copyright owner to use non-crown copyright curriculum documents. 2. There are no licensing fees to deliver Victorian crown copyright qualifications within Victoria. Where the State of Victoria is the copyright owner you can download the qualification documentation from the Department of Education Training - Training Support Network or purchase from Curriculum Maintenance Manager (CMM). 3. Non-crown copyright qualifications may include a licence fee. Refer to Legal for license agreement requirements. 4. Refer to the Third Party Delivery of VET Training and Assessment Procedure for

			additional requirements, if there are plans to offer the units as part of a Third Party Arrangement.
C.	Ensure prerequisites and co-requisites can be met.	Associate Director or Program Manager	1. Some units require other units to be completed either prior or at the same time, these must be taken into consideration when adding individual units of competency to Scope.
D.	Complete the forms below and submit to TAFE and University Pathways Course Approval Committee (TUPCAC) for approval: • *Trainer Skills Matrix (VET);* • *Training and Assessment Strategy – Parts A and B;* • A completed Assessment Tool must be provided for the unit.	Associate Director or Program Manager	1. Program Managers are responsible for the completion of their own program documentation. This includes the Training and Assessment Strategy – Parts A and B, the Trainer Skills Matrix (VET) and all Assessment Tools. 2. TAFE and University Pathways Course Approval Committee (TUPCAC) to consider the application. 3. If approved, the Program Area to submit the complete application and the TUPCAC Minutes to the Curriculum Committee for consideration. 4. If not approved, Associate Director and Program Manager to be notified of reasons for rejection.
E.	Submit the completed application documentation to Strategic Regulatory Services for review prior to submission to the Curriculum Committee for approval: • Federation TUPCAC Extract of Minutes • Training and Assessment Strategy – Parts A and B • Trainer Skills Matrix (VET); • A completed Assessment Tool must be provided for the unit.	Program Manager/TUPCAC Executive Officer / Strategic Regulatory Services	1. Strategic Regulatory Services will review the application documentation to ensure that it meets all necessary regulatory requirements prior to it being presented to the TAFE and University Pathways Curriculum Committee. 2. If documentation is compliant, Strategic Regulatory Services will notify TAFE Compliance and appropriate Program Manager and a memo for the Curriculum Committee. 3. If documentation is non-compliant, Strategic Regulatory Services will notify TAFE Compliance and

			appropriate Program Manager and provide a memo outlining the issues that require rectification prior to the documentation being resubmitted for consideration. 4. Any non-compliant application documentation must be resubmitted with rectifications made by TAFE Compliance and/or the relevant Program Manager. 5. Prior to submitting to Curriculum Committee, documentation must be compliant and any recommendations from Strategic Regulatory Services incorporated.
F.	Submit the completed application to the Curriculum Committee for approval: • TUPCAC Extract of Minutes • Training and Assessment Strategy – Parts A and B • Trainer Skills Matrix (VET); • A completed Assessment Tool must be provided for the unit.	TUPCAC Executive Officer	1. Documentation must be submitted through the University's approved records management system.
G.	The Curriculum Committee to consider application.	Curriculum Committee	1. Program Area to be notified whether application has been approved or not. 2. If not approved, will be returned to Program Area with reasons for rejection.
H.	PVC, VET and Pathways to sign: • Delegate Report • Authorisation Form	Strategic Regulatory Services / PVC, VET and Pathways	1. Strategic Regulatory Services to arrange for PVC, VET and Pathways to sign *ASQA Delegate Report Authorisation Form*.
I.	Strategic Regulatory Services to process applications for additions to Scope through ASQANet.	Strategic Regulatory Services	1. Any additions or deletions to the University's Scope of Registration must be processed through ASQA's on-line registration system ASQANet. 2. The University has a registered password for accessing ASQANet which is

			held by Strategic Regulatory Services who process all applications for adding or deleting items from the University's Scope of Registration. 3. Applications should be processed in accordance with Strategic Regulatory Services 'ASQANet User Guide'. The User Guide provides step-by-step instructions on the adding or removal of qualifications from the University's Scope of Registration. 4. If the units are part of a Third Party Arrangement, this activity must be registered separately through ASQANet; refer to the Third Party Delivery of VET Training and Assessment Procedure for more detailed information.
J.	The signed Delegate Report Authorisation Form to be submitted to ASQA.	Strategic Regulatory Services	1. The University has been granted delegate status by ASQA which allows the University to approve amendments to its own Scope of Registration. ASQA must still be notified of any additions using the Delegate Report Authorisation Form. 2. Applications for any addition to the Scope of Registration does not incur a fee. 3. Additions will usually take approximately 2 -3 days to be formally added to the University Scope and appear on Training.gov.au.
K.	ASQA to notify University of extension to Scope.	Strategic Regulatory Services	1. Strategic Regulatory Services to notify: • Pro Vice-Chancellor, VET and Pathways • Senior Manager, Registrar Services • Director, Skills and Education Delivery • Program Manager

			• TAFE Compliance • Manager, TAFE Strategic Initiatives • Program Management and Completions • FedUni TAFE AASN
L.	Update TAFE Unit / Course Register.	Student and Registrar Services	1. Update TAFE Unit/Course Register. 2. (Units are not added to TAFE Current Award Courses Register but are listed on the TAFE Course and Unit Register).
M.	Update Student Management System	Student and Registrar Services	1. Add course to course catalogue. 2. Add course to Program Master List. 3. Run query UB_VET_COURSELIST_FORM for Group data form to Excel and email to Program Area.

C: Transition Arrangements for Equivalent Superseded Qualifications

This section applies when an existing qualification on Scope has been superseded by a new qualification which is deemed equivalent to the existing qualification.

If the training package information indicates that a new qualification is non-equivalent to the superseded version, then the Department will need to follow the steps as set out in this procedure under Section D: *Transition Arrangements for Non – Equivalent Superseded Qualifications.*

For information on how to enrol continuing students in a superseded qualification refer to the VET Pre-Enrolment and Enrolment Procedure.

ASQA will automatically add new equivalent qualifications to the University's Scope of Registration. New qualifications will not be available for enrolments until approval from the Curriculum Committee is received and the qualification has been added to the Student Management System.

The transition period for superseded / expired qualifications must not exceed 12 months without formal written ASQA approval.

	Activity	**Responsibility**	**Steps**
A.	Identify the qualification to be transitioned on the Scope of Registration.	Director, Skills and Education Delivery / Program Manager	1. Program Manager to obtain copy of the new Training Package demonstrating the superseded and new qualifications are equivalent.

			2. If the Training Package demonstrates that the superseded and new qualifications are not equivalent, see Section D: *Transition Arrangements for Non-Equivalent Superseded Qualifications*.
B.	Strategic Regulatory Services will notify Departments when ASQA has added new versions of equivalent superseded qualifications to the University's Scope of Registration.	Strategic Regulatory Services	1. Strategic Regulatory Services will send email notification to: • Relevant Program Manager • Director, Skills and Education Delivery • Manager, TAFE Strategic Initiatives • Pro Vice-Chancellor, VET and Pathways • Senior Manager, Registrar Services • TAFE Compliance • Program Management and Completions • FedUni TAFE AASN 2. The new qualification will not be available for enrolments until approval from the Curriculum Committee is received and the qualification is added to TAFE Current Award Courses Register.
C.	Obtain current Training Package Purchasing Guide or curriculum documentation.	Director, Skills and Education Delivery / Program Manager	1. Curriculum documentation may include: • Training Package. • Purchasing Guide. • Obtaining approval from the copyright owner to use non-crown copyright curriculum documents. 2. Government funding for qualifications is not available until it is included in the Funded Course List. 3. There are no licensing fees to deliver Victorian crown copyright qualifications within Victoria. Where the State of Victoria is the copyright owner you can download the qualification documentation

			from the Department of Education and Training - Training Support Network or purchase from Curriculum Maintenance Manager (CMM). 4. Non-crown copyright qualifications may include a license fee. Refer to Legal for license agreement requirements. 5. Program Managers must confirm the equivalency of each individual unit to ensure the accurate mapping of the old qualification to the new.
D.	If a qualification that has been automatically added to the University's Scope by ASQA is deemed to be not required, the process to have it removed should commence.	Director, Skills and Education Delivery / Program Manager	1. For the removal of qualifications refer to Section E: Removing a Qualification or Unit of Competency.
E.	Commencing Enrolments	Director, Skills and Education Delivery / Program Manager	1. Once the Training Package has been endorsed all new enrolments should be in the new qualification. Departments must not enrol new students or commence delivery in any superseded qualifications.
F.	Continuing Enrolments	Director, Skills and Education Delivery / Program Manager	1. The Department is responsible for providing students with timely and adequate advice and guidance in relation to transition. Where possible currently enrolled students should be given the opportunity to transfer to the new qualification. However, before making this decision, consider the proportion of the qualification that has been completed by the student and the degree of alignment. Further information on Transition and Teach-out can be found in the VET Qualification Delivery Procedure.

G.	Transition / Teach-out of Continuing Students.	Director, Skills and Education Delivery / Program Manager	1. Departments must begin the process of transition and teach-out as soon as a qualification has been superseded. This allows any student who wishes to continue in the old qualification 12 months to complete and the remaining students to be transferred immediately into the replacement qualification. 2. Any students who have elected to continue in the superseded qualification who do not complete within the 12 month transition period must be transferred to the new qualification. 3. **After the 12 month transition period, ASQA automatically removes superseded qualifications from the University's Scope of Registration unless an extension has been approved by ASQA.**
H.	Complete the documents below: • *Training and Assessment Strategy – Part A and B* • *Trainer Skills Matrix (VET);* • Two completed Assessment Tools must be provided – these tools must be from two different units within the qualification, one unit should be, if possible, a high-risk unit. • Schedule of proposed assessment tool development.	Director, Skills and Education Delivery / Program Manager	1. Regardless of new qualifications being automatically added to the University's Scope of Registration by ASQA, Departments must be able to provide evidence as per the 2025 Standards for Registered Training Organisations (the Standards) and the VET Funding Contract in relation to training and assessment requirements. 2. For each qualification being presented for approval, the unit assessment tools provided for each qualification must be different. 3. The TAS Part B – Delivery Plan should be completed and submitted for the same two units that the Assessment Tools are being provided.

			Note: All VET Qualifications delivered at Federation University must meet the minimum hours outlined in the Purchasing Guide or be within a 5% tolerable threshold. Any Qualifications presented to Curriculum Committee under the 5% threshold will require a business case stating the reason/s for variance in hours supported by current statements (within the preceding 6 months) from Industry in support of the specific electives selected.
I.	Submit the documents below to TAFE and University Pathways Course Approval Committee (TUPCAC) for approval: • *Training and Assessment Strategy – Part A and B* • *Trainer Skills Matrix (VET);* • Two completed Assessment Tools must be provided – these tools must be from two different units within the qualification, one unit should be, if possible, a high-risk unit. • Schedule of proposed assessment tool development.	Program Manager	1. TAFE and University Pathways Course Approval Committee (TUPCAC) to consider the application. 2. If approved, the Department submits the complete application and the extract of TUPCAC Minutes to the Curriculum Committee for consideration. 3. If not approved, Program Manager to be notified of reasons for rejection.
J.	Submit the completed application documentation to Strategic Regulatory Services for review prior to submission to the Curriculum Committee for approval: • Federation TUPCAC Extract of Minutes • Training and Assessment Strategy – Parts A and B • Trainer Skills Matrix (VET); • Two completed Assessment Tools must be provided – these tools must be from two different units within the qualification, one unit should be, if possible, a high-risk unit.	TAFE Compliance/Federation TUPCAC Executive Officer / Strategic Regulatory Services	1. Strategic Regulatory Services will review the application documentation to ensure that it meets all necessary regulatory requirements prior to it being presented to the Curriculum Committee. 2. If documentation is compliant, Strategic Regulatory Services will notify Federation TAFE and provide a memo for the University Curriculum Committee. 3. If documentation is non-compliant, Strategic Regulatory Services will notify TAFE Compliance and appropriate Program Manager and provide a memo outlining the issues that require

			rectification prior to the documentation being resubmitted for consideration. 4. Any non-compliant application documentation must be resubmitted with rectifications to Strategic Regulatory Services. 5. Prior to submitting to Curriculum Committee, documentation must be compliant and any recommendations from Strategic Regulatory Services incorporated.
K.	Submit the completed application to Curriculum Committee for approval: • *Training and Assessment Strategy – Part A and B* • *Trainer Skills Matrix (VET)* • Two completed Assessment Tools must be provided – these tools must be from two different units within the qualification. One unit should be, if possible, a high-risk unit • Schedule of proposed assessment tool development	Federation TUPCAC Executive Officer	1. Documentation must be submitted through the University's approved records management system. Note: Approved programs will be forwarded to Academic Board and will be added to TAFE Current Award Courses Register.
L.	The Curriculum Committee to consider application.	Curriculum Committee	1. Department to be notified whether application has been approved or not. 2. If not approved, will be returned to Department with reasons for rejection. 3. The Curriculum Committee advise Strategic Regulatory Services of outcome.
M.	Undertake qualification implementation processes.	Program Manager	1. A qualification with equivalent superseded qualifications must be registered on CRICOS as a new qualification before it can be delivered to international students onshore in Australia. Refer CRICOS Registration of Higher Education and VET Programs Procedure.

			2. Load all qualification documentation into the University's approved records management system. 3. Refer to VET Qualification Delivery Procedure. 4. All superseded documentation should be retained as per the University's Records Management Procedure. 5. Update Course Finder and marketing material.
N.	Expired Qualifications.	Strategic Regulatory Services / Student and Registrar Services	1. When a qualification has been superseded, Strategic Regulatory Services will forward the details to Student and Registrar Services where that qualification will be restricted to prevent any new enrolments taking place without written permission from the PVC, VET and Pathways.
O.	Strategic Regulatory Services to advise Student and Registrar Services when new qualifications can be added to the Student Management System for enrolments.	Strategic Regulatory Services	1. Qualifications are not available for enrolment until such time as Student and Registrar Services has been advised that documentation of any new qualifications has been approved through the appropriate Committee.
P.	Update Student Management System.	Student and Registrar Services	1. Refer to qualification documentation in the University's approved records management system, upload program and unit data into Student Management System. 2. Liaise with Finance regarding approved fees and update system. 3. Notify relevant stakeholders, e.g. Marketing, Department, graduation.
Q.	Update TAFE Current Award Courses Register	Student and Registrar Services	1. Once endorsed by Academic Board, update TAFE Current Award Courses Register and TAFE Non-current Courses Register. Extract of Minutes forwarded to Student and

			Registrar Services by Academic Governance team. 2. Confirm approved programs are listed on the Scope of Registration. If a Program has not been added to the Scope contact Strategic Regulatory Services for clarification. 3. Amend TAFE Current Award Courses Register/ TAFE Non-current Courses Register data spreadsheet.
R.	Add additional units to program	Program Manager	1. Review qualification rules and delivery requirements. 2. Identify units to be added for credit transfer only. These units will not be delivered as part of the qualification.
S.	Update Student Management System.	Student and Registrar Services	1. Confirm new unit is included in most recent version of the delivery plan in the University's approved records management system. 2. Add course to course catalogue. 3. Add course to Program Master List. 4. Do not add units identified as credit transfer only to the Master List. Create or add to Credit Transfer List. 5. Run query UB_VET_COURSELIST_FORM (Group Data Form) and email to Program Area to request teaching groups be set up for relevant cohorts.

D: Transition Arrangements for Non-Equivalent Superseded Qualifications

This section applies when a qualification has been superseded and the new qualification is deemed non-equivalent. In these circumstances the curriculum needs to be reassessed to ensure it can still be delivered.

The transition period for superseded / expired qualifications must not exceed 12 months without formal written ASQA approval.

	Activity	**Responsibility**	**Steps**

A.	Identify the qualification to be transitioned on the Scope of Registration.	Director, Skills and Education Delivery / Program Manager	1. Associate Director/Program Manager to obtain copy of the new Training Package demonstrating the superseded and new qualifications are not equivalent. 2. If the superseded and new qualifications are deemed equivalent, see Section C: *Transition Arrangements for Equivalent Superseded Qualifications*
B.	Ensure the qualification is not already on the Scope.	Associate Director/Program Manager	1. Refer: www.training.gov.au, the University RTO number is 4909.
C.	Obtain current Training Package Purchasing Guide or curriculum documentation.	Director, Skills and Education Delivery / Program Manager	1. Curriculum documentation may include: • Training Package. • Purchasing Guide. • Obtaining approval from the copyright owner to use non-Crown copyright curriculum documents. 2. Government funding for qualifications is not available until it is included in the Funded Course List. 3. There are no licensing fees to deliver Victorian Crown copyright qualifications within Victoria. Where the State of Victoria is the copyright owner you can download the qualification documentation from the Department of Education and Training - Training Support Network or purchase from Curriculum Maintenance Manager (CMM). 4. Non-Crown copyright qualifications may include a licence fee. Refer to Legal for license agreement requirements. 5. Refer to the Third Party Delivery of VET Training and Assessment Procedure for additional requirements, if there are plans to offer the

			qualification as part of a Third Party Arrangement.
D.	Complete the documents below and submit to Federation TAFE and University Pathways Course Approval Committee (TUPCAC) for approval: • *Training and Assessment Strategy – Part A and B* • *Trainer Skills Matrix (VET)* • Two completed Assessment Tools must be provided – these tools must be from two different units within the qualification. One unit should be, if possible, a high-risk unit. • Schedule of proposed assessment tool development.	Director, Skills and Education Delivery / Program Manager TUPCAC	1. Program Managers are responsible for the completion of their own program documentation. This includes the Training and Assessment Strategy, the Trainer Skills Matrix and all Assessment Tools. 2. The TAS Part B – Delivery Plan should be completed and submitted for the same two units that the Assessment Tools are being provided. 3. TUPCAC to consider the application. 4. If approved, TUPCAC to refer to Department to submit the completed application and the Federation TUPCAC Minutes to Curriculum Committee for consideration. 5. If not approved, Program Manager to be notified of reasons for rejection. Note: All VET Qualifications delivered at Federation University must meet the minimum hours outlined in the Purchasing Guide or be within a 5% tolerable threshold. Any Qualifications presented to Curriculum Committee under the 5% threshold will require a business case stating the reason/s for variance in hours supported by current statements (within the preceding 6 months) from Industry in support of the specific electives selected.
E.	Submit the completed application documentation to Strategic Regulatory Services for review prior to submission to the Curriculum Committee for approval: • TUPCAC Extract of Minutes	TAFE Compliance, TUPCAC Executive Officer / Strategic Regulatory Services	1. Strategic Regulatory Services will review the application documentation to ensure that it meets all necessary regulatory requirements prior to it being presented to the Curriculum Committee.

	• Training and Assessment Strategy – Parts A and B • Trainer Skills Matrix (VET) • Two completed Assessment Tools must be provided – these tools must be from two different units within the qualification, one unit should be, if possible, a high-risk unit.		2. If documentation is compliant, Strategic Regulatory Services will notify Federation TAFE and provide a memo for the Curriculum Committee. 3. If documentation is non-compliant, Strategic Regulatory Services will notify Federation TAFE and provide a memo outlining the issues that require rectification prior to the documentation being resubmitted for consideration. 4. Any non-compliant application documentation must be resubmitted with rectifications to Strategic Regulatory Services.
F.	Submit the completed application to the Curriculum Committee for approval: • *Trainer Skills Matrix (VET)* • *Training and Assessment Strategy* • Federation TUPCAC Minutes • Two completed Assessment Tools must be provided – these tools must be from two different units within the qualification. One unit should be, if possible, a high-risk unit. • Schedule of proposed assessment tool development.	Federation TUPCAC Executive Officer	1. Documentation must be submitted through the University's approved records management system. Note: Approved programs will be forwarded to Academic Board for noting and will be added to TAFE Current Awards Courses Register.
G.	The Curriculum Committee to consider application.	Curriculum Committee	1. Program Area to be notified whether application has been approved or not. 2. If not approved, will be returned to Program Area with reasons for rejection.
H.	Academic Governance team to notify Strategic Regulatory Services of approval.	Academic Governance team	1. Send extract of minutes to Strategic Regulatory Services notifying of approval.
I.	PVC, VET and Pathways to sign: • Delegate Report • Authorisation Form	Strategic Regulatory Services / PVC, VET and Pathways	1. Strategic Regulatory Services to arrange for PVC, VET and Pathways to sign *ASQA Delegate Report Authorisation Form*.

J.	Strategic Regulatory Services to process applications for additions to Scope through ASQANet.	Strategic Regulatory Services	1. Any additions or deletions to the University's Scope of Registration must be processed through ASQA's on-line registration system (ASQANet), which is accessed through the ASQA web site at: http:// www.asqa.gov.au/. 2. The University has a registered password for accessing ASQANet which is held by Strategic Regulatory Services who process all applications for adding or deleting items from the University's Scope of Registration. 3. Applications should be processed in accordance with Strategic Regulatory Services 'ASQANet User Guide'. The User Guide provides step-by-step instructions on the adding or removing of qualifications from the University's Scope of Registration. 4. If the qualification is part of a Third Party Arrangement, this activity must be registered separately through ASQANet; refer to the Third Party Delivery of VET Training and Assessment Procedure for more detailed information.
K.	The signed Delegate Report Authorisation Form to be submitted to ASQA.	Strategic Regulatory Services	1. The University has been granted delegate status by ASQA which allows the University to approve amendments to its own Scope of Registration. ASQA must still be notified of any additions using the Delegate Report Authorisation Form. 2. Applications for any addition to the Scope of Registration does not incur a fee. 3. Additions will usually take approximately 2 -3 days to be formally added to the

			University Scope and appear on Training.gov.au.
L.	ASQA to notify University of extension to Scope.	Strategic Regulatory Services	1. Strategic Regulatory Services to notify: • PVC, VET and Pathways • Senior Manager, Registrar Services • Director, Skills and Education Delivery • Program Manager • TAFE Compliance • Manager, TAFE Strategic Initiatives • Program Management and Completions • FedUni TAFE AASN
M.	Undertake qualification implementation processes	Program Manager	1. Load all qualification documentation into the University's approved records management system 2. Refer to VET Qualification Delivery Procedure. 3. All superseded documentation should be retained as per the University's Records Management Procedure. 4. A qualification with non-equivalent superseded qualifications must be registered on CRICOS as a new qualification before it can be delivered to international students onshore in Australia. Refer CRICOS Registration of Higher Education and VET Programs Procedure. 5. Update Course Finder and marketing material.
N.	Expired Qualifications.	Strategic Regulatory Services/ Student and Registrar Services	1. When a qualification has been superseded, Strategic Regulatory Services will forward the details to Student and Registrar Services where that qualification will be restricted to prevent any new enrolments taking place without written permission

			from the PVC, VET and Pathways.
O.	Strategic Regulatory Services to advise Student and Registrar Services when new qualifications can be added to the Student Management System for enrolments.	Strategic Regulatory Services	1. Qualifications are not available for enrolment until such time as Student and Registrar Services has been advised that documentation of any new qualifications has been approved through the appropriate Committee.
P.	Update Student Management System	Student and Registrar Services	1. Refer to qualification documentation in the University's approved records management system, upload program and unit data into Student Management System. 2. Liaise with Finance regarding approved fees and update system. 3. Notify relevant stakeholders, e.g. Marketing, Department, graduation. 4. Run query UB_VET_COURSELIST_FORM (Group Data Form) and email to Program Area to request teaching groups be set up for relevant cohorts.
Q.	Update TAFE Current Award Courses Register	Student and Registrar Services	1. Once endorsed by Academic Board, Update TAFE Current Award Courses Register and TAFE Non-Current Courses Register. Extract of Minutes forwarded to Student and Registrar Services by Academic Governance team. 2. Confirm approved programs are listed on the Scope of Registration. If a Program has not been added to the Scope contact Strategic Regulatory Services for clarification 3. Amend TAFE Current Award Courses Register/ TAFE Non-Current Courses Register data spreadsheet.
R.	Add additional units to program	Program Manager	1. Review qualification rules and delivery requirements.

			2. Identify units to be added for credit transfer only. These units will not be delivered as part of the qualification.
S.	Update Student Management System.	Student and Registrar Services	1. Confirm new unit is included in most recent version of the delivery plan in the University's approved records management system. 2. Add course to course catalogue. 3. Add course to Program Master List. 4. Do not add units identified as credit transfer only to the Master List. Create or add to Credit Transfer List. 5. Run query UB_VET_COURSELIST_FORM for Group data form to Excel and email to Program Area.
T.	Commencing Enrolments.	Director, Skills and Education Delivery / Program Manager	1. Once the Training Package has been endorsed all new enrolments should be in the new qualification. Departments must not enrol new students or commence delivery in any superseded qualifications.
U.	Continuing Enrolments.	Director, Skills and Education Delivery / Program Manager	1. The Department is responsible for providing students with timely and adequate advice and guidance in relation to transition. Where possible currently enrolled students should be given the opportunity to transfer to the new qualification. However, before making this decision, consider the proportion of the qualification that has been completed by the student and the degree of alignment.
V.	Transition / Teach-out of Continuing Students.	Director, Skills and Education Delivery / Program Manager	1. Departments must begin the process of transition and teach-out as soon as a qualification has been

			superseded. This allows any student who wishes to continue in the old qualification 12 months to complete, and the remaining students to be transferred immediately into the replacement qualification. 2. Any students who have elected to continue in the superseded qualification who do not complete within the 12 month transition period must be transferred to the new qualification. 3. **After the 12 month transition period, ASQA automatically removes superseded qualifications from the University's Scope of Registration, unless an extension has been approved by ASQA.**

E: Removing a Qualification or Unit of Competency from Scope

ASQA will not automatically amend an RTO's Scope of Registration in response to changes to qualifications. The exceptions are:

- Superseded qualifications are automatically removed **after the 12 month transition period from the University's Scope of Registration unless the transition period is extended by ASQA**.
- **New equivalent qualifications are automatically added to the University's Scope of Registration.**

Use this section to remove **current** qualifications / units of competency Federation TAFE / the Department no longer intends to deliver.

	Activity	**Responsibility**	**Steps**
A.	Identify the qualification or unit to be removed from the Scope and complete the appropriate Removal from Scope memo as follows: • Memo Template - Removal from Scope - Non-transitioning Qualifications • Memo Template - Removal from Scope - Programs automatically removed from scope	Program Manager	1. Qualifications / units may be removed at any time during the year. 2. Program Manager to determine potential impacts of the removal with Program areas and Higher Education institute (as required). 3. Program Manager to confirm there are no students enrolled. 4. If the qualification/s to be removed involving an existing Third PartyArrangement, refer

	• Memo Template - Removal from Scope – Transitions		to the Third Party Delivery of VET Training and Assessment Procedure for additional requirements.
B.	Complete qualification / unit administration processes to cease delivery.	Director, Skills and Education Delivery / Program Manager	1. Remove qualification from Course Finder. 2. Qualification / unit records are to be stored in accordance with the University's Records Management Procedure.
C.	Submit the forms below to TUPCAC for approval: • Memo Template - Removal from Scope - Non-transitioning Qualifications • Memo Template - Removal from Scope - Programs automatically removed from scope • Memo Template - Removal from Scope – Transitions	Program Manager	1. TAFE Compliance to submit the completed application to TAFE Executive Officer. 2. TAFE Executive Officer adds application to TAFE and University Pathways Course Approval Committee agenda. 3. TAFE and University Pathways Course Approval Committee confirms there are no students enrolled in the Qualification. 4. TAFE and University Pathways Course Approval Committee to consider the application. • If approved, the TAFE Compliance submits the completed application documentation and the TAFE and University Pathways Course Approval Committee (TUPCAC) minutes to the University Curriculum Committee for consideration. • If not approved, Program Manager and Associate Director to be notified of reasons for rejection. 5. If approved and qualification is delivered to international students onshore in Australia, contact the Manager, International Regulatory Services with a request to withdraw the qualification from the CRICOS Register. Qualifications must be withdrawn from the CRICOS

			Register before an application for removal from Scope of Registration can be submitted to ASQA. 6. Confirmation from the Manager, International Regulatory Services that CRICOS registration has been removed for the qualification.
D.	Submit the completed application to the Curriculum Committee for approval: • TAFE and University Pathways Course Approval Committee Extract of Minutes • Memo Template - Removal from Scope - Non-transitioning Qualifications • Memo Template - Removal from Scope - Programs automatically removed from scope • Memo Template - Removal from Scope – Transitions	TAFE Compliance	1. Documentation must be submitted through the University's approved records management system. Note: Approval will be forwarded to Academic Board for noting and PMC will arrange removal from TAFE Current Award Courses Register and addition to TAFE Non-Current Courses Register.
E.	Curriculum Committee to consider application.	Curriculum Committee	1. Program Area and TAFE Compliance to be notified whether application has been approved or not. 2. If not approved, will be returned to Program Area with reasons for rejection. 3. Student and Registrar Services to confirm whether qualification has any active enrolments. 4. If approved, qualification / unit to be closed to future enrolments in the student management system.
F.	Academic Governance Mailbox to notify: • Strategic Regulatory Services • TAFE Compliance	Academic Governance Mailbox	1. Send extract to Strategic Regulatory Services and Student and Registrar Services notifying of approval.
G.	PVC, VET and Pathways to sign: • Delegate Report • Authorisation Form	Strategic Regulatory Services / PVC, VET and Pathways	1. Strategic Regulatory Services to arrange for PVC, VET and Pathways to sign *ASQA*

			Delegate Report Authorisation Form.
H.	Strategic Regulatory Services to process applications for deletions to Scope through ASQANet.	Strategic Regulatory Services	1. Any additions or deletions to the University's Scope of Registration must be processed through ASQA's on- line registration system (ASQANet), which is accessed through the ASQA web site at: http://www.asqa.gov.au/. 2. The University has a registered password for accessing ASQANet which is held by Strategic Regulatory Services who process all applications for adding or deleting items from the University's Scope of Registration. 3. Applications should be processed in accordance with Strategic Regulatory Services 'ASQANet User Guide'. The User Guide provides step-by-step instructions on the adding or removing of qualifications from the University's Scope of Registration.
I.	The signed Delegate Report Authorisation Form to be submitted to ASQA.	Strategic Regulatory Services	1. The University has been granted delegate status by ASQA which allows the University to approve amendments to its own Scope of Registration. ASQA must still be notified of any amendments using the Delegate Report Authorisation Form. 2. Applications for any amendment to the Scope of Registration does not incur a fee. 3. Amendments will usually take approximately 2 -3 days to be formally added to the University Scope and appear on Training.gov.au.

J.	ASQA to notify University of amendment to Scope.	Strategic Regulatory Services	1. Strategic Regulatory Services to notify: • PVC, VET and Pathways • Senior Manager, Registrar Services • Director, Skills and Education Delivery • Program Manager • TAFE Compliance • Manager, TAFE Strategic Initiatives • Program Management and Completions • FedUni TAFE AASN
K.	Update TAFE Current Award Courses Register	Student and Registrar Services	1. Once endorsed by Academic Board, update TAFE Current Award Courses Register and TAFE Non-Current Courses Register. Extract of Minutes forwarded to Student and Registrar Services by Academic Governance team. 2. Confirm approved programs have been removed from the Scope of Registration. If a Program has not been removed contact Strategic Regulatory Services for clarification. 3. Amend TAFE Current Award Courses Register/ TAFE Non-Current Courses Register data spreadsheet.
L.	Update Student Management System.	Student and Registrar Services	1. Update last admit term, teach out dates and other AIR items to reflect program has been removed from Scope.

F: Notification of Commencement of Delivery Outside of Victoria (Interstate or International)

The University can deliver a qualification / unit in other states and territories in Australia and overseas if it is on its Scope. The University must notify ASQA within a reasonable time frame of commencing delivery or assessment outside of Victoria.

This procedure outlines the process for informing ASQA of delivery outside of Victoria, it does not detail University processes for ensuring compliance with the 2025 Standards for Registered Training Organisations (the Standards) or ESOS.

The below process is not to used for Third Party Arrangements, refer to the Third Party Delivery of VET Training and Assessment Procedure for the requirements for Third Party delivery.

	Activity	Responsibility	Steps
A.	Check qualification / unit is in Scope and determine capacity to deliver qualification / unit interstate or overseas.	Director, Skills and Education Delivery / Program Manager	1. Refer: www.training.gov.au, the University's RTO number is 4909.
B.	Complete and forward the following form to the PVC, VET and Pathways to endorse: • *Notification of Amendment to Delivery Locations*	PVC, VET and Pathways / Program Manager	1. International registration of qualifications requires CRICOS. Refer to the CRICOS Registration of Higher Education and VET Programs Procedure.
C.	Submit the form below to Federation TAFE and University Pathways Course Approval Committee for approval: • *Notification of Amendment to Delivery Locations*.	Program Manager	1. Federation TAFE and University Pathways Course Approval Committee to consider the application.
D.	Submit the following to the Curriculum Committee for approval: • *Notification of Amendment to Delivery Locations* • Federation TUPCAC Minutes.	Federation TAFE and University Pathways Course Approval Committee Executive Officer	1. Curriculum Committee to consider the application. 2. If approved, Curriculum Committee to forward the documentation to Strategic Regulatory Services for processing.
E.	Submit the following to PVC, VET and Pathways for approval and signing: • *Notification of Amendment to Delivery Locations* • Federation TAFE and University Pathways Course Approval Committee Minutes • Declaration by Chief Executive Officer	Strategic Regulatory Services	1. PVC, VET and Pathways to consider the application. 2. If approved, PVC, VET and Pathways to forward the documentation to Strategic Regulatory Services for processing.
F.	Forward approved documents to Strategic Regulatory Services for processing with ASQA: • *Notification of Amendment to Delivery Locations* • Declaration by Chief Executive Officer	PVC, VET and Pathways	1. Strategic Regulatory Services to check to ensure documentation has been completed appropriately.
G.	Strategic Regulatory Services to process applications for	Strategic Regulatory Services	1. Any amendments to the University's Scope of

	amendments to Scope through ASQANet.		Registration must be processed through ASQA's on-line registration system (ASQANet), which is accessed through the ASQA website at: http://www.asqa.gov.au/. 2. The University has a registered password for accessing ASQANet which is held by Strategic Regulatory Services who process all applications for adding / deleting or amending items on the University's Scope of Registration. 3. Applications should be processed in accordance with Strategic Regulatory Services 'ASQANet User Guide'. The User Guide provides step-by-step instructions on the adding or removing of qualifications from the University's Scope of Registration.
H.	ASQA to notify University of amendment to Scope.	Strategic Regulatory Services	1. Strategic Regulatory Services to notify: • PVC, VET and Pathways • Senior Manager, Registrar Services • Director, Skills and Education Delivery • Program Manager
I.	Update Student Management System	Student and Registrar Services	1. Update to add new delivery location to teaching groups.

G: Notification of Ceasing Delivery Outside of Victoria (Interstate or International)

The University must inform ASQA within a reasonable time frame of ceasing delivery or assessment outside of Victoria.

	Activity	**Responsibility**	**Steps**
A.	Determine the qualification / unit that is no longer being delivered or assessed outside of Victoria.	Director, Skills and Education Delivery / Program Manager	1. All stakeholders should be consulted to determine whether the qualification / unit is no longer being delivered or assessed outside of Victoria.

B.	Complete the following and indicate on the form the delivery locations that are to be removed for the qualification / unit: • *Notification of Amendment to Delivery Locations*	Director, Skills and Education Delivery / Program Manager	1. The completed form should be forwarded to the PVC, VET and Pathways to be endorsed.
C.	Submit the following to the PVC, VET and Pathways for approval and signing: • *Notification of Amendment to Delivery Locations* • Declaration by Chief Executive Officer	Director, Skills and Education Delivery	1. Documentation should be sent to TAFE Board for noting. 2. PVC, VET and Pathways to consider the application. 3. If approved, PVC, VET and Pathways to forward the documentation to Strategic Regulatory Services for processing.
D.	Forward approved documents to Strategic Regulatory Services for processing with ASQA: • *Notification of Amendment to Delivery Locations* • Declaration by Chief Executive Officer	PVC, VET and Pathways	1. Strategic Regulatory Services will confirm receipt of documentation.
E.	Strategic Regulatory Services to process applications for amendments to Scope through ASQANet.	Strategic Regulatory Services	1. Any amendments to the University's Scope of Registration must be processed through ASQA's on-line registration system (ASQANet), which is accessed through the ASQA web site at: http://www.asqa.gov.au/. 2. The University has a registered password for accessing ASQANet which is held by Strategic Regulatory Services which processes all applications for adding / deleting or amending items on the University's Scope of Registration. 3. Applications should be processed in accordance with Strategic Regulatory Services 'ASQANet User Guide'. The User Guide provides step-by-step instructions on the adding or removing of qualifications from the

			University's Scope of Registration.
F.	ASQA to notify University of amendment to Scope.	Strategic Regulatory Services	1. Strategic Regulatory Services to notify: • PVC, VET and Pathways • Senior Manager, Registrar Services • Director, Skills and Education Delivery • Program Manager 2. Interstate or international delivery locations will be removed from qualification / unit listing on the University's Scope on www.training.gov.au.
G.	Update Student Management System.	Student and Registrar Services	1. Ensure no teaching groups are set up for delivery location.

H: Regular Review of the Scope

Faculties should continually monitor and review all qualifications on the Scope.

To assist with this, Strategic Regulatory Services provides a regular status update on the University's Scope of Registration.

	Activity	**Responsibility**	**Steps**
A.	Scope of Registration Status Report, available through the University's approved records management system.	Strategic Regulatory Services	1. Status Report includes: • Current status of qualifications; and • Current enrolment data.
B.	Recommendations for action by Director, Skills and Education Delivery / Program Managers.	Federation TAFE and University Pathways Course Approval Committee	1. Proposed amendments to Scope to be forwarded to the Federation TAFE and University Pathways Course Approval Committee for approval.
C.	Complete paperwork to extend, amend or remove from the Scope.	Director, Skills and Education Delivery / Program Manager	1. Section A: Adding a NewQualification. 2. Section B: Adding a New Unit of Competency. 3. Section C: Transition Arrangements for Equivalent Superseded Qualifications.

			4. Section D: Transition Arrangements for Non – Equivalent Superseded Qualifications. 5. Section E: Removing a Qualification or Unit of Competency. 6. Section F: Transition and Teach-out. 7. Section G: Notification of Commencement of Delivery Outside of Victoria (Interstate or International). 8. Section H: Notification of Ceasing Delivery Outside of Victoria (Interstate or International).

I: Victorian Certificate of Education (VCE) Vocational Major

The University also has a State Register which is administered by the Victorian Registration & Qualifications Authority (VRQA). This State Register provides details of units / qualifications that are authorised by the VRQA for delivery only in Victoria and the campuses that these units / qualifications are registered at.

Currently the only qualifications listed on the VRQA State Register are for VCE-VM as these are state based issued qualifications.

The State Register can be amended similarly to the National Scope of Registration through ASQA. Qualifications can be added or removed by lodging a request with the regulatory body.

All amendments to the State Register need to be submitted using *Form B: Amending the Scope of Registration*, these amendments include:

1. To add new scope items or non-equivalent training package products or accredited course to scope.
2. To add equivalent training package products without a standing application to scope.
3. To remove items from scope.

Victorian Certificate of Education (VCE) Vocational Major qualifications are not issued by the University and are not added to TAFE Current Award Courses Register.

Adding New Scope Items - Non-equivalent / Equivalent Training Package Products or Accredited Courses

	Activity	Responsibility	Steps
A.	Identify the qualification to be added to the State Register.	Associate Director or Program Manager	1. Ensure the qualification is not already on the State Register. 2. Refer: http://www.vrqa.vic.gov.au

B.	Obtain current curriculum documentation.	Associate Director or Program Manager	1. Current VCE curriculum documentation and information is available from the Victorian Curriculum and Assessment Authority(VCAA). 2. Government funding for qualifications is not available until it is included in the Funded Course List.
C.	Complete the forms below to determine capacity to deliver qualification: • Training and Assessment Strategy – Part A • Impact Statements.	Associate Director or Program Manager/Delegate	1. The Program Area must be able to provide evidence as per the Minimum Standards for Registration to Provide an Accredited Senior Secondary Course (VRQA) and the VET Funding Contract in relation to compliance with training and assessment requirements. 2. A qualification must be registered on CRICOS before it can be delivered to international students onshore in Australia. Refer to CRICOS Registration of VET Programs Procedure.
D.	Distribute qualification impact statements to determine potential impacts on other areas of the University if the qualification is introduced.	Director, Skills and Education Delivery / Program Manager	1. Distribute Qualification Impact Statements to: • Dean, Quality, Partnerships and Accreditation • Director, Information Technology Services • Director, Library • Director, Property and Infrastructure • Chief Learner Experience Office (CLXO) • Senior Manager, Registrar Services
E.	Respond to Qualification Impact Statement.	Relevant Deans / Executive Directors / Associate Directors / Program Managers	1. Completed Impact Statements should be returned within 5 working days.
F.	Respond to any identified impacts.	Director, Skills and Education Delivery / Program Manager	1. Any issues raised within the Impact Statements must be addressed at this stage.
G.	Qualification is added to the agenda of a scheduled TAFE &	Director, Skills and Education Delivery/Program Manager	1. Email request is sent to TAFE Compliance and Associate Director requesting addition of

	University Pathways Course Approval Committee		qualification to TAFE & University Pathways Course Approval Committee.
H.	Submit the completed application to Strategic Regulatory Services for review and endorsement prior to submission to the TAFE & University Pathways Course Approval Committee for approval: 1. Training and Assessment Strategy – Part A 2. Trainer Skills Matrix (VET) 3. Course Finder Information Document 4. Curriculum documents for two Units of Competency including: a. Training and Assessment Strategy Part B b. Pre-training Review (PAV) c. Assessment tools (Student & Assessor) d. Competency Mapping Matrix e. Unit outline f. Record of Assessment Outcome g. Schedule of proposed qualification resource and assessment development Note: these documents must be from two different units within the qualification. One unit should be, if possible, a high-risk unit	Program Manager/Strategic Regulatory Services	1. Strategic Regulatory Services will review the application documentation to ensure that it meets all necessary regulatory requirements prior to it being presented to the TAFE & University Pathways Course Approval Committee. 2. If documentation is compliant, Strategic Regulatory Services will notify TAFE Compliance and appropriate Program Manager and provide a memo for the TAFE & University Pathways Course Approval Committee. 3. If documentation is non-compliant, Strategic Regulatory Services will notify TAFE Compliance and appropriate Program Manager and provide a memo outlining the non-compliances that require rectification prior to the documentation being resubmitted for consideration. 4. Any non-compliant application documentation must be resubmitted through ServiceNow with rectifications to Strategic Regulatory Services. 5. Prior to submitting to TAFE & University Pathways Course Approval Committee documentation must be compliant and any recommendations from Strategic Regulatory Services incorporated.
I.	Submit the completed application to TAFE & University Pathways Course Approval Committee for approval: 1. Qualification Concept & Business Case (VET) Form	TAFE Compliance/Federation TAFE Executive Officer	1. TAFE Compliance to submit the completed application to TAFE Executive Officer 2. TAFE Executive Officer adds application to TAFE & University Pathways Course Approval Committee to consider application:

	2. Training and Assessment Strategy Part A 3. Trainer Skills Matrix (VET) 4. Course Finder Information Document 5. Curriculum documents for two Units of Competency including: a. Training and Assessment Strategy Part B b. Pre-Training Review (PAV) c. Assessment tools (student & Assessor) d. Competency Mapping Matrix e. Unit Outline f. Record of Assessment Outcome g. Schedule of proposed Qualification resource and assessment development		a. If approved, TAFE Compliance to submit the completed application documentation and the TAFE & University Pathways Course Approval Committee minutes to Curriculum Committee for consideration b. If not approved, Program Manager and Associate Director to be notified of reasons for rejections
J.	Program areas are notified that all approvals have gone through and to commence work on qualification documentation	Associate Director/ TAFE Compliance/Program Manager	1. Program areas are advised of position on Course Approval Schedule and associated deadlines for reviews and Committees. 2. Program Manager to determine and communicate who will be working on developing qualification application documentation.
K.	Curriculum Committee to consider application.	Curriculum Committee	1. Program Area to be notified whether application has been approved or not. 2. If not approved, will be returned to Program Area with reasons for rejection.
L.	If application is approved Academic Governance Mailbox to notify: • Strategic Regulatory Services • TAFE Compliance	Academic Governance Mailbox	1. Send extract to Strategic Regulatory Services notifying of approval of qualifications.
M.	PVC, VET and Pathways to sign *Form B: Amending the Scope of Registration*	Strategic Regulatory Services / PVC, VET and Pathways	1. Strategic Regulatory Services to arrange for PVC, VET and Pathways to sign *Form B:*

			Amending the Scope of Registration.
N.	Strategic Regulatory Services to lodge applications for additions to Scope to the VRQA.	Strategic Regulatory Services	1. The forms listed below to be submitted to VRQA: • Form B: Amending the Scope of Registration • Training and Assessment Strategy – Parts A and B • Trainer Skills Matrix (VET); • Two completed Assessment Tools must be provided – these tools must be from two different units within the qualification. One unit should be, if possible, a high-risk unit. 2. This documentation must be submitted to: Victorian Registration and Qualifications Authority, GPO Box 2317, Melbourne Victoria 3001 3. This documentation must be submitted electronically in PDF format on a USB drive.
O.	Upon receipt of Form B and supporting evidence, the VRQA will send out an invoice for the application.	Strategic Regulatory Services	1. The invoice for the addition of qualifications will be sent to Strategic Regulatory Services email address. 2. Fees are due and payable within 14 days. 3. Application fees are non-refundable. 4. Applications will not be assessed until invoices have been paid. 5. No fees are charged for applications to add equivalent qualifications and no evidence of readiness to deliver training is required to be submitted with the application as long as the application is made within the training package transition period.
P.	Once payment for the application has been received, applications are assessed using a proportional risk-based approach.	Strategic Regulatory Services	1. An assessment may involve a desk review or a site audit depending on the risk profile

			and / or the qualification being applied for. 2. The desk review process can take approximately four to six weeks from the date the VRQA receives payment. 3. If it is determined that a site audit is required, a VRQA auditor will contact Strategic Regulatory Services to schedule an audit date.
Q.	VRQA to notify University of extension to Scope.	Strategic Regulatory Services	1. Strategic Regulatory Services to notify: • PVC, VET and Pathways • Senior Manager, Registrar Services • Director, Skills and Education Delivery • Program Manager
R.	Add additional units to program	Program Manager	1. Review qualification rules and delivery requirements. 2. Identify units to be added for credit transfer only. These units will not be delivered as part of the qualification.
S.	Undertake qualification implementation processes	Program Manager	1. Load all qualification documentation into the University's approved records management system. 2. Refer to VET Qualification Delivery Procedure. 3. All superseded documentation should be retained as per the University's Records Management Procedure. 4. Update Course Finder and marketing material.

Removing Scope Items

	Activity	Responsibility	Steps
A.	Identify the qualification or unit to be removed from the Scope and complete the following: • Form B: Amending the Scope of Registration	Associate Director / Program Manager	1. Qualifications / units may be removed at any time during the year. 2. Student and Registrar Services to confirm that there

	• *Removal from Scope of Registration Impact Statements for All Schools & Centres (VET)*		are no current enrolments in the qualification prior to submitting an application for removal.
B.	Distribute to all Program Areas the following to determine potential impacts if the qualification is removed from Scope: • *Removal from Scope of Registration Impact Statements for All Schools & Centres (VET)*.	Director, Skills and Education Delivery / Program Manager	1. Distribute *Removal from Scope of Registration Impact Statements for All Faculties & Centres (VET)* to all Program Areas.
C.	Respond to *Removal from Scope of Registration Impact Statements for All Schools & Centres (VET)*	Relevant Directors / Associate Directors / Program Manager	1. Completed Impact Statement should be returned within 5 working days.
D.	Respond to any identified impacts.	Director, Skills and Education Delivery / Program Manager	1. Any issues raised within the Impact Statements must be addressed at this stage.
E.	Complete qualification / unit administration processes to cease delivery.	Director, Skills and Education Delivery / Program Manager	1. Remove qualification from Course Finder. 2. Qualification / unit records are to be stored in accordance with the University's Records Management Procedure.
F.	Submit the required forms below to TAFE and University Pathways Course Approval Committee for approval: • Memo Removal from Scope Non-Transitioning Qualification • Memo Removal from Scope Programs automatically removed from Scope • Memo Removal from Scope Transitioning	Program Manager	1. TAFE Compliance to submit the completed application to TAFE Executive Officer. 2. TAFE Executive Officer adds application to TAFE and University Pathways Course Approval Committee agenda. 3. TAFE and University Pathways Course Approval Committee confirms there are no students enrolled in the qualification. 4. TAFE & University Pathways Course Approval Committee to consider the application: • If approved the TAFE Compliance to submit the completed application documentation and the TAFE & University Pathways Course Approval Committee minutes to the

			Curriculum Committee for consideration • If not approved Program Manager and Associate Director to be notified of reasons for rejection.
G.	Submit the completed application to Curriculum Committee for approval: • TAFE and University Pathways Course Approval Committee Extract of Minutes • Memo: Removal from Scope Non-Transitioning Qualifications • Memo: Removal from Scope Programs automatically removed from Scope • Memo: Removal from Scope Transitions	TAFE Compliance	Note: Approved will be forwarded to Academic Board and Council for removal from TAFE Current Award Courses Register to TAFE Non-Current Courses Register.
H.	Curriculum Committee to consider application.	Curriculum Committee	1. Program Area and TAFE Compliance to be notified whether application has been approved or not. 2. Student and Registrar Services to confirm whether qualification has any active enrolments. 3. If not approved, will be returned to Program Area with reasons for rejection. 4. If approved, qualification / unit to be closed to future enrolments in the student management system.
I.	If application is approved Academic Governance Mailbox to notify: • Strategic Regulatory Services • TAFE Compliance	Academic Governance Mailbox	1. Send extract to Strategic Regulatory Services and Student and Registrar Services notifying of approval.
J.	PVC, VET and Pathways to sign *Form B: Amending the Scope of Registration*	Strategic Regulatory Services / PVC, VET and Pathways	1. Strategic Regulatory Services to arrange for PVC, VET and Pathways to sign *Form B: Amending the Scope of Registration*.

K.	Strategic Regulatory Services to lodge applications for deletions to Scope to the VRQA.	Strategic Regulatory Services	1. The completed *Form B: Amending the Scope of Registration* should be submitted to: qar@edumail.vic.gov.au 2. Application fees do not apply for the removal of items from the Scope.
L.	VRQA to notify University of extension to Scope.	Strategic Regulatory Services	1. Strategic Regulatory Services to notify: • PVC, VET and Pathways • Senior Manager, Registrar Services • Director, Skills and Education Delivery • Program Manager
M.	Update Student Management System	Student and Registrar Services	1. Update last admit term, teach-out dates and other AIR items to reflect program has been removed from Scope.

J: Exceptions to the ASQA Delegate Status

The University has been granted delegate status from ASQA, which allows self-approval of amendments to its Scope of Registration. ASQA must be notified of any additions or deletions using the Delegate Report Authorisation Form.

There are exceptions to the authority the University has in its delegate status which means that there are qualifications that require approval by ASQA prior to being added to its Scope of Registration.

Due to the inherent risk involved with particular qualifications, ASQA has removed the delegate status from these qualifications and additional application conditions have been included.

If applying for any qualifications that are not included in the University's ASQA Delegate authority, Federation TAFE staff should contact Strategic Regulatory Services to ascertain whether there are any additional application conditions imposed by ASQA prior to submitting any application for addition to Scope. These applications to Scope should be treated as if they are new and non-equivalent, irrespective of whether they are replacing an existing qualification or not.

K: Changes to Existing Training and Assessment Strategies

A Training and Assessment Strategy (TAS) must be developed for every qualification that is listed on the University's Scope of Registration; this includes any units or skill sets that have been registered with ASQA independently to a qualification. A separate TAS is also required for each student cohort.

If at any time following approval of a qualification's documentation any of the below are amended or modified **the TAS must be updated to reflect these alterations:**

- the identified cohort or an additional cohort

- the units of competency to be undertaken
- mode of delivery
- the structure of how the qualification will be facilitated
- the assessments to be undertaken to achieve competency (other than assessment content)
- the materials and resources to be used; e.g. Introduction of newequipment requiring purchase or change / update to facilities

The TAS Part A and B must be updated to reflect the modifications to training, assessment and delivery. If the teaching staff have changed from the original submission, the Trainer Skills Matrix should also be updated to include staffing changes.

	Activity	**Responsibility**	**Steps**
A.	Identify the Training and Assessment Strategy that requires reviewing and modifying.	Program Manager	1. Modifications may include: • the identified cohort or an additional cohort • the units of competency to be undertaken • mode of delivery • the structure of how the qualification will be facilitated • the assessments to be undertaken to achieve competency (other than assessment content) • the materials and resources to be used; e.g. Introduction of new equipment requiring purchase or change / update to facilities
B.	Relevant amendments to the TAS to be incorporated.	Program Manager	1. If the amendments affect the delivery of the qualification / units then the TAS – Part B should also be revised. 2. If the teaching staff have changed due to any amendments to the training, assessment or delivery - then the Trainer Skills Matrix should be updated to include staffing changes.
C.	Amended documentation to be submitted to TAFE and University Pathways Course Approval Committee for approval.	Program Manager	1. A summary of changes to the qualification to be provided with an updated copy of TAS.
D.	Approved documentation to be loaded into the University's	TAFE Compliance	1. Student and Registrar Services to be provided with an updated copy of TAS and

	approved records management system.		summary of changes to the qualification.
E.	Update Student Management System	Student and Registrar Services	1. Refer to qualification documentation in the University's approved records management system. Upload program and unit data into Student Management System.

L: VET Loans Scheme

VET Student Loans are income contingent loans designed to provide financial support to students to undertake quality training for skills that are aligned to workplace needs.

The Commonwealth government currently determines which qualifications are eligible for the Student Loan Scheme and these approved qualifications appear on the VET Student Loans eligible courses list.

It is possible that a student may enrol in a qualification that does not appear on the VET Student Loans eligible courses list and may wish to apply for a VET Student Loan. In this case the University would need to submit an application to have a particular qualification added to the eligible courses list.

Any queries regarding program approval for the VET Student Loan Scheme should be referred to the Senior Manager, Registrar Services.

Section Two: University VET Training Programs (consisting of Units of Competency / Nationally Recognised modules) / Short Courses

These programs of study designed to meet the specific training needs of an industry or enterprise which do not meet full vocational outcomes (AQF qualification), and are comprised solely of nationally endorsed units of competency or nationally recognised modules. Such arrangements must be approved by Federation TAFE and University Pathways Course Approval Committee and the Curriculum Committee using the 'Federation University VET Programs Registration Form'.

Relevant units must fit within the packaging rules for qualifications that appear on the University's Scope of Registration. Any pre-requisites still must be met as part of any short course consisting of nationally recognised modules / units.

Where this option is adopted the group of units / modules should be marketed as a 'Training Program' e.g. 'Training Program in Header Operations'. These programs should be reviewed on a regular basis to ensure currency.

A student who successfully completes this training option will receive a Statement of Attainment for the nationally endorsed units of competency or nationally recognised modules. The designated title for the Training Program may also be included on the Statement of Attainment.

Refer: Federation University VET Training Program Registration Form.

Section Three: Adding Units / Modules

Endorsed units of competency and / or accredited modules can be added to the delivery of courses or Training Package qualifications without seeking accreditation / approval either at the state or local level provided the units are on the University's Scope of Registration. It may be possible to use an existing unit from another qualification;

packaging rules should be confirmed to see if they allow a unit to be 'imported'. If this is the case the unit does not need to be added to the Scope of Registration.

These additions are **not** a requirement of the qualification and are optional for student enrolment. Approval for this option must be sought from the Director, Skills and Education Delivery, Federation TAFE as there may be funding implications. A Statement of Attainment will be issued for any additional endorsed units of competency and / or accredited modules completed.

Refer to Section One, B: Adding a new Unit of Competency.

Section Four: Non-Award and / or Vendor Accredited Programs

Specific clients may require a training program that does not lead to a full vocational outcome (AQF qualification) and where national or state accreditation is not required. Where this training need cannot be met through the delivery of available nationally accredited units / modules, a program can be internally developed and accredited by the Academic Board.

Similarly, the University may have an arrangement with a vendor to deliver programs that are developed, accredited and maintained by the vendor. An example of an arrangement to provide a program that has been designed and maintained by a vendor is the Licenced Electricians Assessment Training.

These programs do not lead to an AQF qualification.

	Activity	Responsibility	Steps
A.	Consult with enterprise to discuss training needs and develop required program.	Director, Skills and Education Delivery / Program Manager	1. Determine whether program will be a Vendor Accredited or Non-Award Program.
B.	If decision is to proceed with a Vendor Accredited Program, it may be necessary to consult with the Legal Office to arrange a formal agreement for training delivery.	Director, Skills and Education Delivery / Program Manager	1. Formal agreement should be in place, however may be initiated by other party. 2. If the University enters into a new Vendor Accredited Program Agreement for a program that has not previously been delivered, Student and Registrar Services will create a new program code in the Student Management System to enable enrolments.
C.	Either the Non-Award or Vendor Accredited Program Approval Form to be completed and distributed along with Qualification Impact Statements to determine potential impacts on others areas of the University if the qualification is introduced.	Director, Skills and Education Delivery / Program Manager	1. Distribute the Non-Award or Vendor Accredited Program Approval Form with the Qualification Impact Statements to: • Deputy Deans or equivalent of Institutes • Director, Information Technology Services • Director, Library

			• Director, Property and Infrastructure • Chief Learner Experience Officer (CLXO) • Senior Manager, Registrar Services
D.	Respond to Non-Award or Vendor Accredited Program Approval Form and the Qualification Impact Statements.	Relevant Deans / Executive Directors / Associate Directors / Program Managers	1. Completed Impact Statements should be returned within 5 working days.
E.	Respond to any identified impacts.	Director, Skills and Education Delivery / Program Manager	1. Any issues raised within the Impact Statements must be addressed at this stage.
F.	Federation TAFE and University Pathways Course Approval Committee to consider application.	Federation TAFE and University Pathways Course Approval Committee Executive Officer	1. If not approved, TAFE Compliance and Program Manager to be notified of reasons for rejection.
G.	Program delivery must be approved by TAFE and University Pathways Course Approval Committee	Federation TAFE and University Pathways Course Approval Committee	1. Notification of approval to be reviewed by Strategic Regulatory Services prior to being forwarded to the Curriculum Committee.
H.	Submit the completed application documentation to Strategic Regulatory Services for review prior to submission to the Curriculum Committee for approval.	Federation TAFE and University Pathways Course Approval Committee Executive Officer / Strategic Regulatory Services	1. Strategic Regulatory Services will review the application documentation to ensure that it meets all necessary regulatory requirements prior to it being presented to the Curriculum Committee. 2. If documentation is compliant, Strategic Regulatory Services will notify Federation TAFE Compliance, Program Manager and provide a memo for the Curriculum Committee. 3. If documentation is non-compliant, Strategic Regulatory Services will notify Federation TAFE Compliance, Program Manager and provide a memo outlining the issues that require rectification prior to the documentation being resubmitted for consideration. 4. Any non-compliant application documentation must be resubmitted with rectifications

			to Strategic Regulatory Services. 5. Prior to submitting to Curriculum Committee, documentation must be compliant and any recommendations from Strategic Regulatory Services incorporated.
I.	Curriculum Committee to consider application.	Academic Governance team	1. If not approved, TAFE Compliance and Program Manager to be notified of reasons for rejection.
J.	Program delivery must be approved by the Curriculum Committee.	Academic Governance team	1. Documentation to be added to the Curriculum Committee agenda for consideration.
K.	If approved by the Curriculum Committee, Academic Governance will notify Student and Registrar Services to update the Non-Award Program / Vendor Accredited Program Register for uploading to the Course approval, reviews and registers SharePoint page.	Academic Governance team / Student and Registrar Services	1. All students must be enrolled in the University's approved Student Management System prior to the commencement of training.
L.	Update Student Management System	Student and Registrar Services	1. Refer to qualification documentation in the University's approved records management system, upload program and unit data into Student Management System. 2. Liaise with Finance regarding approved fees and update system. 3. Notify relevant stakeholders, e.g. Marketing, Federation TAFE, Graduation.

Section Five: Skill Set Training

Nationally Endorsed Skill Sets

Nationally endorsed skill sets are identified in a training package or accredited program.

Training packages include nationally endorsed skills sets which compliment full AQF qualifications. These skill sets can be developed from one or more training packages and are supported by industry before they are nationally endorsed by the Industry and Skills Council.

If the Training Package containing the required Skills Set is not on Scope, refer to Section One, A. Adding a new qualification.

	Activity	Responsibility	Steps
A.	Identify if there is a suitable nationally endorsed skill set.	Director, Skills and Education Delivery / Program Manager	1. Refer to relevant training package.
B.	Ensure skill set units are within qualifications on the University's Scope of Registration.	Director, Skills and Education Delivery / Program Manager	1. Refer: www.training.gov.au, the University's RTO number is 4909.
C.	Complete Nationally Endorsed Skill Set Registration Form. Completed form to be forwarded to Federation TAFE and University Pathways Course Approval Committee for approval.	Director, Skills and Education Delivery / Program Manager	1. Wording for Statement of Attainment identified on *Registration Form* cannot be changed after registration. Any amendments require re-registration.
D.	Submit the completed application documentation to Strategic Regulatory Services for review prior to submission to the TAFE and University Pathways Course Approval Committee for approval.	Federation TAFE and University Pathways Course Approval Committee Executive Officer / Strategic Regulatory Services	1. Strategic Regulatory Services will review the application documentation to ensure that it meets all necessary regulatory requirements prior to it being presented to the Curriculum Committee. 2. If documentation is compliant, Strategic Regulatory Services will notify Federation TAFE Compliance and Program Manager and provide a memo for the Curriculum Committee. 3. If documentation is non-compliant, Strategic Regulatory Services will notify Federation TAFE Compliance and Program Manager and provide a memo outlining the issues that require rectification prior to the documentation being resubmitted for consideration. 4. Any non-compliant application documentation must be resubmitted with rectifications to Strategic Regulatory Services. 5. Prior to submitting to Curriculum Committee, documentation must be compliant and any recommendations from

			Strategic Regulatory Services incorporated.
E.	Forward approved form and meeting minutes to Academic Governance team	Academic Governance Team	1. Documentation to be added to the Curriculum Committee agenda for consideration.
F.	The Curriculum Committee to approve the skill set.	Curriculum Committee / Student and Registrar Services	1. The skill set to be registered by Student and Registrar Services.
G.	The skill set will be given an approval number which will be used to process unsealed awards.	Student and Registrar Services	1. Student and Registrar Services will email the approval number to the Program Manager.
H.	The approved skill set documentation will be placed on the Skill Sets Register on the Course approval, reviews and registers Staff SharePoint page	Student and Registrar Services	1. Student and Registrar Services will update the Register on the appropriate webpage.
I.	Update Student Management System	Student and Registrar Services	1. Refer to qualification documentation in the University's approved records management system, upload program and unit data into Student Management System. 2. Liaise with Finance regarding approved fees and update system. 3. Notify relevant stakeholders, e.g. Marketing, Federation TAFE, graduation.
J.	Undertake skill set implementation processes.	Program Manager	Steps for setting up TAFE teaching groups: 1. Run query UB_VET_COURSELIST_FORM for Group data form to Excel – Responsible Program Area Staff. 2. Fill out Group Data Form including teaching group description, year, start dates, end dates, campus and delivery type - Responsible Program Area Staff. 3. Email to PMC@federation.edu.au - Responsible Program Area Staff 4. Add teaching group to Campus –

			PMC@federation.edu.au Input information from Group Data Form into Campus in the Academic Item Registry (AIR) - Responsible PMC@federation.edu.au. 5. Attach teaching group to program – PMC@federation.edu.au attach the teaching group to program in the Academic Item Registry (AIR) - Responsible PMC@federation.edu.au. 6. Run Course/Unit enrolment sheet run control – PMC@federation.edu.au run the Course/Unit enrolment sheet run control and email teaching group to Program Area – Responsible.

Locally Endorsed Skill Sets

It is University preference to use nationally endorsed skill sets. However, if the relevant training package does not provide skill sets, or they do not meet an identified enterprise/organisation need, the Program Area can develop a skill set.

As the wording on the Statement of Attainment will relate to a specific enterprise/organisation and skill set, the registration process below must be followed for each locally developed skill set for each enterprise/organisation.

	Activity	**Responsibility**	**Steps**
A.	Consult with enterprise/ organisation to develop skill set for enterprise/organisation need.	Director, Skills and Education Delivery / Program Manager	1. Locally developed skill sets should meet an identified enterprise/ organisation need. 2. There are no limits on the number of units in a skill set; however developers must not develop a full qualification. 3. Skill sets may consist of units from more than one training package 4. Skill sets must be made up of complete units. 5. Skill sets must be made of specific groups of units and not include unit options. 6. All pre-requisites and co-requisites requirements for

			units in the skill set must be included in the skill set.
B.	Confirm skill set units and wording on statement of attainment with enterprise/ organisation.	Director, Skills and Education Delivery / Program Manager	1. Confirmation could be contained in training agreement, contract, or other documentation confirming training arrangements.
C.	Ensure skill set units are within qualifications on the University's Scope of Registration.	Director, Skills and Education Delivery / Program Manager	1. Refer: www.training.gov.au, the University's RTO number is 4909. 2. To add qualifications to Scope refer to Section A.
D.	Complete Locally Approved Skill Set Form.	Director, Skills and Education Delivery / Program Manager	1. Wording for Statement of Attainment identified on *Registration Form* cannot be changed after registration. 2. Amendments to enterprise/ organisation name or wording requires re-registration.
E.	Forward completed form to TAFE and University Pathways Course Approval Committee for approval.	Director, Skills and Education Delivery / Program Manager	1. Approved form and minutes are forwarded to Academic Governance team for approval.
F.	Submit the completed application documentation to Strategic Regulatory Services for review prior to submission to the TAFE and University Pathways Course Approval Committee for approval.	Federation TAFE and University Pathways Course Approval Committee Executive Officer / Strategic Regulatory Services	1. Strategic Regulatory Services will review the application documentation to ensure that it meets all necessary regulatory requirements prior to it being presented to the Curriculum Committee. 2. If documentation is compliant, Strategic Regulatory Services will notify Federation TAFE Compliance and Program Manager and provide a memo for the Curriculum Committee. 3. If documentation is non-compliant, Strategic Regulatory Services will notify Federation TAFE Compliance and Program Manager and provide a memo outlining the issues that require rectification prior to the documentation being resubmitted for consideration. 4. Any non-compliant application documentation must be resubmitted with rectifications

			to Strategic Regulatory Services. 5. Prior to submitting to Curriculum Committee, documentation must be compliant and any recommendations from Strategic Regulatory Services incorporated.
G.	The Curriculum Committee to approve the skill set.	Curriculum Committee	1. The skill set to be registered by Student and Registrar Services.
H.	The skill set will be given an approval number which will be used to process unsealed awards.	Student and Registrar Services	1. Student and Registrar Services will email the approval number to the Program Manager.
I.	The approved skill set documentation will be placed on the Skill Sets Register on the Course registers, reviews and approvals SharePoint page.	Student and Registrar Services	1. Student and Registrar Services will update the Register and forward to Academic Governance to place on the appropriate webpage.
J.	Update Student Management System	Student and Registrar Services	1. Refer to qualification documentation in the University's approved records management system, upload program and unit data into Student Management System. 2. Liaise with Finance regarding approved fees and update system. 3. Notify relevant stakeholders, e.g. Marketing, Federation TAFE, Graduation.
K.	Undertake skill set implementation processes.	Program Manager	Steps for setting up TAFE teaching groups; 1. Run query UB_VET_COURSELIST_FORM for Group data form to Excel – Responsible Program Area Staff 2. Fill out Group Data Form including teaching group description, year, start dates, end dates, campus and delivery type - Responsible Program Area Staff

			3. Email to PMC@federation.edu.au - Responsible Program Area Staff 4. Add teaching group to Campus – PMC@federation.edu.au Input information from Group Data Form into Campus in the Academic Item Registry (AIR) - Responsible PMC@federation.edu.au 5. Attach teaching group to program – PMC@federation.edu.au Attach the teaching group to program in the Academic Item Registry (AIR) - Responsible PMC@federation.edu.au 6. Run Course/Unit enrolment sheet run control – PMC@federation.edu.au Run the Course/Unit enrolment sheet run control and email teaching group to Program Area – Responsible.

Section Six: Award Courses Technical and Further Education / Non-Current Award Courses Technical and Further Education

The University can only issue awards that are listed on TAFE Current Award Courses Register and TAFE Non-Current Courses Register. As a result, all award programs listed on the Scope of Registration must go through the process of becoming listed on TAFE Current Award Courses Register.

The University's Schedules cannot be amended to add or remove VET qualifications until ASQA has amended the University's Scope of Registration.

Responsibility

- The Pro Vice-Chancellor, VET and Pathways and Chief Executive, TAFE (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- The Chair, Curriculum Committee (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by Approval Authority.
- Specific responsibilities are designated throughout the procedure.

Supporting documents

- VET Qualification Delivery Procedure
- Student Awards Procedure

- CRICOS Registration of Higher Education and VET Programs Procedure
- Records Management Procedure
- VET Pre-Enrolment and Enrolment Procedure
- My SC User Guides – Setting Up A Teaching Group

Forms.

- Federation University VET Training Program Registration Form (DOC 108.5kb)
- Impact statement (DOCX 85.6kb)
- Locally Approved Skill Set Form (DOCX 64.8kb)
- Nationally Approved Skill Set Form (DOCX 64.5kb)
- New Course Approval Executive Summary (DOCX 826.2kb)
- Non award Vendor Accredited Program Approval Form (DOTX 198.4kb)
- Notification of Amendment to Delivery Locations Form (DOCX 241.7kb)
- Qualification Concept & Business Case (VET) Form (DOCX 196.8kb)
- Removal from Scope of Registration (VET) Form (DOCX 173.6kb)
- Removal from Scope of Registration Impact Statements for All Schools & Centres (VET) (DOCX 98.4kb)
- Request for Enrolment in Transitioning Expired Qualification Form (PDF 114.4kb)

Records management

Document Title	Location	Responsible Officer	Minimum Retention Period
ASQA CEO Declaration	The University's approved records management system	Strategic Regulatory Services	2 years from last date of delivery
Qualification Impact Statements	The University's approved records management system	Federation TAFE	2 years from last date of delivery
Notification of Amendment to Delivery Locations	The University's approved records management system	Federation TAFE	2 years from last date of delivery
Qualification Concept & Business Case (VET) Form	The University's approved records management system	Federation TAFE	2 years from last date of delivery
Removal from Scope of Registration (VET) Form	The University's approved records management system	Program Area Administration	2 years from last date of delivery
Removal from Scope of Registration Impact Statements for All Schools & Centres (VET)	The University's approved records management system	Federation TAFE	2 years from last date of delivery
Registration Form: Nationally Endorsed skill sets	The University's approved records management system	Registrar Services	Permanent

Registration Form: Locally Endorsed skill sets	The University's approved records management system	Registrar Services	Permanent
Request for Enrolment in Expired Qualification (VET) Form	The University's approved records management system	Strategic Regulatory Services	2 years from last date of delivery
Trainer Skills Matrix (VET)	The University's approved records management system	Federation TAFE	2 years from last date of delivery
Training and Assessment Strategy (TAS)	The University's approved records management system	Federation TAFE	2 years from last date of delivery
VET Internal Program Application	The University's approved records management system	Registrar Services	Permanent

Promulgation

This Procedure will be communicated throughout the University community in the form of:

1. an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure;
2. distribution of e-mails to Head of School / Head of Department / University staff; and/or
3. documentation distribution, e.g. posters, brochures
4. Notification to Faculties

Implementation

The VET Program Approval and Maintenance Procedure will be implemented throughout the University via:

1. an Announcement Notice via FedNews website and on the 'Recently Approved Documents' page on the 'Policies, Procedures and Forms @ the University' website to alert the University-wide community of the approved Procedure;
2. Staff induction sessions
3. Training sessions