

# VET Code of Practice

## Section 1 - Background and Purpose

(1) La Trobe University is authorised by the Australian Skills Quality Authority (ASQA) to deliver and issue qualifications for nationally recognised training and assessment within its scope of registration.

(2) This Code of Practice describes the framework in place to support quality and consistency in the delivery of vocational education and training (VET) programs and continuing compliance with the [Standards for Registered Training Organisations \(RTOs\) 2015](#) .

## Section 2 - Scope

(3) Applies to:

- a. All campuses;
- b. VET Programs;
- c. All staff involved in the delivery or support of VET programs.

## Section 3 - VET Courses Policy Statement

(4) VET Courses that meet the following criteria may be approved by the Coursework Committee:

- a. unique capacity to deliver the course related to specialist knowledge and resources in the area (there are no Registered Training Organisations with appropriate capacity to offer the program)
- b. identified community need directly related to University strategic directions
- c. accreditation of the VET course through the Victorian Registration and Qualifications Authority (VRQA) or other relevant accrediting body
- d. potential for creating pathways to university study.

(5) As VET courses are either accredited nationally or by the VRQA, the approval process for these courses includes a judgement as to whether or not they meet the exception rule.

### Part A - Governance and Administration

(6) The University has governance arrangements in place that comply with the [Standards for Registered Training Organisations 2015](#) including a student records management system that is AVETMISS compliant.

(7) AQF qualifications, Records of Results and Statements of Attainment issued by any other Registered Training Organisation are recognised by the La Trobe RTO.

(8) Education and training services are marketed with integrity.

## **Part B - Quality Assurance/Continuous Improvement**

(9) The University's Coursework Committee must assess each new VET course proposal against the criteria outlined in the [VET Course Policy](#).

(10) Procedures and strategies are in place for the monitoring, review and continuous improvement of systems, products and services.

(11) Policy, procedures, guidelines and resources are in place to prevent and detect plagiarism.

(12) Policy and procedures are in place to ensure that the issue of qualifications, Records of Results and Statements of Attainment complies with the Standards for NVR Registered Training Organisations 2012, the Standards for VET Accredited Courses and the Australian Qualifications Framework as described in the AQF Implementation Handbook.

(13) Information on the Quality Indicators (competency enrolments and completions, learner satisfaction and employer satisfaction) is provided to the Registering Body annually as required.

## **Part C - Access and Equity**

(14) La Trobe fosters a positive learning environment that accommodates the cultural and learning needs of participants.

(15) Information on training and assessment processes, access to RPL, fees and charges policy (where relevant) and student welfare services is provided to prospective participants prior to enrolment.

(16) Policies and procedures are in place to provide training and assessment in an environment that is safe, fair and free from discrimination.

(17) Participants have access to fair and equitable processes to appeal any decision affecting them. All complaints are dealt with in a fair, constructive and timely manner.

(18) Policies, procedures and guidelines support compliance with all applicable legislation.

## **Part D - Training and Assessment**

(19) All VET training and assessment for national recognition complies with the requirements of the relevant Training Package or accredited course.

(20) Training and assessment is conducted by persons who meet the competency requirements outlined in Standard 4.4 of the Standards for NVR Registered Training Organisations 2012.

(21) Assessment decisions are systematically moderated to ensure currency, quality, consistency and fairness.

(22) Assessment is systematically validated (at least annually) to facilitate continuous improvement (Standard 4.5(d) of the Standards for Registered Training Organisations 2015).

## **Section 4 - Procedures**

(23) Nil.

## Section 5 - Definitions

(24) For the purpose of this Code:

- a. ASQA: Australian Skills Quality Agency
- b. AVETMISS: Australian Vocational Education and Training Management Information Statistical Standard

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	22nd November 2016
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<b>Approval Date</b>	20th November 2016
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<b>Responsible Manager - Policy</b>	Rachel Cumberland Director, Student Administration
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