VET Governance Policy

Section 1 - Key Information

Policy Type and Approval Body	Academic – Academic Board
Accountable Executive – Policy	Deputy Vice-Chancellor (Academic)
Responsible Manager – Policy	Director, Academic Services
Review Date	15 April 2029

Section 2 - 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 as a VET provider (Registered Training Organisation ID 3899).

(2) As a Registered Training Organisation (RTO) the University is authorised to deliver the Certificate IV in Aboriginal Cultural Heritage Management (Cert IV ACHM) under contract with and on behalf of First Peoples State Relations (FPSR) which operates within the Victorian Department of Premier and Cabinet. FPSR is the owner of this qualification, registered with the Victorian Registration and Quality Authority (VRQA).

(3) This Policy outlines the key processes for assuring the integrity of governance and accountability in the management of the La Trobe RTO and its continuing compliance with the following standards (hereafter referred to collectively as 'the VET Standards':

a. National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (the Outcome Standards)
b. National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 (the Compliance Standards)
c. Credential Policy Standards for Registered Training Organisations (the Credential Policy Standards).

(4) Except where otherwise indicated in this Policy corresponding La Trobe University policies in relation to governance do not apply to the La Trobe RTO or the Cert IV ACHM.

Section 3 - Scope

(5) This Policy applies to:

a. the La Trobe RTO and any courses it is authorised to deliver (currently the Cert IV ACHM);
b. all staff or contractors delivering training and assessment in the Cert IV ACHM;
c. other La Trobe staff associated with the Cert IV ACHM and the La Trobe RTO.

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Section 4 - Key Decisions

Key Decisions	Role
N/A	

Section 5 - Policy Statement

(6) The La Trobe RTO ensures through its governance that the organisation, and any course it is authorised to deliver, are conducted in an environment of integrity, fairness and transparency. This is assured by:

a. the fulfilment of all conditions imposed by ASQA annually and at other required times;
b. the appointment of fit and proper management staff, including a VET Chief Executive Officer (VET CEO) and a VET Program Manager, to oversee the La Trobe RTO's governance and operations;
c. the conduct of an annual internal audit and risk assessment, prior to the submission of a Compulsory Compliance Statement;
d. an ongoing close collaboration with the curriculum owners and funding partner for the current in-scope course;
e. the ongoing monitoring and review of the Cert IV ACHM course and the arrangements for its delivery, through the development of, and adherence to, a continuous development plan;
f. ensuring culturally safe and culturally responsive governance and management practices, within the context of the broader governance environment.

Section 6 - Procedures

Part A - La Trobe RTO Registration

(7) The VET Program Manager is responsible for completing documentation for the re-registration of the La Trobe RTO in collaboration with the VET CEO. Re-registration normally occurs every five (5) years; however, any pause of up to 12 months between Cert IV ACHM occurrences may result in the La Trobe RTO being required to initiate a new out-of-cycle registration process.

Part B - Course Registration and Addition to Scope

(8) The La Trobe RTO understands that it is an offence to deliver or market a VET course that is expired or not in scope of registration. The VET Program Manager ensures that the La Trobe RTO offers the current version of the Cert IV ACHM. This involves:

a. collaborating with FPSR (as the curriculum owners and delivery funding partner) who are responsible for reviewing and submitting a revised Cert IV ACHM course to the VRQA when re-registration is required;
b. providing all documentation required for a change of scope via the ASQA process, including written permission from FPSR to deliver any new version of the course;
c. consulting with the CEO before applying to add/replace the training scope with ASQA at least 28 days before any anticipated new delivery.

Part C - Leadership and Accountability

Key Responsibilities

(9) The key responsibilities of senior staff associated with the La Trobe RTO are as follows:

Role	Responsibilities
VET CEO	Ultimate responsibility for governance Registered with ASQA under Fit and Proper Persons requirements
VET Program Manager	Monitoring, maintaining, reporting and enforcing policy and procedures Ensuring compliant delivery against ASQA standards Acquittal and reporting in relation to program budget and all FPSR contract deliverables Registered with ASQA under Fit and Proper Persons requirements
VET Senior Educator	Primary trainer. Responsible for the compliant delivery of all training and assessment.
VET Senior Coordinator	Responsible for compliant record keeping, student administration and wellbeing.

(10) The roles and responsibilities of all staff are clearly described in position descriptions.

(11) All La Trobe RTO staff are bound by the staffing policies that apply to La Trobe University staff. This includes the requirement for a Working with Children check.

Part D - Funding and Budget

(12) FPSR provide all funding for the CERT IV ACHM. The funding supports the employment of all La Trobe RTO staff members (other than the VET CEO).

(13) The VET Program Manager is responsible for the acquittal of the budget and reporting against contract financial milestones.

(14) The overall responsibility for the CERT IV ACHM budget lies with the School of Humanities and Social Sciences.

Part E - Assurance of Trainer and Assessor Competency

Staff Recruitment and Qualifications

(15) The VET Program Manager, in consultation with the VET CEO, ensures that appointed trainers and assessors for the Cert IV ACHM have the required qualifications and vocational competencies for their roles.

(16) Where a trainer or assessor does not have appropriate qualifications or vocational competencies the VET Program Manager ensures that the staff member is directly supervised by a trainer with the requisite qualifications and that appropriate records are kept. The supervising trainer/assessor does not need to be present during all training delivery but must provide the staff member with regular guidance, support and training, and maintain appropriate records of supervision.

(17) Staff without full credentials have limitations on their roles in assessing student work as outlined in the VET Course Policy.

(18) Where the La Trobe RTO uses a third-party provider for training and/or services the VET Program Manager ensures the arrangements are made in writing and all requirements under Division 3, Section 17 of the Compliance Standards are met.

(19) Where the La Trobe RTO uses expert speakers who are not credentialled trainers, training must be conducted under the supervision of a compliant trainer.

Induction

(20) Newly appointed trainers and or assessors receive a face-to-face induction and an induction kit from the VET Program Manager.

Maintaining Competence

(21) Upgrading of qualifications may be necessary during a staff member's term of employment to meet changes in the Credential Policy Standards.

(22) The VET CEO and VET Program Manager are responsible for ensuring that all trainers and assessors regularly attend professional development activities to maintain both vocational (employment) competency and trainer/assessor compliance. Time allowances are made to ensure that professional development, both vocational and training focussed, can be undertaken.

(23) Professional development activities are logged by trainer/assessors and form part of the quality assurance statement provided to ASQA annually.

Part F - Quality Assurance and Compliance Obligations

(24) The La Trobe RTO must meet quality assurance expectations, working in accordance with ASQA requirements on an annual basis and as required. The VET Program Manager is responsible for ensuring:

a. the conduct of regular RTO and training performance reviews through the maintenance of a continuous improvement plan (see also the VET Course Policy);
b. that the VET CEO and VET Program Manager, and any other executive staff, are registered with ASQA as Fit and Proper Persons under the Fit and Proper Persons Requirements, section 186 (1) of the DEWR National Vocational Education and Training Regulator Act 2011, as defined from time to time;
c. registration for and use of the ASQAnet portal to manage compliance tasks as directed by ASQA annually, and from time to time;
d. the accuracy of La Trobe RTO records with ASQA by supplying all relevant notification of change to ASQA in appropriate timeframes, including but not limited to change of CEO, scope of delivery and/or other organisational and data provision responsibilities of the La Trobe RTO;
e. mandatory national reporting for the previous 12 months training activity to the National Centre for Vocational Educational Research (NCVER), which includes student details, units completed, and qualification completions;
f. completion of the mandatory annual compliance submission by the CEO to ASQA;
g. the provision of information to ASQA annually on the Quality Indicators (competency enrolments and completions, learner satisfaction and employer satisfaction);
h. timely payment of all required fees for continuing registration in any given year;
i. the provision of any information and/or documents requested to assist ASQA in their role;
j. cooperation with any direction to rectify a breach of the conditions of registration.

Part G - Record Management and Privacy

Course Records

(25) The La Trobe RTO subscribes to a compliant student management system (VETtrak) to store information about enrolments, course versions, units and completions.

(26) The La Trobe University Student Management System also maintains a current version of the course and all units on scope, allowing Cert IV ACHM students to access student services at La Trobe University, including graduation.

(27) The VET Program Manager is responsible for managing subject and course structural changes in both systems as required.

Student Records

(28) The VETtrak student record contains all data required for Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) reporting purposes as determined from annually published NCVER guidelines.

(29) For each course occurrence and enrolment, the VET Senior Educator in consultation with the VET Program Manager maintains a hard copy student assessment folder, containing training content and assessment tasks for each unit.

(30) Attendance records are maintained by the VET Senior Educator in consultation with the VET Senior Coordinator. Student assessment evidence, both digital and hard copy, is kept for a period of two years following course completion in accordance with ASQA regulatory requirements.

(31) The VET Senior Coordinator, in consultation with the VET Program Manager, is responsible for liaising with La Trobe University Student Administration to arrange manual entry of student enrolments in the La Trobe University student management system, production of student cards, subject completions, and provision of results for each Cert IV ACHM occurrence.

(32) Student results are recorded in VETtrak and in the La Trobe University student management system and maintained for 30 years. Copies of student results are provided to ASQA on request.

(33) The handling of all student information is subject to the La Trobe Privacy Policy.

Staff Records

(34) The VET Program Manager maintains trainer/assessor records for contracted or casual employees that contain:

a. name and contact details
b. position description
c. trainer skills matrix - signed by trainer/assessor
d. current CV
e. verified trainer and/or assessor qualifications
f. a record of professional development.

Part H - RTO Closure

(35) In circumstances in which the La Trobe RTO can no longer offer the Cert IV ACHM and wishes to cancel its RTO registration, the VET CEO in consultation with the VET Program Manager must:

a. make an application to withdraw the La Trobe RTO registration through ASQA;
b. explain the arrangements that have been made for the completion or transfer of any current students;
c. ensure payment of any outstanding registration fees to ASQA;
d. where required, arrange to forward ASQA an electronic copy of the records for each student who was enrolled in the course during the RTO’s period of registration.

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Part I - Review

(36) Students may seek a review of a decision made under this Policy where they are of the view that this Policy has not been correctly applied.

(37) Students should first seek a review with the staff member who made the decision. Where students feel unable to do this, or are not satisfied with the outcome, they may seek a review from the VET Program Manager, or where they are the decision maker, the VET CEO.

(38) A request to review a decision must be lodged in writing to the relevant decision maker within 10 business days of the relevant process or decision.

(39) A written outcome will be provided within 10 business days of the date the request was received.

(40) A request to review the decision may be dismissed where the applicant cannot substantiate their request in line with the allowable grounds.

Further Review

(41) Where a student is not satisfied with the outcome of a review they may apply to the University Ombudsman for a further review of the matter, in accordance with the University's Ombudsman Statute and Regulations.

(42) If a student is not satisfied with the outcome of the review of the University Ombudsman, they may lodge a complaint with the Victorian Ombudsman.

Section 7 - Definitions

(43) For the purposes of this Policy:

a. AVETMISS: Australian Vocational Education and Training Management Information Statistical Standard.
b. ASQAnet: the ASQA online portal for RTOs, recording registrations, material changes and changes to scope and other ASQA requirements from time to time.
c. FPSR: First Peoples – State Relations, Department of Premier and Cabinet, Victoria.
d. NCVER: National Centre for Vocational Educational Research.
e. VETtrak: student management software designed specifically for compliance with AVETMISS and listed in the approved SMS software by ASQA.
f. VRQA: Victorian Registration and Qualifications Authority (the Registering Body in Victoria).

Section 8 - Authority and Associated Information

(44) This Policy is made under the La Trobe University Act 2009.

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Status and Details

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Effective Date	4th May 2026
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Responsible Manager - Policy	Lisa Constantine Director, Academic Services
Enquiries Contact	Student Administration

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