

Policy Rationale

The Victorian Registration and Qualifications Authority [VRQA] have delivery/assessment guidelines for all VET providers designed to strengthen the quality requirements and clearly align the provision of VET with educational outcomes.

Policy Aims

CCAIE charges \$55 inclusive of GST per student per program for Auspicing. Organisations seeking to Auspice with CCAIE must complete all the documentation required for Auspicing as part of the Memorandum of Understanding between both organisations.

Procedure – Documentation Requirements

- **Resume of Program Facilitator**

The resume needs to include industry experience relevant to the program.
Qualifications equal to and/or higher than the program level being taught.
TAE401100 Certificate IV in Training and Assessment

- **Copy of Certificate IV Qualifications**

Training staff member must have updated TAE40110 Certificate IV in Training and Assessment.
If the staff member has a TAA this must be updated during the Auspicing agreement.

If the trainer does not have the updated TAE40110 Certificate IV in Training and Assessment, they must enrol in the TAE40110 and undertake its completion whilst they deliver the training to students under the supervision and guidance of a qualified TAE40110 trainer who must verify that work delivered, completed and assessed is to done so to the appropriate industry standards.

- **VETiS Training Plan Outline**

Needs to include course title and code, units being delivered for the current year.
Each unit needs to show a start and finish date (can be term by term, BUT NOT over the whole year].
Assessment must vary across three different methods.
The nominated assessor must have their TAE40110 Certificate IV in Training and Assessment qualification.

- **Resource List and CCAIE Staff Member Site Visit**

A list of the equipment, in line with the Training Package guidelines, that is required for delivery and assessment of the nominated units must be completed and filed with CCAIE.
A CCAIE staff member qualified in the auspiced program will need to make a site visit to verify facilities and resources.

- **Evidence of Training Package**

Schools must provide evidence, **can be via a letter**, that they are using the latest Training Package for delivery and assessment of the nominated program[s]. The letter must be on school letterhead, list the code and name of the training package they are being auspiced in, signed and dated.

- **Program Adequately Timetabled**

A copy of the current year school timetable showing when the classes nominated for VETiS will be operating.
80% or more of the time must be timetabled with up to 20% of the time allocated as homework.

- **CCAIE Staff Member Site Visit for Auspicing**

A CCAIE staff member qualified in the auspiced program will need to make a site visit to discuss delivery/assessment methods/requirements, including industry expectations of satisfactory attainment prior to unit delivery.

- **Moderation Meeting**

A mid year meeting is required to liaise with the teachers delivering the program[s]: to review resources; examine samples of work, discuss delivery/assessment methods/requirements.

Evaluation

This policy will be reviewed bi-annually

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