

# **RISK MANAGEMENT**

## **SCOPE of REGISTRATION**

### **8.03**

#### **Policy Rationale**

To improve student learning through the introduction of new learning programs that meet local, national learning and skill development needs in a manner consistent with State and Commonwealth requirements.

#### **Policy Aims**

Development and implementation of CCAE's Scope of Registration will provide students with a curriculum framework that guides and extends learning to meet endorsed industry/enterprise competency standards.

#### **Procedure - Commitment to Customer Focus**

- CCAE's Program and Marketing Subcommittee will oversee curriculum direction and implementation.
- Senior staff will be delegated responsibility to lead Learning Area teams in development and implementation of human and physical resources, for extension to CCAE's Scope of Registration in accordance with Strategic Plan.
- Staff Professional Learning Plans will encourage teaching skills, broaden expertise and extend the range of programs and program flexibility.
- Staff will: participate in student outcomes/survey data; curriculum, assessment and reporting audits; and input into decisions based on outcomes data that may require modification of programs to meet student needs.
- CCAE Board of Management will provide resources for the maintenance of current programs and development of those that extend the Scope of Registration.

#### **CCAIE Commitment to Course Delivery**

- Ensure a current copy of accredited course curriculum/endorsed Training Package and information regarding program of study, availability of learning resources and appropriate support services are available to students.
- Ensure training and assessment occur in accordance with the requirements of the accredited course/endorsed Training Package, and where appropriate the state or national guidelines for customising programs.
- Obtain written permission from copyright owners prior to course delivery for use in customised programs.

#### **CCAIE Commitment to Client Services**

The CCAIE has sound management practices providing reliable registration processes that confirm the date, time and venue of all programs prior to commencement. We guarantee timely issue of assessment results and qualifications, which are issued in accordance with national guidelines.

#### **CCAIE Commitment to Staffing**

- Ensure that each member of staff has a policy manual and are familiar with College policies.
- Provide staff with opportunities to engage in appropriate professional development and training as required.
- Ensure that staff have demonstrated competencies at least to the level of those being delivered
- Demonstrated outcomes of at least Certificate IV in Assessment and Workplace Training Competency Standards or their equivalent; and industrial experience that is current and relevant to the particular programs/Training Packages or modules/units of competence that they are involved in delivering.
- Ensure that responsibility for the management of Recognition of Prior Learning applications and assessments is clearly identified and undertaken by a person or persons with relevant expertise.
- Ensure responsibility for management and coordination of training delivery, assessment, staff selection and professional learning is clearly identified and undertaken by persons with relevant qualifications/experience.
- Be sensitive to the cultural diversity within the community and College clients.

#### **CCAIE Commitment to a Quality Training Environment**

- Provide/maintain a training/learning environment compliant with legislation and State Training requirements.
- Comply with all laws relevant to the operation of training premises including OHS and fire safety regulations.
- Ensure the training premises are of adequate size and have adequate heating, cooling, lighting and ventilation.
- Ensure that training facilities, equipment and other resource materials are adequate for the Scope of Registration and are maintained in good order and repair.

### **CCAIE Commitment to Valid, Reliable, Flexible and Fair Assessment Processes**

- All assessment is conducted within a quality assurance framework and is undertaken by qualified assessors involving the use of industry-endorsed guidelines and underpinned by an appeals process. All assessment undertaken by CCAIE leads to the issuing of a qualification or Statement of Attainment recognised under AQF to indicate competency against endorsed industry/enterprise competency standards.
- The CCAIE has an assessment system for recording, storing, reporting and accessing assessment outcomes including RPL/RCC that indicate the units of competence that the student has attained regardless of where this has been acquired and incorporates ongoing monitoring and review processes.
- The CCAIE's assessment processes are valid, reliable, flexible and fair and incorporate:
  - ✦ A broad range of skill and knowledge is needed to demonstrate competency
  - ✦ Competence is a process which integrates knowledge and skills with practical application
  - ✦ Judgements to determine competence is made on evidence gathered on a number of occasions
  - ✦ Monitored and reviewed assessment processes to ensure consistency in the interpretation of evidence
  - ✦ Both on-the-job and off-the-job components of training and assessment
  - ✦ Assessment processes for RPL and RCC
  - ✦ Processes accessible to all students so they can proceed readily from one competency unit to another
  - ✦ Assessment practices that are equitable for all students
  - ✦ Clearly articulated assessment procedures and the criteria for judging performance
  - ✦ Assessment process that are participatory and jointly developed/agreed between CCAIE and student
  - ✦ Opportunities for students to challenge assessment decisions, with provision for reassessment

### **CCAIE Commitment to Qualification Compliance with Staff and Students**

- Issue Certificates and/or Statements of Attainment to students who satisfactorily complete the requirements of the accredited programs/endorsed Training Packages within the Scope of Registration. Certificates and Statements of Attainment will include the following:
  - Name of the provider as shown on the Certificate of Registration.
  - Name of course/Training Package qualification as shown on Scope of Registration.
  - Name of the person receiving the qualification and Date issued.
  - Authorised signatory of RTO. Imprint certificates with NTIS/VRQA logos if programs nationally recognised.
  - Identify units of competency achieved on any certification issued in relation to programs based on national competency standards.
  - Accept and mutually recognise the Certificates and Statements of Attainment awarded by any other Registered Training Organisation.

### **CCAIE Commitment to Quality Assurance and Continuous Improvement**

Campaspe CCAIE of Adult Education is committed to providing a quality service and a focus on continuous improvement. We regularly seek feedback from trainees for incorporation into future programs and will adopt a quality assurance and improvement system which includes clearly documented procedures for managing and monitoring all training operations and reviewing student/client satisfaction.

### **CCAIE Commitment to Student Satisfaction Surveys**

ACE organisations offering government funded programs must submit an annual Student Satisfaction Survey Report. The report is compiled from student satisfaction surveys collected from 20% of students in ACFE and OTTE funded access/vocational programs. A survey and reporting pro-forma have been developed for this purpose. This includes a Results and Planning Report, which assists organisations analyse collected data and use it in their planning, processes.

### **Evaluation**

This policy will be reviewed bi-annually