

# VET Course Information Flyer Procedures

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## INTRODUCTION

The University is committed to providing clear and accurate information about the VET services and products it markets, in accordance with the Standards for Registered Training Organisations (RTOs) 2015.

The University must ensure that:

- Prospective students are fully informed about:
  - The products and services offered (including clear information on fees/charges and refund policies), to enable them to make an informed choice;
  - Their individual rights and responsibilities while studying; and
  - Their repayment obligations, especially in relation to VET Student Loans or other fee loan Options.
- Its Registered Training Organisation Code (0373) and, where relevant, Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is clearly displayed;
- Any programs promoted are on the University's Scope of Registration;
- The national code and title (in that order) of relevant VET Training Products, as it appears on the National Register, are clearly displayed; and
- Students are not misinformed in relation to possible employment or licencing outcomes from training programs.

The Course Information Flyer template, accessible via SharePoint, has been endorsed by the University Learning and Teaching Committee (ULTC). All VET Course Information Flyers must be prepared using the Course Information Flyer template without modification.

## COMPLIANCE

This is a compliance requirement under the:

- [Standards for Registered Training Organisations \(RTOs\)](#); and
- [National Code of Practice for Providers of Education and Training to Overseas Students](#)

## INTENT

This document outlines the University's procedures for the development, review, and publishing of accurate Course Information Flyers relating to VET Training Products on the CDU Course Catalogue.

## RELEVANT DEFINITIONS

In the context of this document

**ART** means Accreditation and Registration Team;

**Australian Skills Quality Authority (ASQA)** means the national regulator for VET in Australia;

**CAPS** means the Curriculum Approval Proposal System used by CDU to record and store all accredited units for both Higher Education and VET;

**Course catalogue** means the CDU web repository for all VET Training Products currently being offered;

**CRICOS means** Commonwealth register of Institutions and Courses for Overseas Students;

**Duration** means the expected time taken to complete a Training Product;

**Learnline** means the endorsed suite of technologies to support teaching and learning;

**Packaging Rules** means the overall requirements to achieve a Training Package qualification;

**Pathways** mean arrangements made for students to move between the Australian Quality Framework (AQF) levels of qualifications;

**RTO** means Registered Training Organisation;

**School** means an academic unit or department within the University;

**SharePoint** means the CDU Staff Intranet site, which is the collaborative web-based document management and storage platform;

**Study mode** means the method adopted to deliver training and assessment, including online, distance, or blended methods;

**TGA** means [www.training.gov.au](http://www.training.gov.au);

**Third party provider** means any party (organisation or entity) that provides services on behalf of, or for the University. A third party may include other Registered Training Organisations, non-registered training providers, recruitment agents or brokers, or employment/job services agencies;

**Training and Assessment Strategy (TAS)** means the overarching document that describes the training and assessment of a Training Product. The strategy comprises multiple documents. However, there will always be consistency between these documents so that the overall strategy is clearly described;

**Training package** means a set of nationally endorsed standards, qualifications and guidelines used to recognise and assess the skills and knowledge people need to perform effectively in the workplace;

**Training product** means a VET unit, skill set or qualification registered with ASQA on the University's Scope of Registration;

**Training Product Working Advisory Group (TPWAG)** comprises staff members involved in the provision of Training Products from a particular Training Package, as well as VET Developers and other stakeholders;

**VET** means Vocational Education and Training;

**VTP** means an internally (CDU) endorsed Vocational Training Program designed to meet the specific training needs of an identified industry, employer, or client group;

## PROCEDURES

VET teams are required to create, review and update course information flyers:

- When adding a new or amended Training Product to the CDU Course Catalogue, or where necessary during the year to reflect any amendments to current delivery (such as changes to elective units offered or new student cohort);
- Annually towards the end of each year, to ensure the information published in the Course Catalogue is correct for the upcoming year. This must be completed prior to the CDU end of year close down; and
- To reflect changes to government and/or regulatory requirements.

### New or amended Training Product (including VTP).

The TPWAG Chair or nominee downloads the Course Information Flyer template from the VETQMS site in SharePoint. It is recommended that a separate flyer is developed for each student cohort.

Using the current TAS as a reference, the following sections must be completed:

- Code and Title:
  - List the code then the title of the Training Product as per TGA;

Note: do not include a reference to a student cohort in brackets after the title.

- Description:
  - Describe the qualification description or unit application as per the information on TGA (or if a VTP, then TPWAG agreed description); and
  - If CRICOS approved list the CRICOS Course No.
- Eligibility/Entry Requirements:
  - If applicable list the course code and name of the entry qualification/s;
  - List any licensing and/or legal requirements as per the Training Product description on TGA; and
  - Detail 'Not applicable' if there are no eligibility/ entry requirements.
- Delivery Details:
  - Include location(s), Duration and Study Mode (extra rows to be added for each location);
  - Add Learnline (if applicable); and
  - Provide Third Party Provider information (if applicable).
- Fees:
  - Add the total nominal hours of the course and multiply by the relevant NT subsidised course fee and domestic full fee. A minimum to maximum range of fees is required, if there is a varied selection of elective units available;
  - Detail fees for VET Student Loans if course is eligible; and
  - Include specific fees for international student visa holders as determined by the Office of International Services (OIS).
- Resources:
  - Detail the resources which are provided and if relevant, the resources the student is required to obtain.

- Study & Career Pathways:
  - List as per the qualification description on TGA.
- Program Content:
  - Detail the number of units of competency in the Training Product;
  - Add the relevant Training Package code and title;
  - Include number of core and number of elective units; and
  - If relevant, list co-requisite and pre-requisite units.
- Core Units:
  - List all core units exactly as per TGA.
- Elective Units:
  - List all elective units as per TGA and corresponding TAS Training Product Structure.
- Course Contact information:
  - List relevant School/College;
  - List Team name;
  - List telephone number; and
  - List Team email address.
- Footer:
  - Update footer on 2nd page of Course Information Flyer to include code and title and the relevant version number.

The sections 'Assessment', 'Recognition of Prior Learning (RPL)', 'Withdrawing from a Qualification' and 'Support Services' have generic information. These must not be amended.

The Course Information Flyer/s is to be uploaded into CAPS with other relevant documentation as per the VET Scope Management Procedure by TPWAG Chair.

Once the Course Flyer arrives at the ART workflow step, ART undertakes a final quality check of the Course Information Flyer/s content prior to submitting to Course Systems Support (CSS) for publishing. Checking is done against the endorsed TAS and TGA.

If amendments are required ART forwards the changes to the relevant EPM, TPWAG Chair or Team Leader for actioning.

The finalised Course Information Flyer/s is forwarded from ART to CSS for publishing on the CDU Course Catalogue and uploaded to SharePoint.

### **Annual review of VET Course Information Flyer/s**

Course Support Systems (CSS) prepares the VET Course Catalogue (web repository) by the end of October annually. This includes publishing an updated Course Information Flyer for each VET Training Product on the Course Catalogue.

The ART Team Leader advises the Faculty Executive, Chair VETLTC, Heads of School/Deans of College and EPMs that CSS are in the process of 'rolling over' the courses to the upcoming year and that the current year Course Information Flyers will be removed.

The ART Team Leader seeks updated fee advice from ELG via Executive Director, VET Business Operations in late October annually.

Following receipt of the updated fee information, the ART Team Leader advises the VET Quality Coordinator to update relevant sections (including a check of all the links) on the Course Information Flyer template.

Once completed the VET Quality Coordinator uploads the updated Course Information Flyer template onto VET Resources and Forms on SharePoint and the previous version is archived.

The ART Team Leader advises the Faculty Executive, Heads of School/Deans of College, EPMS and Chair VETLTC when the updated Course Information Flyer template is available.

The Heads of School/ Dean of Colleges will direct teams to undertake a review of their Course Information Flyer/s and update as required by the end of November annually.

TPWAG Chairs or EPMS to advise ART if the only amendments required are the fees and links.

VET Quality Coordinator, ART updates fee and link information on Course Information Flyer/s upon request and conducts the final review of the Course Flyer.

The finalised Course Information Flyer/s is forwarded from ART to CSS for publishing on the CDU Course Catalogue and uploaded to SharePoint.

## **ESSENTIAL SUPPORTING INFORMATION**

### **Internal**

[VET Third Party Delivery Agreement Procedures](#)

[VET Course Admissions Procedures – Domestic Students](#)

VET Course Admissions Procedures – International

[VETQMS Scope Management Procedures](#)

[VETQMS Training and Assessment Strategy \(TAS\) Cycle Procedures](#)

### **External**

[Australian Skills Quality Authority – Users’ Guide to the Standards for RTOs](#) (Commonwealth)

[training.gov.au](http://training.gov.au)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Nov 2019
<b>Sponsor:</b>	Pro Vice-Chancellor, Education and Student Success		
<b>Contact Officer:</b>	Manager, VET Development Team		

Version	Date Approved	Approved by	Brief Description
1.00	20 Nov 2017	Academic Board	Creation of original document and upload to CDU website.
1.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new template due to new University branding</li> <li>• Added a Sponsor- Pro Vice-Chancellor, Education and Student Success</li> <li>• Essential Supporting information                             <ul style="list-style-type: none"> <li>○ Third Party Agreement Procedures changed to VET Third Party Delivery Agreement Procedures</li> <li>○ VET Scope Management Procedures changed to VETQMS Scope Management Procedures</li> <li>○ VET Training and Assessment Strategy Review Procedures changed to VETQMS Training and Assessment Strategy (TAS) Cycle Procedures</li> </ul> </li> </ul>