



OFFICIAL



# Managing and Amending RTO Scope

Dr Russell Docking

OFFICIAL

## What will be discussed

**Managing scope**

- Superseded and deleted training products
- Mapping superseded training products
- Voluntary amendments to scope
- Considerations before applying for additional scope

**Amending scope**

- How to lodge an amendment application
- Evidence required to support an application for amendment to scope
- Common challenges in amending scope

wa.gov.au/tac 4

OFFICIAL

# Changes to Registration

**Training Accreditation Council**

The Training Accreditation Council (the Council or TAC) is Western Australia's Vocational Education and Training (VET) Regulator and is established under the Vocational Education and Training Act 1996.

Last updated: 19 June 2023

**Announcements**

**TAC ANNOUNCEMENT**

News story: 18 June 2023

**TAC Announcement - TAC & Worksafe MoU**

Training Accreditation Council and Worksafe have recently signed a Memorandum of Understanding (MoU) allowing sharing of information about high risk work Licence training.

**TAC Update**

Issue 61 - May 2023

**TAC Update**

Issue 62 - April 23

**TAC UPDATE**

Welcome to our new website

**Training Accreditation Council**

WESTERN AUSTRALIA

Registered Training Organisations (RTOs)

Audits

Accreditation

Course Accreditation

RTO Portal

Newsletter Subscription

Standards for RTOs 2015

Policies & Guidelines

Home > Training Accreditation Council > Registered Training Organisations

**Registered Training Organisations**

A Registered Training Organisation (RTO) is a training provider registered by a State or National regulatory body. Only RTOs are able to deliver and/or assess nationally recognised training.

Last updated: 19 March 2023

**TAC Audits**

**RTO Reporting Requirements**

**Renewal of Registration**

**Cessing Registration**

**Training Products - Extended Transition Periods**

**Changes to Registration**

Provided by  
Training Accreditation Council

Contact

Address:  
1 Prospect Place  
WEST PERTH WA 6005

Telephone:  
81 8 3224 6518

Email:  
tac@tac.wa.gov.au

Training Accreditation Council website >


wa.gov.au/tac

<https://www.wa.gov.au/service/education-and-training/vocational-education/changes-registration>


OFFICIAL


# Managing scope – Mandatory changes


## Superseded and deleted training products

- 

**Superseded:**
- Clause 1.26a: 1 year to complete or transfer

Clause 1.26b: 2 years to complete (Qual/Acc Course)
- 

**Deleted:**
- 1 year to complete (unit, skill set, short course or module)
- 

**Clause 1.26d:**
- No new commencements on old training products
- 

**Clause 1.27:**
- 1.26a does not apply if superseded unit is required by a training package (core unit or specified elective).
- wa.gov.au/tac
- 6
- 2

OFFICIAL

## Managing scope – Mandatory changes

### Mapping superseded training products

#### **Non-equivalent** and **Equivalent** training products

(qualifications, skills sets, units of competency)

#### **Non-Equivalent**

you will have to apply to  
have the new version of  
the training product on  
scope

#### **Equivalent**

automatic update to  
your scope

[wa.gov.au/tac](http://wa.gov.au/tac)

7

OFFICIAL

## Managing scope – Voluntary changes



#### **Removal from scope**

- Loss of resources
- Loss of market
- Cleaning up scope



#### **Addition to scope:**


- New industry opportunity
- New learner market
- Government initiatives

8

OFFICIAL

# Managing scope

## Considerations before applying to remove scope



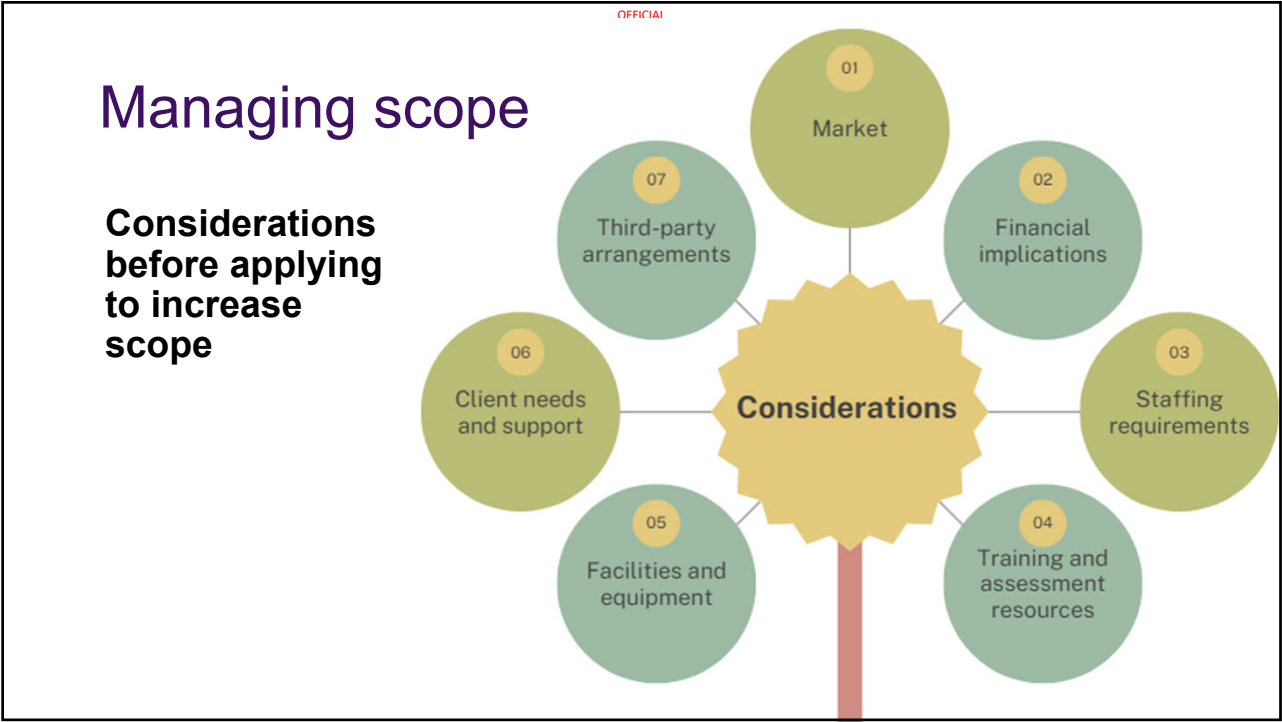
### Impact on current students

- Teach out rules
- Apprentices and trainees

### Alternative strategies to cope with change

- Partnership arrangements with third-parties
- Alternative delivery modes

9



OFFICIAL

# Amendment to Registration Fees

<b>Amendment to Registration Application</b>  *For transition to equivalent training package qualifications or units of competency, no application is required, and no fees apply.	• One qualification	\$920
	• Plus: Each additional qualification	\$135
	• First seven units of competency	\$240 per unit
	• Plus: Each additional unit	\$135 per unit
	• Transition to equivalent accredited course(s)	\$240 for one application (includes any number of courses)

OFFICIAL

# Amending scope

## How to lodge an amendment application



Click on this link to watch a 5 min clip on submitting an *RTO2 Amendment to Registration Application*:

<https://youtu.be/uKnKpj7LkzI>

## Amending scope

### Evidence required to support an application for amendment to scope

- Identify the criteria from the Standards that apply to you;
- Gather digital version of the evidence needed to demonstrate compliance with these criteria;
- Prepare a mapping of criteria and evidence to assist an auditor to verify compliance.

See the **Amendment to Registration Application Guide** for more information



## Amending scope

### Evidence required to support an application for amendment to scope

#### Mandatory clauses are:

1.1, 1.2, 1.3, 1.5, 1.6, 1.7, 1.8, 1.9, 1.13, 1.14, 1.16  
5.1, 5.3

#### “Where applicable” clauses are:

1.15, 1.17 – 1.20	Assessor only and Supervision arrangements
1.22 – 1.25	TAE training
2.3, 2.4	Third-party providers
7.3	Protection of pre-paid fees over \$1500
8.5	Working With Children Police Clearances





## Amending scope

### Evidence required to support an application for amendment to scope

#### Forms of evidence

- Documents
- Photographs
- Site visit and interviews

See pages of 6-8 of the **Amendment to Registration Application Guide** for more information



15

## Amending scope

### Evidence required to support an application for amendment to scope

#### Risk assessment

- No audit
- Desk audit
- Site visit

See pages of 5 of the **Amendment to Registration Application Guide** for more information



16

OFFICIAL


# The Audit Process

### Training Accreditation Council

The Training Accreditation Council (the Council or TAC) is Western Australia's Vocational Education and Training (VET) Regulator and is established under the Vocational Education and Training Act 1996.

Last updated: 19 June 2023

#### Announcements




**TAC ANNOUNCEMENT**

News story: 18 June 2023


**TAC Announcement - TAC & Worksafe MoU**

Training Accreditation Council and Worksafe have recently signed a Memorandum of Understanding (MoU) allowing sharing of information about high risk VET Licence training.




**TAC Update**

April 2023 - May 2023




**TAC Update**

April 2023 - May 2023



**TAC UPDATE**

April 2023 - May 2023



**Training Accreditation Council**  
WESTERN AUSTRALIA

Registered Training Organisations (RTOs)

Audits

Appeals

Course Accreditation

RTO Portal

Newsletter Subscription

Standards for RTOs 2015


Policies & Guidelines

### Training Accreditation Council Audits


The sections detailed below provide information to assist Registered Training Organisations (RTOs) to understand the Training Accreditation Council (TAC) audit process.

Last updated: 30 March 2023


TAC is responsible for ensuring RTOs comply with the requirements of the standards for registered training organisations (RTOs) 2015. TAC's audit process aims to ensure the compliance of an RTO with the Standards for RTOs 2015 and TAC policies.




**Understanding the Audit Process**



**Prior to Audit**



**During the Audit**



**After the Audit**

#### Further Information

- Registering as RTO
- RTO Obligations
- RTO Operations Requirements
- Renewal of Registration
- Guiding Registration
- Licensing Product - Extended Transition Periods
- Changes to Registration
- Fees & Charges

Provided by:  
Training Accreditation Council

Contact:  
Admin

[wa.gov.au/tac](https://www.wa.gov.au/tac)

<https://www.wa.gov.au/organisation/training-accreditation-council/training-accreditation-council-audits>

OFFICIAL

# Amending scope

## Common challenges in amending scope

Overall, 83% of applications were compliant in 2022 - 2023. The main non-compliances related to:

Assessment  
(1.8)

Sufficient resources  
(1.3)

Amount of Training  
(1.1 & 1.2)

18

8



OFFICIAL

# References

- The Standards for RTOs
- The TAC Users’ Guide for the Standards
- TAC Third Party Arrangements Fact Sheet
- TAC Amount of Training Fact Sheet
- TAC Transition and Teach Out Fact Sheet
- TAC Industry Engagement Fact Sheet
- TAC Assessment Fact Sheet and Assessment Validation Fact Sheet
- TAC Developing Training and Assessment Strategies Fact Sheet
- TAC Vocational Competence and Industry Currency Fact Sheet
- TAC Identifying and Meeting Learner Needs Fact Sheet



OFFICIAL

# Questions?

## Contact TAC

Locked Bag 16  
OSBORNE PARK DC WA 6916

(08) 9224 6510

tac@dtwd.wa.gov.au

wa.gov.au/tac



## Follow TAC



www.linkedin.com/company/ training- accreditation-council/



@trainingaccreditationcouncil



TAC podcasts are available on all major apps

## Feedback Survey

