

# Vocational Education and Training policy

## Section 1 - Preamble

(1) This Policy is effective from 24 November 2021.

### Governing legislation

(2) This Policy is governed by the following law and regulations :

- a. [Deakin University Act 2009 \(Vic\)](#)
- b. [Education and Training Reform Act 2006 \(Vic\)](#)
- c. [National Vocational Education and Training Regulator Act 2011 \(Cth\)](#)
- d. [Deakin University Statute](#)
- e. [Academic Board Regulations](#)
- f. [Vice-Chancellor Regulations](#).

(3) This Policy includes [Schedule A: Vocational Education and Training Award Courses](#).

## Section 2 - Purpose

(4) This Policy governs the endorsement, delivery and assessment of the University's Vocational Education and Training award courses.

## Section 3 - Scope

(5) This Policy applies to Vocational Education and Training award courses offered by the University.

## Section 4 - Policy

(6) DeakinCo., a Registered Training Organisation (RTO), wholly owned by Deakin University, offers nationally accredited Vocational Education and Training (VET) Courses in compliance with the [VET Quality Framework \(AQF inclusive\)](#) and University statutes, regulations, policies and procedures.

(7) Development and revision of all VET courses, contained within Nationally Endorsed Training Packages, are conducted externally by government-appointed Industry Skills Councils.

(8) Authority to deliver VET courses is conferred to DeakinCo. as an RTO by the National VET Regulator (NVR).

(9) Executive Director, DeakinCo. is responsible for the University's registration as an RTO and ensures:

- a. compliance with the [VET Quality Framework](#) and all other applicable conditions of registration, including the continuous improvement of all its training and assessment services;

- b. cooperation with the National VET Regulator (NVR) in all audit and monitoring activities.

(10) DeakinCo.'s approved courses are detailed within its RTO Scope of Registration which is listed on the National VET Register.

(11) The addition and removal of VET courses from DeakinCo.'s RTO Scope of Registration is overseen by the Chief Operating Officer on business or strategic grounds and the Deputy Vice-Chancellor Education on academic quality standards, as specified in the [Vocational Education and Training procedure](#).

(12) The Academic Board oversees the endorsement of DeakinCo.'s VET courses as University Awards as specified in the [Vocational Education and Training procedure](#).

(13) The University will endeavour to provide students of DeakinCo.'s VET Courses with the possibility of articulation into the University's Higher Education Awards.

### **DeakinCo.**

(14) DeakinCo. is responsible for

- a. selection and enrolment of VET students;
- b. VET course delivery and assessment;
- c. assessing credit for prior learning;
- d. monitoring academic progress of students;
- e. management of VET records and results;
- f. issuing of VET Certificates and Statements of Attainment;
- g. provision of student and client support services;
- h. ensuring compliance with the [VQF \(AQF inclusive\)](#), any other conditions of registration as determined by the National VET Regulator, and all relevant University statutes, regulations, policies and procedures.

### **Enrolment**

(15) Unless otherwise determined or exempt, a person who seeks to become or continue as a Participant in any VET Course or unit of competency must:

- a. meet the University's requirements for admission
- b. meet the selection requirements into the relevant VET Course or unit of competency;
- c. enrol in accordance with the University's policies and procedures;
- d. pay the prescribed fees and charges
- e. comply with the [Deakin University Statute](#), regulations, policies and procedures;
- f. pay any fines or impositions, and repay any loan which has become due or payable; and
- g. comply with any and all requirements prescribed from time to time by the Academic Board.

### **VET Award**

(16) To be eligible for a VET Award, a Participant must:

- a. remain enrolled in a VET Course leading to that award; and
- b. complete the VET Course requirements in accordance with the relevant University policies and procedures.

(17) The Academic Board will maintain a register of academic awards, accredited higher education courses, vocational education and training courses, non-award courses and credentials, which may be conferred or granted by the

University.

## Reporting and Oversight

(18) The Executive of DeakinCo. will for the purpose of this Policy fulfil the role and function of a Faculty Board in so far as is applicable, and will report through the Chief Executive Officer to the Academic Board annually on VET matters and on any matter requested by the Academic Board.

## Section 5 - Procedure

(19) The [Vocational Education and Training procedure](#) documents how to comply with this Policy.

## Section 6 - Definitions

(20) For the purpose of this Policy:

- a. Course: a program of study that leads to a degree, vocational education and training product or other award as defined in the [Academic Board Regulations](#).
- b. National VET Register: the official database on Vocational Education and Training in Australia, containing information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs).
- c. National VET Regulator: as defined in the [National Vocational Education and Training Regulator Act 2011 \(Cth\)](#)
- d. Nationally Endorsed Training Package: as defined by the Australian Skills Quality Authority
- e. Participant: a person enrolled with DeakinCo. in a VET Course or a VET Unit of Competency.
- f. Registered Training Organisation (RTO): is a provider registered by the Australian Skills Quality Authority (or a state regulator) to deliver nationally recognised vocational education and training and qualifications.
- g. Result: means the final outcome in a VET Unit of Competency awarded to a Participant based on the summation of assessment for that Unit of Competency.
- h. VET Award: a University Award granted to Participants who complete all the requirements of a VET Course.
- i. VET Course: A set of Vocational Education and Training Units of Competency, compiled and delivered by or on behalf of DeakinCo. in accordance with the requirements of the VET Qualification Framework.
- j. VET Quality Framework: means all the standards and conditions imposed by the National VET Regulator for RTO registration under the [National Vocational Education and Training Regulator Act 2011 \(Cth\)](#).
- k. VET Unit of Competency: the VET Unit in which participants enrol, usually as part of a VET Course or program.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	24th November 2021
<b>Review Date</b>	1st February 2022
<b>Approval Authority</b>	Council Secretary
<b>Approval Date</b>	23rd November 2021
<b>Expiry Date</b>	20th April 2022
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