



# Vocational Education and Training procedure

## Section 1 - Preamble

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

## Section 2 - Purpose

(2) This Procedure documents the University's Vocational Education and Training (VET) course endorsement process.

## Section 3 - Scope

(3) This Procedure applies to Vocational Education and Training awards offered by the University through DeakinCo.

## Section 4 - Policy

(4) This Procedure is pursuant to the [Vocational Education and Training policy](#).

## Section 5 - Procedures

(5) DeakinCo. requests the addition or removal of a VET course via a memo to the Chief Operating Officer and the Deputy Vice-Chancellor Academic.

(6) After considering the request, the Chief Operating Officer provides approval based on business or strategic grounds and the Deputy Vice-Chancellor Academic provides approval based on academic quality standards.

(7) DeakinCo. then submits a formal application for amendment of its RTO scope of registration to the National VET Regulator (NVR).

(8) The NVR considers the application for amendment on the basis of its academic merit and DeakinCo.'s compliance with the [VET Quality Framework \(VQF\)](#). At the discretion of the NVR, scope extensions may depend on the outcome of an external audit conducted by the NVR.

(9) Upon the successful addition of the course to DeakinCo.'s scope of registration on the National Register, DeakinCo. submits an application to the Chair, Academic Board for endorsement of the course as a University Award.

(10) The Chair, Academic Board will consider endorsing the course as a University Award based on the academic approval previously provided by the NVR and the Deputy Vice-Chancellor Academic.

## Section 6 - Definitions

(11) For the purpose of this Procedure:

- a. Course: as defined in the [Vocational Education and Training policy](#)
- b. National VET Register: as defined in the [Vocational Education and Training policy](#)
- c. National VET Regulator (NVR): as defined in the [National Vocational Education and Training Regulator Act 2011 \(Cth\)](#)
- d. Nationally Endorsed Training Package: as defined in the [Vocational Education and Training policy](#)
- e. VET Quality Framework (VQF): as defined in the [Vocational Education and Training policy](#).

## Status and Details

<b>Status</b>	Current
<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>	To Be Advised
<b>Responsible Executive</b>	Liz Johnson Deputy Vice-Chancellor Academic +61 3 92468303
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