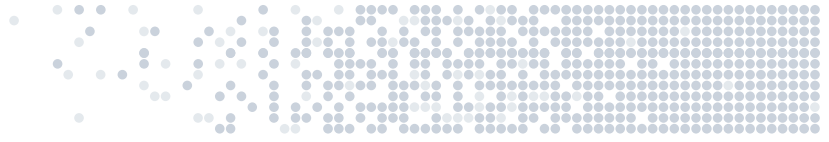




## ASQA Meeting with Adult Learning Australia MINUTES

11	May	2017	10:30 – 11:30	Meeting No. 17 - 1
			via teleconference	
1	<p><b>Welcome and introductions:</b></p> <ul style="list-style-type: none"><li>Peta Furnell, A/Commissioner Regulatory Operations (Chair)</li></ul> <p><b>Present:</b></p> <ul style="list-style-type: none"><li>Liz Stafford – General Manager, Regulatory Strategy Governance and Corporate, ASQA</li><li>Jenny Macaffer - Chief Executive Officer ALA</li><li>Richard Vinycomb – Board Member ALA (Byron Region Community College)</li><li>Michelle Simpson – Tamworth Community College</li><li>Sue Howard - Board Member ALA – (LINC Tasmania)</li><li>Firooze Arjmand – (MTC Australia (representing for Carla Dawson))</li></ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"><li>Catherine Devlin – Operations Manager ALA</li><li>Carla Dawson – MTC Australia</li></ul> <p><u>Secretariat:</u> Julie Northridge – Executive Officer to the Chief Commissioner</p>			
2	<p><b>Minutes of previous meeting</b> – 11 October 2016</p> <p>The meeting noted that the minutes had been circulated out of session in late 2016 for feedback from participants.</p> <p>Note: Commissioner Furnell indicated that some of the questions put forward by ALA for inclusion in this meeting's agenda were not in ASQA's remit but could be referred to the Department of Education.</p>			
3	<p><b>ASQA Update</b></p> <p><b>a) ASQA Regulatory Report</b></p> <p>Liz Stafford outlined the key points in the report that included:</p> <ul style="list-style-type: none"><li>the percentage of RTOs regulated by ASQA has continued to grow since ASQA's commencement in July 2011;</li><li>impact of ASQA's risk based targeting of RTOs of concern is evident in data (Table 2) that shows 60% of RTOs audited since 1 January 2016 were found not compliant after rectification; and</li><li>around 38,000 applications have been lodged with ASQA to date.</li></ul> <p>In response to questions about VET FEE-HELP (VFH), ASQA indicated that:</p> <ul style="list-style-type: none"><li>ASQA still has some VFH related regulatory activity in progress, including various legal actions;</li><li>Commissioners can impose a range of sanctions in response to non-compliance; and</li><li>the sanctions imposed need to be proportionate with the issues/behaviours concerned.</li></ul> <p><b>b) Student Centred Audit Model – update on implementation</b></p> <p>David Garner provided an overview of the approach and its implementation for audits in the second half of 2017.</p> <ul style="list-style-type: none"><li>The model is being implemented across all types of audits.</li><li>The use of online student surveys prior to the audit allows ASQA to customise audits and focus on areas of identified risk.</li><li>Student interviews will be included in the audit process.</li></ul>			



- o The approach will focus on the actual practices of providers and the student journey from first contact with RTO to completion of the qualification.
- o Where non-compliance is identified, providers are required to assess the impact/harm done to current and previous students and may be asked to rectify those impacts

**c) 2017 Training Provider Briefing Sessions**

Liz Stafford provided an overview of the sessions conducted to date, indicating that more than 4,600 people had registered to attend at least one session.

ALA participants were encouraged to attend the sessions and to promote the information through their networks.

**d) TAE Qualifications – end of transition 5 October 2017**

David Garner indicated that ASQA has implemented a targeted approach that applies a greater level of scrutiny to TAE applications. This approach is aimed at ensuring that the Standards are met in a consistent way across the sector for this important qualification.

As at 5 May 2017 85 RTOs had submitted applications to deliver the TAE qualifications and ASQA had issued 36 notices of intent to remove existing TAE qualifications from scope had been issued. Some providers are exiting the TAE market voluntarily and others as a result of sanction actions taken by ASQA to remove TAE qualifications from scope.

The most consistent non-compliances identified at the TAE audits include the amount of training and poor assessment practices.

David emphasised that while there will be a reduction in the number of providers with TAE on scope, a significant number of RTOs with TAE10 on scope did not actually deliver it.

ASQA is communicating with the sector and providing advice about its expectations for TAE compliance and the application process, including the availability of a webcast.

Jenny Macaffer indicated that she would remind members of the TAE transition deadline in the next CCA newsletter

Richard Vinycomb expressed support for ASQA's approach on the basis that it will address the quality issue that was evident in the delivery of TAE10 qualifications.

**4 ALA items for discussion (refer Attachment A)**

Q1: Cost and time of upgrading to new TAE

Michelle Simpson indicated that Tamworth Community College is one of the providers approved for TAE16. She indicated that the cost and time of preparing TAE applications depends on the base of knowledge that providers are coming from. In her view the application guidelines are very straightforward and can be readily followed.

Q4: TAELLN411 – delivery by LLN specialists

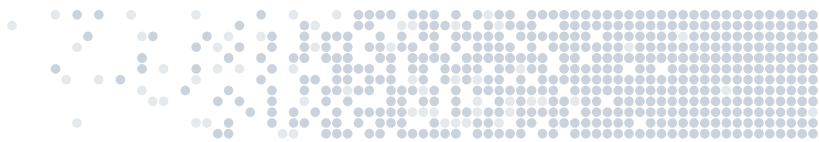
ASQA indicated that it looks at required skills for all trainers and assessors at audit.

Q8: USI Communication

In response to a concern expressed about the stern tone of ASQA's message to providers in regard to their USI requirements, ASQA indicated that:

- o USI issuance is mandatory and this is the third year of USI reporting;
- o at the end of 2017 provider TVA data will not validate if the USI data is missing;
- o there is now zero tolerance for the non-reporting of USI data;
- o despite ASQA communications with RTOs re data collection and USI over the last few years, recent data indicated that some providers had not 'got the message' and were not USI compliant;
- o the recent stern message, specific to individual RTOs, has been effective in gaining attention of RTOs.

Richard Vinycomb indicated that NSW Community College data had been submitted in bulk by NSW DET to



	<p>AVETMISS, however a system error had resulted in the data including a percentage of non-accredited training that had been funded.</p> <p><u>Note:</u> Questions 2, 3, 5, 6 and 7 submitted by ALA (Attachment A to agenda) were not discussed in detail as they are outside of ASQA’s remit.</p>
7	<p><b>Other Business</b></p> <p><u>Consistent audit approaches</u></p> <p>Richard Vinycomb sought information about the professional development of ASQA auditors and their application of consistent approaches to audit.</p> <p>In response, David Garner indicated that, given around 1500 audits conducted each year, there will be some cases of inconsistency. However ASQA does its best to avoid this happening through providing moderation activities at:</p> <ul style="list-style-type: none"><li>○ weekly/fortnightly regulatory operations team meetings;</li><li>○ six weekly national meetings of the regulatory operations managers; and</li><li>○ twice yearly national auditor moderation meetings.</li></ul> <p>David also referred to a common misconception that certain learning and assessment materials are compliant. The notion of ‘compliant materials’ can lead to a perception that auditors are not consistent when the material found ‘compliant’ at one audit is found as ‘not compliant’ at another audit. He explained that this can arise when materials used by one RTO may be not appropriate for another RTO due to differences in student cohorts, operations, modes of delivery, etc</p> <p>The implementation of the student centred audit model, with its focus on the student journey and the actual practices of the RTO, takes a more flexible but targeted approach to audit (as discussed in item 3b).</p>
	<p><b>Meeting Secretariat:</b></p> <p>Julie Northridge – Executive Officer to the Chief Commissioner</p> <p>Phone: 07 3223 1014      <a href="mailto:julie.northridge@asqa.gov.au">julie.northridge@asqa.gov.au</a></p>
	<p><b>Next Meeting</b></p> <p><b>Meeting 17- 2: 5 October 10:30 to 11.30 via teleconference</b></p>