

POLICY & PROCEDURE

SCOPE OF REGISTRATION

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1. Purpose

- 1.1 The purpose of this Policy is to ensure Allens Training maintains compliance against Standards for Registered Training Organisations (RTOs) Clause 1.3 – 1.4, 2.1 and applicable legislative requirements.
- 1.2 It is the aim of the policy to provide clear and practical guidelines to ensure Allens Training maintains all necessary details relating to its registration as an RTO including its scope of registration in the National Register.

2. Scope

- 2.1 This policy relates to Allens Training Pty Ltd RTO 90909, its trainers and assessors and employed staff. It includes any third party providing services on behalf of the RTO, including their trainers and assessors and administration staff. It also covers students of the RTO and third party providers.
- 2.2 Allens Training Pty Ltd is a registered training organisation (RTO) – Registered Provider No. 90909.

All details of Allens Training Pty Ltd registration can be found in the National Register <https://training.gov.au/Organisation/Details/90909> including its scope of registration.

Allens Training will only deliver training products listed in the National Register under its scope of registration

3. Policy Statement

- 3.1 Allens Training will always ensure that for all training products listed on its scope of registration, it will have:
 - 3.1.1 The current training package/qualification/units of competency registered.
 - 3.1.2 Trainers and assessors to deliver the training and assessment.
 - 3.1.3 Educational and support services to meet the needs of the participant cohort/s undertaking the training and assessment.
 - 3.1.4 Learning resources to enable participants to meet the requirements for each unit of competency, and which are accessible to the participant regardless of location or mode of delivery.
 - 3.1.5 Facilities, whether physical or virtual, and equipment to accommodate and support the number of students undertaking the training and assessment
- 3.2 Allens Training will ensure all requirements specified in each training package for each of its training products are met.
- 3.3 All new applications for scope of registration will be approved by the Chief Executive Officer (CEO). Applications will be submitted via ASQANET by the General Manager for Regulatory Compliance.
- 3.4 Consideration for changes will only be made on market/industry demand or skill shortage areas, transition to new training packages or on changes to Allens Training human resources.
- 3.5 Where an application to ASQA has been made for an addition to scope, Allens Training will not market, promote or offer the training product until such time as the application has been approved and appears on www.training.gov.au.

4. Procedures

Changes to details of registration

- 4.1 If a change to the details of registration on training.gov.au is required a ticket within Training Desk must be raised with the tag "ASQA communication" and a task assigned to the General Manager of Regulatory Compliance.
- 4.2 Changes will be discussed and decided between the General Manager of Regulatory Compliance and the CEO and relevant details changed as required in ASQANet before the task and ticket is updated and closed.

Requests / Applications for New / Additional Scope of Registration

- 4.3 Those included under the scope of this policy can make request of Allens Training to consider the addition of units and/or qualifications to its scope of registration.
- 4.4 In line with this policy this process must consider market/industry demand, skill shortage areas, transitions to new units/packages and human resourcing. To facilitate this process a form has been developed which needs to be completed by the applicant making the request.
- 4.5 A ticket needs to be raised in Training Desk, with tasks raised to the course development team to ensure the New Scope Request Application Form is provided to the applicant, filled out and returned to Allens Training.
- 4.6 Tasks are then raised against the application's ticket for compliance to investigate and provide an analysis and recommendations to the General Manager of Regulatory Compliance, and the General Manager of Services and the Chief Executive Officer to consider the viability of the request.
- 4.7 Once a decision is reached at this Executive level, tasks will be raised to inform the applicant of the decision, and other stakeholders as necessary, if the decision is to proceed, tasks will also be raised to begin necessary works and make application to ASQA and other required regulatory bodies as required.

Removal / Maintenance of Scope of Registration

4.8 From time to time various events may lead to the requirement to remove an item from Allens Training's scope of registration these might include but not be limited to:

- 4.8.1 Transition to new / replacement units / qualifications (training packages)
- 4.8.2 Units / qualifications removed from training.gov.au
- 4.8.3 Change in industry or market circumstances leading to a lack of demand for a unit / qualification
- 4.8.4 Change to Allens Training and its associated relevant entities, requirement or capability to deliver a unit or qualification

If any of these conditions or any others arise, those covered by the scope of this policy can make request to Allens Training or otherwise initiate the consideration for removal of a scope item by the creation of a ticket in Training Desk, with a task assigned to the Compliance team.

- 4.9 The compliance team will investigate and compile evidence and a recommendation to the General Manager of Regulatory Compliance.
- 4.10 The General Manager Regulatory Compliance will confer with General Manager of Services and the Chief Executive Officer to consider the impacts and ramifications of the removal.
- 4.11 Once a decision is reached at this Executive level, tasks will be raised to inform the applicant (if necessary) and other relevant stakeholders as required. If the decision is to proceed with the removal, tasks will also be raised to begin necessary works and inform ASQA, and other required regulatory bodies as required to ensure the item is correctly removed from the National Register in a timely fashion in line with this policy.

5. Responsibilities

Handling of scope of registration

- 5.1 The General Manager of Regulatory Compliance is responsible for the handling of the scope of registration and will be responsible to keep the CEO informed throughout the process.

Compliance, monitoring and review

- 5.2 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

Reporting

- 5.3 No additional reporting is required.

Records management

- 5.4 Employees must maintain all records in Training Desk relevant to administering this policy securely.
- 5.5 The National Register must be a true and current record of scope of registration at all times.

6. Definitions

Terms and definitions

ASQA – Australian Skills Quality Authority. The National VET Regulator for registered training organisations in Australia.

ASQANet – ASQANet is the Australian Skills Quality Authority's (ASQA's) online web portal for managing registration, applications and fee payment for registered training organisations (RTOs) and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) providers.

National Register – means the register maintained by the Commonwealth Department for VET and referred to in section 216 of the *National Vocational Education and Training Regulator Act 2011*

RTO provider code – means the registration identifier given to the RTO on the National Register

Scope of registration – means the training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to:

- a. both provide training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; or
- b. provide assessment resulting in the issuance of AQF certification documentation by the RTO.

7. Related Legislation & Documents

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

National Register – www.training.gov.au

Policy: Transition from superseded training products

8. Feedback

8.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

9. Approval and Review Details

Approval Authority			Next Review Date
CEO			June and December of each year
Version	Effective Date	Author(s)	Description
Draft	6.12.22	David Kleinschmidt / Ferne Robinson	Initial draft for review by Management Team
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