

Form B

Application for amending scope of registration

About this form

To amend your scope of registration, complete and email this form, with evidence of your RTO’s readiness to deliver training to: [vrqa.vet@education.vic.gov.au](mailto:vrqa.vet@education.vic.gov.au)

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| **RTO details** | | |
| Registered training organisation (RTO) name |  | |
| RTO number (TOID) |  | |
| **The application is for:** | | (Tick all that apply) |
| Adding new or non-equivalent training package qualifications, units, or accredited courses | |  |
| * Will the requested units be delivered as a skill set? | | Y  N |
| Adding equivalent training package products without a standing application within the transition period | |  |
| Removing items from scope of registration | |  |

Privacy disclaimer

All information collected in this form is required by State or Commonwealth legislation and associated regulatory frameworks.

The VRQA will only use this information in relation to its powers and functions under the *Education and Training Reform Act 2006* (the Act). To read the VRQA’s full privacy statement, see:

* [Privacy statement](https://www2.vrqa.vic.gov.au/vrqa-privacy-statement)

You are able to request access to the personal information that we hold about you and request that it be corrected.

Complete and submit this form when:

* **Adding new scope items or non-equivalent training package products or accredited courses**

Once a Form B and evidence of readiness to deliver training has been received, the VRQA will send the RTO an invoice for the application fee to amend the scope of registration. The invoice will be sent to the RTO’s nominated email address.

Fees are payable within 14 days. The application fee is non-refundable. For information on fees and charges see: [www2.vrqa.vic.gov.au/fees](https://www2.vrqa.vic.gov.au/fees)

Upon receipt of payment, the VRQA will assess your application and either conduct a desk review or arrange a site audit. RTOs are notified if the application requires a site audit.

Skill sets

If you would like to deliver a skill set and all of the units that make up that skill set are a part of a qualification already on your scope or implicit scope of registration, as listed on TGA, you do not need to make an application and no fee is payable. You will just need to notify the VRQA you are delivering the skill set by sending an email to [vet.vrqa@education.vic.gov.au](mailto:vet.vrqa@education.vic.gov.au).

If a unit that is part of the skill set is not a core or elective unit of a qualification already on your scope of registration, you’ll need to apply to amend your scope of registration to add that unit/s using this application form. Please note evidence of readiness to deliver training in that unit/s and fees apply. Please refer to section below outlining evidence required to be submitted.

Please note that if you are delivery a skill set, you should ensure you have developed an appropriate training and assessment strategy that meets the requirements of the AQTF Essential Conditions and Standards for Continuing Registration (AQTF) and the VRQA Guidelines for VET Providers (Guidelines).

Training and Education (TAE) Training Package Products

Please note – all TAE training package products are required to undergo an external audit. An audit will occur whether the qualification/units are equivalent to the pervious release or not.

When applying for a TAE training package product you are required to submit evidence of readiness to deliver training as list within the below checklists.

* **Adding equivalent training package products (without a standing application)**

This application method may only be used during the transition period.Evidence of readiness to deliver training is not required. Application fees do not apply. TAE training package products are exempted from this process (see above).

Applications for adding equivalent training package products or accredited courses **after** the transition periodwill require evidence of readiness and payment of an application fee.

* Removing items from scope of registration

Application fees do not apply when removing items from your scope. The VRQA will notify you once the items have been removed from its scope of registration.

**Note:** It is your responsibility to ensure there are no current enrolments or any outstanding certificates or statements of attainment in relation to the requested scope items.

Evidence of readiness to:

provide training for new scope items (including for delivery of skill sets) or non-equivalent training package products

accredited courses or equivalent training package products

accredited courses outside of the transition period

**Trainers and assessors**

It must be clear how the approach to delivery and assessment is consistent with the needs of the target group.

In many instances, the same approach is unlikely to be appropriate for all target groups, such as trainees/apprentices/learners already employed in a role consistent with the qualification, and learners without relevant employment experience. RTOs should refer to AQTF Standard 1 and for details.

To demonstrate competencies of trainers and assessors who will deliver and assess all of the qualifications/units and accredited courses, information must include the following:

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| **Checklist for RTO use** | |
|  | training and assessment competencies – verified copies of the competencies must be submitted |
|  | relevant vocational competencies at least to the level being delivered or assessed – verified copies of the competencies must be submitted |
|  | evidence must clearly show current industry skills directly relevant to the training/assessment being delivered |
|  | current Working with Children Check or Victorian Institute of Teaching registration if delivery may be to learners under the age of 18 |
|  | details of supervision arrangements under a qualified trainer and/or assessor, where relevant. – supervisor competencies and industry experience/currency must be submitted along with trainer supervision policies and procedures |

Training and assessment strategies (for each qualification)

It must be clear that the amount of training is consistent with the needs of the target group and provides the learner with the opportunity to absorb the required knowledge and develop skills over time in the different contexts they would experience in the workplace.

Training and assessment strategies may be provided as a consolidated document or a range of documents. Information will include the following:

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| **Training** | |
|  | identification of the target groups |
|  | entry requirements as per the qualification or RTO requirements (e.g. recommended ACSF level, age, Working with Children Check; pre-requisite competencies, employment) |
|  | amount of training for each delivery mode (face-to-face learning, online learning, self-paced distance delivery, workplace training) that includes the actual delivery hours per week and the number of weeks required for each unit or cluster of units |
|  | period of time over which training is delivered |
|  | order of unit/cluster delivery, the trainer and resources |
|  | additional requirements (e.g. from industry regulators) have been met |
|  | third party arrangements, where required (refer to Guideline 2, [VRQA Guidelines for VET Providers](https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations#vetguidelines)  **Note:** If [Form F Notification of Third Party Arrangements](https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations#formf) has not already been provided to the VRQA, it should be submitted as part of this application. |
|  | training delivery sites |
|  | impact of industry consultation on the delivery program |
|  | details of simulated workplace environments |
|  | details of workplaces willing to participate in practical placement or structure workplace learning where relevant – along with workplace policies and procedures |
| **Assessment** | |
|  | scheduling of assessment – includes hours |
|  | assessment resources |
|  | assessment methodology (including if it takes place face-to-face, individually, in a group, online, in the learner’s own time, i.e. project/assignment, in the workplace where the workplace supervisor provides supplementary evidence). |
|  | Assessment mode–i.e. written, demonstration and/or oral |
| **Learner and assessment tools** | |
|  | all learner and assessment tools for 1 core unit for each qualification |
|  | all learner and assessment tools for 1 elective unit for each qualification |
|  | where applying for individual units all learner and assessment tools for each unit |

**Child Safe Standards for VRQA VET providers – delivery to under 18s**

To demonstrate compliance with Child Safe Standards for VRQA VET providers (VRQA Guideline 6), an RTO must have clear policies and procedures in place which achieve the outcomes required for each Child Safe Standard and are appropriate for its student cohort. Please note that this evidence is only required if your RTO is not currently delivering to persons under 18 years old:

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| **Child Safe Standards** | |
|  | Child Safe Standards policies and procedures – must include:  documented strategic policy and procedures  complaint policy and handling procedures  recruitment, induction and professional development for staff/ volunteers  monitoring/performance framework, business process audits, and continuous improvement  student enrolment, pre-assessment, and induction of students  student support services and resources to students  governance frameworks and documentation/champions addresses CSS requirements  business plan/strategy  communication resources and activities  record management systems and Online environment |

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| Statutory declaration by the principal executive officer | | |
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| I, |  | (Full name of Principal Executive Officer) |
| of |  | (Legal entity registered) |
|  |  | (RTO number or TOID) |
|  | do solemnly and sincerely declare that: |  |
| * all information provided in this application is accurate * the RTO has no outstanding non-compliance identified at a previous audit (not applicable where a removal is requested) * the RTO has evidence of compliance with the AQTF Standards and the 2016 VRQA Guidelines for VET Providers to deliver the training and assessment related to this application * where a removal from scope is requested, all students enrolled in the scope item to be removed have: | | |
| transferred into other enrolments (without being disadvantaged)  completed their required training  been issued with the qualification or statements of attainment to which they are entitled | | |
| * training and assessment, including online delivery, referred to in this application is limited to Victoria and/or Western Australia, and is not provided to overseas students. | | |
| |  |  |  | | --- | --- | --- | |  |  | (signature) | |  | \_ \_ / \_ \_ / 202 \_ | (date) | | | |

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| Declared at |  | | | (location of signing) |
| in the State of Victoria, this | | \_ \_ / \_ \_ / 202 \_ | | (date) |
|  | | | (signature of person making this declaration – to be signed in front of an authorised witness) | |
|  | | | | |
| Authorised witness\* | | | | |
| Before me: | | | | |
|  | | | | (witness name) |
|  | | | | (title) |
|  | | | | (address) |
|  | | | | (signature) |
|  | | | | |
| \* The authorised witness must print or stamp his or her name, address and title under section 30 of the *Oaths and Affirmations Act 2018* (as of 1 March 2019), previously *Evidence (Miscellaneous Provisions) Act 1958*). For a list *of* authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see: [www.justice.vic.gov.au/statdecs](http://www.justice.vic.gov.au/statdecs) | | | | |

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| Adding new or non-equivalent training package products/accredited courses or equivalent training package products and accredited courses outside of the transition period to your scope of registration | |
| **RTO number or TOID** |  |

Evidence of readiness to deliver training **must be submitted**.

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| **Code** | **Title of qualifications, accredited courses and/or units** | **Third Party Arrangement Y/N = Yes/No** | **Licensing Requirement Y/N = Yes/No** | **Delivery Students under 18 Y/N = Yes/No** |
|  |  | Y  N | Y  N | Y  N |
|  |  | Y  N | Y  N | Y  N |
|  |  | Y  N | Y  N | Y  N |
|  |  | Y  N | Y  N | Y  N |
|  |  | Y  N | Y  N | Y  N |
|  |  | Y  N | Y  N | Y  N |
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|  |  | Y  N | Y  N | Y  N |
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| Updating equivalent training package products (within the transition period) on your scope of registration without a standing application | |
| **RTO number or TOID** |  |

Evidence of readiness is **not required** when updating equivalent training package products within the training package transition period.

TAE training package products are exempted from this process (see above).

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| **Code** | **Title of qualifications and/or units** |
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| Removing training package products or accredited courses from your scope of registration | |
| **RTO number or TOID** |  |

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| **Code** | **Title of qualifications and/or units**  **Note: Only remove qualifications, accredited courses, and units that do not have current enrolments or any outstanding certificates or statements of attainment.** |
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