

## SCOPE MANAGEMENT CHECKLIST

RTO Standards 2015

Standard 1, Clause 1.26: a) where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement, within a period of **one year** from the date the replacement training product was released on the National Register.

<b>Training Package Details:</b>			
Training Package Code and Title:			
Version:		Release date:	
Description of change e.g.			
Qualification(s) Code & Name:			Equivalent Y / N*
<b>*Note ASQA Addition to scope only required for non equivalent qualifications</b>			
Activity	Details	Date completed	Staff Name
Training Package and implementation guides downloaded from training.gov.au / ISC			
Develop transition schedule to clearly detail the timelines for transition or addition to scope			
Discuss transition strategy with staff: Trainers, Marketing, Senior Managers, etc			
Notify students, staff and employers, as required			
Update education agents regarding changes and the impact of the transition			
Consultation records – Round 1 – Client interest/Assessors / Industry/ ISC's/ etc.			
Training and Assessment Strategies (TAS) (for each different delivery method / target group) reviewed or developed			
Summary of target group, entry requirements, delivery method(s), duration, funding program, fees, numbers-potential revenue, learning and assessment resources to be used			
Learning and Assessment Resources identified and listed in the Physical Resources Register			

Assessment Tools reviewed/updated/developed and validated			
Qualification Outline Brochure Drafted ( <i>Refer to Marketing unit</i> )			
Review needs for professional development activities			
Trainer/Assessor Matrix updated with new qualification delivery/assessment staff			
Consultation – Round 2 (Units to be offered, TAS, Assessment Tools etc.)			
<b>Activity</b>	<b>Details</b>	<b>Date completed</b>	<b>Staff Name</b>
Management approval to add to scope			
Application submitted to ASQA via ASQAnet (Declaration must be signed by CEO, scanned and uploaded – write qualification codes on declaration)			
<b>ASQA notification approved</b>	<b>Yes / No</b>		
<b>Document and version control</b>			
<b>Document</b>	<b>Details</b>	<b>Version no. &amp; Date</b>	<b>Staff Name</b>
SIIT Scope Register updated	<input type="checkbox"/> SIIT Documents <input type="checkbox"/> Website		
SIIT Continuous Improvement Register updated	<input type="checkbox"/> SIIT Documents		
Qualification brochure, flyers, website updated	<input type="checkbox"/> SIIT Documents <input type="checkbox"/> Website		
TAS updated	<input type="checkbox"/> SIIT Documents		
Learner Guides updated	<input type="checkbox"/> SIIT Documents		
Assessment Tools updated	<input type="checkbox"/> SIIT Documents		
Trainers Guides updated	<input type="checkbox"/> SIIT Documents		
Physical Resources Register updated	<input type="checkbox"/> SIIT Documents		
Validation schedule updated	<input type="checkbox"/> SIIT Documents		
Other			
Other			
Other			
Other			
Information disseminated to staff	Staff Meeting, Communication Email		
The above activities have been completed and new students may now be enrolled into the above qualification(s).			
Name:		Date:	

## ASQA evidence requirements to be submitted with scope application

Note: Sections 2.1 or 2.2 may have required you to attach certain evidence with your application about permission to use accredited courses or about pre-application endorsement for qualifications which lead to licensing outcomes. This section will identify any additional evidence required to inform a risk assessment of the application.

1. Additional evidence **IS** required with an application to **ADD** a training product to your scope. The following evidence is required for EVERY qualification, accredited course or explicit unit of competency sought:
  - Strategy/ies for training and assessment which:
    - define the RTO's target client group/s and describe how it will deliver the training product/s to meet client needs
    - demonstrate how each strategy has been developed through effective consultation with industry
    - demonstrate how each proposed trainer/assessor possesses (equivalence to) all relevant vocational competencies at least to the level of the training or assessment to be delivered
    - list all physical resources and equipment that are accessible at each proposed delivery venue
    - identify the range and format of all delivery and assessment methodologies and resources/tools to be used
    - describe how assessment processes, tools and judgements have been and will continue to be systematically validated.
  - The following evidence is **ALSO** required for applications for qualifications and units of competency from either the **TAE** or the **TAE10 Training and Education** Training Package:
    - Assessment processes, plans and tools which will be used to assess a **minimum of two (2)** (if seeking more than one) units of competency from **each** qualification sought in the application.

An application submitted without the required evidence clearly labelled will be considered incomplete and returned to the applicant. **Note: application fees are non-refundable. Alternatively, ASQA may accept the application but may contact you to add to or clarify evidence provided.**