

**Victorian Purchasing Guide
for
TAE10 Training and Education Training Package
Version No 2**

March 2012





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Victorian Purchasing Guide — Version History

| Training Package Version | Date VPG Approved | Comments |
|---|-------------------|--|
| TAE10 Training and Education Training Package Version 2 | February 2012 | This Purchasing Guide reflects the TAE10 Training and Education Training Package Version 2. This version includes revisions to two qualifications and the addition of two new qualifications. There have also been a number of version updates to individual units of competency. For more information, refer to the modification history and summary mapping in the training package. |
| TAE10 Training and Education Training Package Version 1 | July 2010 | This Purchasing Guide reflects the TAE10 Training and Education Training Package which replaces the TAA04 Training and Assessment Training Package. |

TAE10 Training and Education Training Package Victorian Purchasing Guide

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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The nominal hour range (minimum-maximum) available for each qualification.
- Nominal hours for each unit of competency within the Training Package.
- Sample Training Programs

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

QUALIFICATIONS

| Code | Title | Qualification Nominal Hour Range | |
|----------|---|----------------------------------|---------|
| | | Minimum | Maximum |
| TAE40110 | Certificate IV in Training and Assessment | 255 | 315 |
| TAE50111 | Diploma of Vocational Education and Training | 365 | 465 |
| TAE50211 | Diploma of Training Design and Development | 360 | 480 |
| TAE50310 | Diploma of International Education Services | 475 | 630 |
| TAE70111 | Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice | 580 | 590 |
| TAE70210 | Vocational Graduate Certificate in Management (Learning) | 250 | 320 |
| TAE70311 | Vocational Graduate Certificate in International Education Services | 360 | 400 |
| TAE80110 | Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership | 510 | 790 |
| TAE80210 | Vocational Graduate Diploma of Management (Learning) | 550 | 710 |

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of TAE10 Training and Education Training Package. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the Training Package is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

| Unit Code | Unit Title | Nominal Hours |
|------------|--|---------------|
| TAEASS301B | Contribute to assessment | 10 |
| TAEASS401B | Plan assessment activities and processes | 20 |
| TAEASS402B | Assess competence | 15 |
| TAEASS403B | Participate in assessment validation | 20 |
| TAEASS501A | Provide advanced assessment practice | 50 |
| TAEASS502B | Design and develop assessment tools | 30 |
| TAEASS503A | Lead assessment validation processes | 30 |
| TAEASS504A | Develop and implement recognition strategies | 50 |
| TAEASS505A | Lead and coordinate assessment systems and services | 50 |
| TAEDEL301A | Provide work skill instruction | 40 |
| TAEDEL401A | Plan, organise and deliver group-based learning | 30 |
| TAEDEL402A | Plan, organise and facilitate learning in the workplace | 25 |
| TAEDEL403A | Coordinate and facilitate distance-based learning | 30 |
| TAEDEL404A | Mentor in the workplace | 30 |
| TAEDEL501A | Facilitate e-learning | 30 |
| TAEDEL502A | Provide advanced facilitation practice | 50 |
| TAEEDU401A | Coordinate provision of pastoral care services to international students | 50 |
| TAEEDU501A | Facilitate international education compliance | 80 |
| TAEEDU502A | Manage international education issues and incidents | 80 |
| TAEEDU503A | Manage international student recruitment and selection | 60 |
| TAEEDU504A | Manage international education and training processes | 60 |
| TAEEDU505A | Manage international client accommodation services | 40 |
| TAEEDU506A | Facilitate international education events and programs | 60 |
| TAEEDU507A | Manage transnational offshore education programs | 60 |
| TAEEDU508A | Manage international education financial and administrative processes | 80 |
| TAEEDU509A | Use information to enhance international education work role performance | 30 |
| TAEEDU701A | Investigate current trends in internationalisation of education | 80 |
| TAEEDU702A | Develop international onshore education programs and projects | 80 |

| Unit Code | Unit Title | Nominal Hours |
|------------|--|---------------|
| TAEEDU703A | Establish transnational offshore education initiatives | 80 |
| TAEEDU704A | Conduct applied international education research | 80 |
| TAEDES401A | Design and develop learning programs | 50 |
| TAEDES402A | Use Training Packages and accredited courses to meet client needs | 25 |
| TAEDES501A | Design and develop learning strategies | 40 |
| TAEDES502A | Design and develop learning resources | 50 |
| TAEDES503A | Design and develop e-learning resources | 50 |
| TAEDES504A | Research and develop units of competency | 30 |
| TAEDES505A | Evaluate a training program | 50 |
| TAEICR501A | Work in partnership with industry, enterprises and community groups | 50 |
| TAELED703A | Implement improved learning practice | 60 |
| TAELED704A | Review enterprise e-learning systems and solutions implementation | 80 |
| TAELLN401A | Address adult language, literacy and numeracy skills | 30 |
| TAELLN501B | Support the development of adult language, literacy and numeracy skills | 50 |
| TAELLN701A | Analyse and apply adult literacy teaching practices | 120 |
| TAELLN702A | Analyse and apply adult numeracy teaching practices | 120 |
| TAELLN703A | Develop English language skills of adult learners | 120 |
| TAELLN704A | Implement and evaluate delivery of adult language, literacy and numeracy skills | 120 |
| TAELLN705A | Design and conduct pre-training assessment of adult language, literacy and numeracy skills | 60 |
| TAELLN706A | Lead the delivery of adult language, literacy and numeracy support services | 50 |
| TAELLN801A | Analyse policy and formulate strategic language, literacy and numeracy response | 70 |
| TAELLN802A | Research and implement new adult language, literacy and numeracy practices | 50 |
| TAELLN803A | Formulate workplace strategy for adult language, literacy and numeracy skill development | 50 |
| TAELLN804A | Design programs to develop adult language, literacy and numeracy skills | 50 |
| TAELLN805A | Formulate strategy for adult language, literacy and numeracy skill development in a community program | 50 |
| TAELLN806A | Initiate, develop and evaluate adult language, literacy and numeracy resources | 50 |
| TAELLN807A | Design, implement and evaluate an adult language, literacy and numeracy professional development program | 40 |
| TAEPDD501A | Maintain and enhance professional practice | 45 |
| TAERES501A | Apply research to training and assessment practice | 70 |
| TAESUS501A | Analyse and apply sustainability skills to learning programs | 30 |
| TAESUS502A | Identify and apply current sustainability education principles and | 40 |

| Unit Code | Unit Title | Nominal Hours |
|------------|--|---------------|
| | practice to learning programs | |
| TAETAS401A | Maintain training and assessment information | 40 |
| TAETAS501B | Undertake organisational training needs analysis | 40 |

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **TAE10 Training and Education Training Package**, but are by no means mandatory.

| | | |
|-----------------------------------|---|--------------|
| Occupation / Work Function | Enterprise Trainer | |
| Qualification Title | Certificate IV in Training and Assessment | |
| Qualification Code | TAE40110 | |
| Description | This sample reflects the role of a person whose primary function is delivering training and assessment in a workplace environment | |
| Unit Code | Unit Title | Hours |
| Core | | |
| TAEASS401B | Plan assessment activities and processes | 20 |
| TAEASS402B | Assess competence | 15 |
| TAEASS403B | Participate in assessment validation | 20 |
| TAEDEL401A | Plan, organise and deliver group-based learning | 30 |
| TAEDEL402A | Plan, organise and facilitate learning in the workplace | 25 |
| TAEDES401A | Design and develop learning programs | 50 |
| TAEDES402A | Use Training Packages and accredited courses to meet client needs | 25 |
| Electives | | |
| TAEASS502B | Design and develop assessment tools | 30 |
| TAEDEL404A | Mentor in the workplace | 30 |
| TAELLN401A | Address adult language, literacy and numeracy skills | 30 |
| Total Hours | | 275 |

| | | |
|-----------------------------------|--|--------------|
| Occupation / Work Function | Training Co-ordinator | |
| Qualification Title | Certificate IV in Training and Assessment | |
| Qualification Code | TAE40110 | |
| Description | This sample reflects the role of a person who is involved in the delivery and management of training and assessment in a workplace | |
| Unit Code | | Hours |
| Core | | |
| TAEASS401B | Plan assessment activities and processes | 20 |
| TAEASS402B | Assess competence | 15 |
| TAEASS403B | Participate in assessment validation | 20 |
| TAEDEL401A | Plan, organise and deliver group-based learning | 30 |
| TAEDEL402A | Plan, organise and facilitate learning in the workplace | 25 |
| TAEDES401A | Design and develop learning programs | 50 |
| TAEDES402A | Use Training Packages and accredited courses to meet client needs | 25 |
| Electives | | |
| TAETAS501B | Undertake organisational training needs analysis | 40 |
| TAELLN401A | Address adult language, literacy and numeracy skills | 30 |
| BSBREL402A | Build client relationships and business networks | 50 |
| Total hours | | 305 |

| | | |
|-----------------------------------|--|--------------|
| Occupation / Work Function | Vocational Education Trainer | |
| Qualification Title | Certificate IV in Training and Assessment | |
| Qualification Code | TAE40110 | |
| Description | This sample reflects the role of a person whose primary function is delivering training and assessment in a formal educational setting | |
| Unit Code | | Hours |
| Core | | |
| TAEASS401B | Plan assessment activities and processes | 20 |
| TAEASS402B | Assess competence | 15 |
| TAEASS403B | Participate in assessment validation | 20 |
| TAEDEL401A | Plan, organise and deliver group-based learning | 30 |
| TAEDEL402A | Plan, organise and facilitate learning in the workplace | 25 |
| TAEDES401A | Design and develop learning programs | 50 |
| TAEDES402A | Use Training Packages and accredited courses to meet client needs | 25 |
| Electives | | |
| TAEASS301B | Contribute to assessment | 10 |
| TAEDEL501A | Facilitate e-learning | 30 |
| TAETAS401A | Maintain training and assessment information | 40 |
| Total hours | | 265 |

| | | |
|-----------------------------------|--|--------------|
| Occupation / Work Function | International Programs Coordinator | |
| Qualification Title | Diploma of International Education Services | |
| Qualification Code | TAE50310 | |
| Description | This sample reflects a person whose primary function is co-ordinating international education services in an educational setting | |
| Unit Code | | Hours |
| Core | | |
| BSBIND302A | Work effectively in the international education services industry | 50 |
| BSBWOR401A | Establish effective workplace relationships | 50 |
| CHCCS405A | Work effectively with culturally diverse clients and co workers | 30 |
| TAEEDU501A | Facilitate international education compliance | 80 |
| TAEEDU502A | Manage international education issues and incidents | 80 |
| TAEEDU504A | Manage international education and training processes | 60 |
| TAEEDU509A | Use information to enhance international education work role performance | 30 |
| Electives | | |
| TAEEDU506A | Facilitate international education events and programs | 60 |
| TAEEDU507A | Manage transnational offshore education programs | 60 |
| BSBCUS501B | Manage quality customer service | 40 |
| Total hours | | 540 |

| | | |
|-----------------------------------|--|--------------|
| Occupation / Work Function | Instructional designer | |
| Qualification Title | Diploma of Training Design and Development | |
| Qualification Code | TAE50211 | |
| Description | This sample reflects the role of a person engaged in training development with a focus on instructional design to support delivery and assessment practice. This person is not directly involved in delivery and assessment. | |
| Unit Code | | Hours |
| Core | | |
| TAEASS502B | Design and develop assessment tools | 30 |
| TAEDES501A | Design and develop learning strategies | 40 |
| TAEDES502A | Design and develop learning resources | 50 |
| TAEDES505A | Evaluate a training program | 50 |
| TAETAS501B | Undertake organisational training needs analysis | 40 |
| Electives | | |
| TAEDES504A | Research and develop units of competency | 30 |
| TAESUS501A | Analyse and apply sustainability skills to learning programs | 30 |
| TAEDES503A | Design and develop e-learning resources | 50 |
| TAERES501A | Apply research to training and assessment practice | 70 |
| TAELLN501B | Support the development of adult language, literacy and numeracy skills | 50 |
| Total hours | | 440 |

| | | |
|-----------------------------------|---|--------------|
| Occupation / Work Function | Training Manager/Lead Trainer/Assessor | |
| Qualification Title | Diploma of Vocational Education and Training | |
| Qualification Code | TAE50111 | |
| Description | This sample reflects the role of a person who has a leading role in delivering training and assessment services and designing approaches to learning and assessment strategies. | |
| Unit Code | | Hours |
| Core | | |
| TAEASS501A | Provide advanced assessment practice | 50 |
| TAEASS502B | Design and develop assessment tools | 30 |
| TAEDEL502A | Provide advanced facilitation practice | 50 |
| TAEDES501A | Design and develop learning strategies | 40 |
| TAELLN401A | Address adult language, literacy and numeracy skills | 30 |
| TAEPDD501A | Maintain and enhance professional practice | 45 |
| Electives | | |
| TAEASS503A | Lead assessment validation processes | 30 |
| TAEASS504A | Develop and implement recognition strategies | 50 |
| TAEDES502A | Design and develop learning resources | 50 |
| TAEDES505A | Evaluate a training program | 50 |
| Total hours | | 425 |

| | | |
|-----------------------------------|--|--------------|
| Occupation / Work Function | Enterprise Trainer | |
| Qualification Title | Diploma of Vocational Education and Training | |
| Qualification Code | TAE50111 | |
| Description | This sample reflects the role of a person who is engaged in providing training and assessment services in an industry setting. | |
| Unit Code | | Hours |
| Core | | |
| TAEASS501A | Provide advanced assessment practice | 50 |
| TAEASS502B | Design and develop assessment tools | 30 |
| TAEDEL502A | Provide advanced facilitation practice | 50 |
| TAEDES501A | Design and develop learning strategies | 40 |
| TAELLN401A | Address adult language, literacy and numeracy skills | 30 |
| TAEPDD501A | Maintain and enhance professional practice | 45 |
| Electives | | |
| TAETAS501B | Undertake organisational training needs analysis | 40 |
| TAEDES505A | Evaluate a training program | 50 |
| TAEICR501A | Work in partnership with industry, enterprises and community groups | 50 |
| TAEDES502A | Design and develop learning resources | 50 |
| Total hours | | 435 |

| | | |
|-----------------------------------|---|--------------|
| Occupation / Work Function | Manager of international onshore programs | |
| Qualification Title | Vocational Graduate Certificate in International Education Services | |
| Qualification Code | TAE70311 | |
| Description | This sample reflects the role of a person whose primary function is managing onshore international programs | |
| Unit Code | | Hours |
| Core | | |
| TAEEDU701A | Investigate current trends in internationalisation of education | 80 |
| TAEEDU704A | Conduct applied international education research | 80 |
| BSBDIV701A | Develop cross cultural communication and negotiation strategies | 80 |
| Electives | | |
| BSBREL701A | Develop and cultivate collaborative partnerships and relationships | 40 |
| TAEEDU702A | Develop international onshore education programs and projects | 80 |
| Total hours | | 360 |

| | | |
|-----------------------------------|--|--------------|
| Occupation / Work Function | Director, International Programs | |
| Qualification Title | Vocational Graduate Certificate in International Education Services | |
| Qualification Code | TAE70311 | |
| Description | This sample reflects the role of a person whose primary function is managing offshore international programs | |
| Unit Code | | Hours |
| Core | | |
| TAEEDU701A | Investigate current trends in internationalisation of education | 80 |
| TAEEDU704A | Conduct applied international education research | 80 |
| BSBDIV701A | Develop cross cultural communication and negotiation strategies | 80 |
| Electives | | |
| BSBREL701A | Develop and cultivate collaborative partnerships and relationships | 40 |
| TAEEDU703A | Establish transnational offshore education initiatives | 80 |
| Total hours | | 360 |

| | | |
|-----------------------------------|---|--------------|
| Occupation / Work Function | Human Resources Development Operations Manager | |
| Qualification Title | Vocational Graduate Certificate in Management (Learning) | |
| Qualification Code | TAE70210 | |
| Description | This sample reflects the role of a person specialising in a leadership and management role with an RTO or HRD operational area. | |
| Unit Code | | Hours |
| Core | | |
| BSBLED701A | Lead personal and strategic transformation | 80 |
| BSBLED702A | Lead learning strategy implementation | 80 |
| Electives | | |
| BSBINN601B | Manage organisational change | 60 |
| PSPMNGT614A | Facilitate knowledge management | 60 |
| Total hours | | 280 |

| | | |
|-----------------------------------|---|--------------|
| Occupation / Work Function | Practitioner in Workplace English Language and Literacy program (WELL) | |
| Qualification Title | Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice | |
| Qualification Code | TAE70111 | |
| Description | This sample reflects the role of a person who is involved in delivering and assessing LL&N as part of a WELL program in a workplace setting | |
| Unit Code | | Hours |
| Core | | |
| TAELLN701A | Analyse and apply adult literacy teaching practices | 120 |
| TAELLN702A | Analyse and apply adult numeracy teaching practices | 120 |
| TAELLN703A | Develop English language skills of adult learners | 120 |
| TAELLN704A | Implement and evaluate delivery of adult language, literacy and numeracy skills | 120 |
| Electives | | |
| TAELLN705A | Design and conduct pre-training assessment of adult language, literacy and numeracy skills | 60 |
| TAELLN706A | Lead the delivery of adult language, literacy and numeracy support services | 50 |
| Total hours | | 590 |

| | | |
|-----------------------------------|--|--------------|
| Occupation / Work Function | Adult Language, Literacy and Numeracy support role in a community organisation | |
| Qualification Title | Vocational Graduate Certificate in Adult Language, Literacy and Numeracy Practice | |
| Qualification Code | TAE70111 | |
| Description | This sample reflects the role of a person whose main function is to devise a range of strategies to develop adult language, literacy and numeracy skills for learners enrolled in vocational education and training (VET) programs within a training organisation, where the vocational course is the major focus. | |
| Unit Code | | Hours |
| Core | | |
| TAELLN701A | Analyse and apply adult literacy teaching practices | 120 |
| TAELLN702A | Analyse and apply adult numeracy teaching practices | 120 |
| TAELLN703A | Develop English language skills of adult learners | 120 |
| TAELLN704A | Implement and evaluate delivery of adult language, literacy and numeracy skills | 120 |
| Electives | | |
| TAELLN501B | Support the development of adult language, literacy and numeracy skills | 50 |
| TAEDES502A | Design and develop learning resources | 50 |
| Total hours | | 580 |

| | | |
|-----------------------------------|---|------------|
| Occupation / Work Function | Manager, Learning and Development | |
| Qualification Title | Vocational Graduate Diploma of Management (Learning) | |
| Qualification Code | TAE80210 | |
| Description | This sample reflects the role of a person whose primary role is managing the learning and development function in an educational setting. | |
| Unit Code | | |
| Core | | |
| BSBINN801A | Lead innovative thinking and practice | 80 |
| BSBRES801A | Initiate and lead applied research | 150 |
| Electives | | |
| BSBFIM701A | Manage financial resources | 80 |
| BSBINN601B | Manage organisational change | 60 |
| BSBLED702A | Lead learning strategy implementation | 80 |
| TAELED703A | Implement improved learning practice | 60 |
| TAELED704A | Review enterprise e-learning systems and solutions implementation | 80 |
| BSBREL701A | Develop and cultivate collaborative partnerships and relationships | 40 |
| Total hours | | 630 |

| | | |
|-----------------------------------|--|------------|
| Occupation / Work Function | Adult Language and Numeracy Coordinator/Leader in a training organisation | |
| Qualification Title | Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership | |
| Qualification Code | TAE80110 | |
| Description | This sample reflects the role of a person in a training organisation whose primary role is to lead the implementation of adult literacy and numeracy programs in the context of current LL&N policy and research | |
| Unit Code | | |
| Core | | |
| BSBRES801A | Initiate and lead applied research | 150 |
| TAELLN801A | Analyse policy and formulate strategic language, literacy and numeracy response | 70 |
| TAELLN802A | Research and implement new adult language, literacy and numeracy practices | 50 |
| Electives | | |
| TAELLN804A | Design programs to develop adult language, literacy and numeracy skills | 50 |
| TAELLN806A | Initiate, develop and evaluate adult language, literacy and numeracy resources | 50 |
| TAELLN807A | Design, implement and evaluate an adult language, literacy and numeracy professional development program | 40 |
| BSBINN801A | Lead innovative thinking and practice | 80 |
| TAELLN805A | Formulate strategy for adult language, literacy and numeracy skill development in a community program | 50 |
| Total hours | | 540 |

| | | |
|-----------------------------------|--|--------------|
| Occupation / Work Function | Leadership role in a Workplace English Language and Literacy (WELL) program | |
| Qualification Title | Vocational Graduate Diploma of Adult Language, Literacy and Numeracy Leadership | |
| Qualification Code | TAE80110 | |
| Description | This sample reflects the role of a person whose primary role is a leader in a Workplace English Language and Literacy (WELL) program | |
| Unit Code | Unit Title | Hours |
| Core | | |
| BSBRES801A | Initiate and lead applied research | 150 |
| TAELLN801A | Analyse policy and formulate strategic language, literacy and numeracy response | 70 |
| TAELLN802A | Research and implement new adult language, literacy and numeracy practices | 50 |
| Electives | | |
| TAELLN803A | Formulate workplace strategy for adult language, literacy and numeracy skill development | 50 |
| TAELLN807A | Design, implement and evaluate an adult language, literacy and numeracy professional development program | 40 |
| TAELLN703A | Develop English language skills of adult learners | 120 |
| TAELLN806A | Initiate, develop and evaluate adult language, literacy and numeracy resources | 50 |
| TAELED704A | Review enterprise e-learning systems and solutions implementation | 80 |
| Total hours | | 610 |

CONTACTS AND LINKS

| Industry Skills Council (ISC) | | |
|--|--|---|
| Innovation & Business Skills Australia (IBSA) | This ISC is responsible for developing the TAE10 Training and Education Training Package and can be contacted for further information. You can also source copies of the Training Package and support material. | Address: Level 11, 176 Wellington Parade, East Melbourne, VIC, 3002 Phone/fax: (03) 9815 7000 Email: reception.ibsa.org.au Web: www.ibsa.org.au |
| National Register for VET in Australia | | |
| Training.gov.au (TGA) | TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | training.gov.au |
| Australian Government | | |
| The Department of Education, Employment and Workplace Relations (DEEWR) | DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications. | www.deewr.gov.au |
| State Government | | |
| Department of Education and Early Childhood Development Higher Education and Skills Group | Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships. | General information: www.skills.vic.gov.au Approved Training Schemes: http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides |
| Curriculum Maintenance Manager (CMM) | | |
| General Studies and Further Education (GS&FE) | The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Skills Victoria. | Nadia Casarotto Cheryl Bartolo Address: PO Box 14428, Melbourne MC 8001 Phone: (03) 9919 5300 / 5302 Email: nadia.casarotto@vu.edu.au cheryl.bartolo@vu.edu.au Web: http://trainingsupport.skills.vic.gov.au |
| State VET Regulatory Authority | | |
| Victorian Registration and Qualifications | The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure | www.vrqa.vic.gov.au Phone: 03 9637 2806 |

| | | |
|--|--|--|
| Authority (VRQA) | the delivery of quality education and training. | |
| National VET Regulatory Authority | | |
| Australian Skills Quality Authority (ASQA) | <p>ASQA is the national regulator for Australia's VET sector vocational education and training sector.</p> <p>ASQA regulates courses and training providers to ensure nationally approved quality standards are met.</p> | <p>www.asqa.gov.au</p> <p>Info line: 1300 701 801</p> |

GLOSSARY

| | |
|------------------------------|---|
| Code | Nationally endorsed Training Package qualification code. |
| Title | Nationally endorsed Training Package qualification title. |
| Unit Code | Nationally endorsed Training Package unit code. |
| Unit Title | Nationally endorsed Training Package unit title. |
| Nominal Hours | The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected. |
| Scope of Registration | Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide. |