VOCATIONAL EDUCATION
AND TRAINING

Registered Training Organisation 31195

Diocese of Townsville Catholic Education

PROGRAM DISCLOSURE STATEMENT

Registered Training Organisation: *Townsville Catholic Education (RTO 31195)*

The purpose of this program disclosure statement (PDS) is to set out the services and training products that the Townsville Catholic Education RTO provides, and those services to be carried out by individual Catholic schools in the Diocese of Townsville (on behalf of the RTO).

Qualifications

1. Qualifications

CHC30125 Certificate III in Early Childhood Education and Care
CHC30221 Certificate III in School Based Education Support
CHC24015 Certificate II in Active Volunteering
CPC10126 Certificate I in Construction
SIT10222 Certificate I in Hospitality
SIT20322 Certificate II in Hospitality
BSB30120 Certificate III in Business

Partnership between Townsville Catholic Education and schools

2. The partnership (third party agreement) between Townsville Catholic Education (TCE) and individual secondary Catholic schools in the Diocese of Townsville enables individual schools to deliver and assess nationally recognised training products under the auspices of Townsville Catholic Education as the RTO. A third party arrangement is only valid when:

a) A written third party agreement is in place
b) The school has met the resource requirements as stipulated by the RTO

3. Responsibilities – Townsville Catholic Education

TCE, as the RTO, is responsible for the quality of training and assessment provided by the school and issuance of all qualifications and statements of attainment. TCE will provide training and assessment resources and support partner schools by conducting regular site visits, administration and compliance support.

4. Responsibilities – School

The partner school is responsible for:

1. The delivery of training and assessment services specific to the training product(s) and as outlined in the Training and Assessment Strategy and written third party agreement. This includes providing access to educational and support services for students, including those who require language, literacy and numeracy assistance.
2. Providing adequate resourcing (trainers/assessors, educational and support services, facilities and equipment) to meet the requirements of the program being delivered. This is to be verified and approved by TCE prior to delivery of programs.
3. The sourcing, organisation, written work experience agreements and risk assessment, monitoring and visits of mandatory student industry placement included in qualifications offered (i.e. Certificate II in Hospitality, Certificate II in Active Volunteering, Certificate III in Early Childhood Education and Care, Certificate III in School Based Education Support).

Student Enrolment

The enrolment of a student into a TCE program is bound by the partner school having a written third party agreement in place with Townsville Catholic Education, including satisfying the following resource requirements:

1. All facilities and equipment requirements specific to the program is in place
2. The delivering trainer and assessor(s) (VET Teacher) satisfies the Townsville Catholic Education human resource requirements in order to train and assess that training product. Namely holding the approved trainer and assessor credential and the industry qualification(s) and units of competency relevant to the training product being delivered
3. Sufficient educational and support services to meet the needs of students
4. Access to suitable workplaces for students enrolled in a program that has mandatory placement requirements

Enrolment of students into a program offered by Townsville Catholic Education can only occur once these requirements have been met by the partner school.

TCE will notify QCAA/ASQA of the third party agreement within 30 days of entering the agreement, and when the agreement ends.

Training Package Changes

National training packages (which qualifications and units of competency fit within) undergo changes and upgrades to ensure they are up to date and meet training and industry needs. As a result of this, from time to time new qualifications and units of competency are introduced that supersede those before them.

If a qualification becomes superseded either before student enrolment, or while undertaking the qualification, Townsville Catholic Education will ensure that if a qualification will not be completed by students within the allowed teach out period, all students will be transitioned to the new replacement qualification within 12 months of this change as recorded on the national register, training.gov.au.

Definitions and interpretations

Program – the course(s) or qualification(s) in its entirety

RTO – Registered Training Organisation that has authorisation to train and assess nationally recognized qualifications and units of competency consistent with its scope of registration

Partner school – the secondary school or college that has a written third party agreement in place with the RTO, providing the resource requirements to train and assess a program on behalf of the RTO.

Training Product – any qualification, unit of competency, skill set or group of units of competency packaged as a TCE VET program.

Training and Assessment Strategy – sets out the approach of, and method adopted by, the RTO and partner school with respect to training and assessment that will enable the students to meet the requirements of the program.

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