

Course Accreditation and Management Policy

1.0 Purpose

This policy establishes a consistent framework for the accreditation of courses at Bendigo Kangan Institute (BKI). It outlines the principles and policies for:

- The development, accreditation, management, review and retirement of courses developed by BKI.
- The governance and performance management of course accreditation delegated functions.

2.0 Scope

This policy applies to all TAFE courses developed by BKI under delegated functions of the National Vocational Education and Training Regulator Act provided by the Australian Skills Quality Authority (ASQA) to BKI.

This policy is aligned with the Academic and Regulatory Compliance Policy and supports compliance with the agreed ASQA Instrument of Delegation.

3.0 Legislative Context

This policy is informed by the following frameworks:

- VET Quality Framework
- *Standards for VET Accredited Courses 2021*
- *National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025*
- Australian Qualifications Framework (AQF)
- ASQA General Directions and Delegation Guidelines

4.0 Policy Statement

In exercising the delegated functions of self-accreditation of VET courses, BKI will maintain governance and quality processes that ensure that accredited courses:

- meet internal and external quality assurance, learning and teaching, and industry standards
- align appropriately to the AQF
- do not duplicate existing training products
- are developed in consultation and with endorsement of industry representatives
- go through continuous review and improvement processes and are updated, maintained and retired within the accreditation periods

BKI commits to meeting the parameters of delegated self-accreditation of course functions, including:

- ensuring adequate quality assurance and governance systems are in place
- updating the National Register with details relating to accredited courses and reviews of courses

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- maintaining a register of BKI accredited courses and records pertaining to the accreditation of courses
- reporting monthly to ASQA on accreditation functions
- maintaining appropriate quality assurance systems of the delegated functions
- managing staff competency to perform the functions of accrediting courses
- continually improving systems and processes relating to the management of course accreditation.

4.1 Three Stages of Approval

Proposals for new courses or major changes to courses require three stages of approval:

1. Business Board approval to commence course development, agreeing that the course is aligned to BKI strategy and growth plans, is commercially viable, aligns to an industry skill need and does not duplicate an existing training product.
2. Project Steering Committee approval that the learning outcomes, course structure and unit outcomes meet the skill needs of industry.
3. Delegation Panel approval that the course meets the Standards for VET Accredited Courses, has sufficient evidence of industry consultation, the AQF level is appropriate, and the presentation of the course and unit documents are clear, compliant and aligned to the agreed industry need.

4.2 Project Steering Committees

For each new course, a Project Steering Committee (PSC) must be formed to inform and endorse the course design. The PSC is to be chaired by industry and have a strong cross representation of industry stakeholders relevant to the proposed course.

At a minimum, the PSC will meet twice and will include the following members:

- Chair – an industry representative with discipline expertise
- BKI representative – a minimum of one representative and no more than two BKI members – these should be the Director/Head or Department Manager of the relevant delivery centre
- Industry specialists – a minimum of three technical experts or senior leaders representing a cross section of the disciplinary field and representing broad geographical areas should be present to ensure industry skill needs are met
- TAFE representatives – from at least two other TAFEs nationally with relevant skills and expertise aligned to the proposed course
- University representatives - at least one university representative from a relevant disciplinary field should be included to consider articulation potential and alignment to further study opportunities.

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In addition to the above, the PSC may also include:

- Industry groups - stakeholders from industry bodies, associations, unions, licencing bodies or other peak bodies may be included
- A representative from the relevant Jobs and Skills Council (JSC)

Other forms of industry consultation may also be used (and are encouraged) for more in-depth information gathering.

4.3 Delegation Panels

Delegation panel assembly, processes, tools, records and functions are managed by the Academic Compliance team.

For each new course, a Delegation Panel will be assembled and will take on the function of accrediting and decommissioning courses on behalf of BKI and recording and reporting accreditation submission outcomes.

The Academic Compliance team will manage expression of interest and training processes to ensure that BKI maintains enough skilled staff to fulfil panel functions. The Academic Compliance team will maintain a register of nominated and selected panel members and training completed.

Each panel will contain five members, representing each of the following roles:

- Chair – either the Chief Industry and Education Officer, Head of Education Design & Operations or an Executive Director Education
- Compliance Specialist – A nominated and trained member from the Academic Compliance or Self Assurance team
- Courseware Specialist – A nominated and trained member from the Courseware, Maintenance Program, Self Assurance or eWorks teams
- Industry Specialist – A nominated and trained member of staff with industry expertise relevant to the course being accredited
- Education Delivery Specialist – A nominated and trained member from our Education Delivery teams, provided they meet the ASQA requirements to be considered a fully qualified Trainer/Assessor

The Chair may invite additional subject matter experts or external consultants to contribute if deemed required or establish a working group with relevant expertise to resolve an issue that cannot be agreed within the panel.

The Delegation Panel will review submissions for:

- new course proposals (both self-accredited and externally accredited)
- reaccreditation and significant amendments of existing courses
- retirement or discontinuation of courses.

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The Delegation Panel will provide an outcome recommendation relating to the submission evidencing their findings that the:

- course outcomes with AQF levels, relevant legislation and standards, and the agreed industry learning outcomes
- adequate evidence of industry consultation and validation was provided
- consultation has occurred with Jobs and Skills Councils, Skills Service Organisations, or equivalent bodies.
- course documentation meets the requirements of the *Standards for VET Accredited Courses 2021*
- provides appropriate competency outcomes and a satisfactory basis for assessment.

The Delegation Panel recommendation will be noted at Board of Studies for final endorsement, as well as feedback on the accreditation process.

Board of Studies will report final endorsement outcomes to the CEO, Executive Team or Board as required.

All courses will be accredited for a period of five years.

4.4 Licensing of Accredited Courses

BKI may choose to license accredited courses to other Registered Training Organisations (RTOs) to deliver by written agreement. BKI will provide license agreements free of charge to Australian RTOs.

The Academic Compliance Team will maintain a list of licensees.

4.5 Revision and Review of Accredited Courses

Accredited course reviews are required every two years, or earlier if there are industry changes impacting the course. Reviews must include an evaluation of feedback from students, employers and other training providers, as well as industry trends relating to course and unit outcomes.

Outcomes of reviews must be reported to Board of Studies and recorded on the BKI course register, with evidence maintained by the Academic Compliance team.

Prior to any review or revisions, the Course Owner will notify any licensees 30 days in advance and seek feedback.

During review, revisions may be identified and made. Revisions of accredited courses may include minor or major changes.

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Minor changes are:

- addition or removal of elective units
- updating imported units to equivalent later versions
- minor updates to units that do not change the outcome or require a code or title change, including:
 - updates to prerequisite units
 - changes to range statements or evidence guides to accommodate industry changes
 - correction of typographical errors
 - updates to due to changes in legislation or industry standards

For minor changes, the Course Owner may apply to the Board of Studies directly for endorsement of the change and outcomes will be reported by the Academic Compliance team for inclusion on the National Register.

All other changes are considered major and will require the accreditation lifecycle process and three stages of approval to be repeated for the course.

4.6 Renewal of Accredited Courses

A Course Owner may apply for a renewal of an accredited course without changes, provided the application is made at least 30 days prior to the expiry date and a minimum of two reviews of the course have occurred during the registration period and can be evidenced.

Where a review is underway and additional time is required to complete major changes, the Course Owner may apply for a temporary renewal, up to 12 months, of the existing course by application to the Board of Studies.

Application for renewal of an accredited course period without change can be made directly to the Board of Studies and outcomes will be noted on the National Register by the Academic Compliance team.

4.7 Retirement of Accredited Courses

An accredited course may be retired if:

- It is superseded by a course in a National Training Package that offers the same learning outcomes
- It is deemed through review to no longer be required by industry or market demand

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Applications to retire a course are required to proceed through the three stages of approval as follows:

1. Business Board confirms that the course is no longer aligned to BKI strategy and growth plans, is commercially viable, aligns to an industry skill need and/or has been superseded by a similar product in a National Training Package.
2. A PSC meets once to confirm that the course is no longer aligned to industry skilling needs and/or that the National Training Package product will provide the same learning outcomes.
3. The Delegation Panel reviews the submission for retirement confirming the timelines and plan for retirement, impact to enrolled students, transition arrangements (if applicable) and communication arrangements.

The outcome of the Delegation Panel is noted at Board of Studies for final endorsement.

4.8 Quality Assurance and Performance Management

Board of Studies will oversee the performance of the delegated function and maintenance of the register of accredited courses. In exercising this role, the Board of Studies will:

- Note bi-monthly performance data and evaluation data regarding the function
- Conduct and report an annual performance review
- Ensure that the organisation maintains the capability required to exercise the delegated functions
- Ensure that the register of accredited courses is maintained
- Ensure reporting and recording keeping obligations are met and outcomes are reported to key internal and external stakeholders

4.9 Reporting and Record Keeping

The Academic Compliance team will maintain all records pertaining to the delegated function and BKI accredited courses. In doing so, the Academic Compliance team will maintain a register of all accredited courses and ensure they are reviewed and/or retired within the registration periods.

The Academic Compliance team will ensure information pertaining to accredited courses are updated promptly on the National Register and will report to ASQA:

- Outcomes of accredited course processes monthly
- Outcomes of bi-monthly feedback evaluations
- Details of the annual performance review.

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5.0 Roles and Responsibilities

Role	Responsibilities
Head of Education Design & Operations	Endorses final policy and provides strategic oversight
Course Owner (the Education Delivery Manager Proposing and Maintaining the Course)	The Course Owner will be the Education Delivery Director or Department Manager proposing the course. The Course Owner (or their successor) will remain for duration of the course lifecycle and have responsibility for maintaining, updating, renewing and retiring the course. Course ownership may be transferred to another department by agreement and by notifying the Manager, Academic Compliance
Manager, Academic Compliance	Responsible for performance management of the delegated function and reporting and record keeping.
Delegation Panel	Responsible for reviewing applications relating to accredited courses for compliance with <i>Standards for VET Accredited Courses 2021</i> and BKI policy.
Business Board	Responsible for determining decisions regarding development or retirement of accredited courses align to BKI strategy and growth plans, industry needs, market demand and differ from other products in the market.
Self-Assurance Partner	Provides support to the Course Owners in the development, review and retirement of accredited courses and submission of applications to the delegation panels
Courseware Partner	Provides project management and tracking support during the development or review of accredited courses and ensure that development of assessment and learning materials for scope applications occur post delegation.
Project Steering Committee	Provides industry consultation and validation and endorsement of new courses, changes to courses or retirement of courses.
Board of Studies	Provides governance and strategic oversight to ensure the functions of this policy are implemented, maintained and continually improved. Provides final endorsement on any applications relating to accredited courses.

6.0 Definitions

Word/Term	Definition
Accredited Course	A course “that is nationally recognised and that an RTO can issue a nationally recognised VET qualification or VET statement of attainment following its full or partial completion. Once a course has been accredited, it is listed on the National Register.” ¹
AQF	Australian Qualifications Framework
ASQA	Australian Skills Quality Authority
JSC	Jobs and Skills Councils (JSCs) are not-for-profit, industry-led, government funded organisations responsible for workforce planning,

¹ Definition from the *VET Standards for Accredited Courses 2021*

Approval Authority: Head of Education Design and Operations

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Word/Term	Definition
	industry consultation and development of National Training Packages.
National Training Package	Developed by a Jobs and Skills Council and available on the National Register, Training Packages specify “the knowledge and skills required by individuals to perform effectively in the workplace, which are expressed in units of competency. Training packages detail how units of competency are packaged into nationally recognised and portable qualifications that comply with the Australian Qualifications Framework (AQF).” ²
National Training Register	The National Training Register can be found at www.training.gov.au . This register is maintained by the Australian Government as the authoritative source of information on training packages, accredited courses, units of competency, skill sets and RTOs.
RTO	Registered Training Organisations (RTOs) are registered under the regulator to provide accredited training and listed on the National Training Register.
Scope of Registration	Listings of the accredited courses, units of competency and skill sets that an RTO is approved to deliver and the jurisdictions in which they are approved to deliver them.
Unit of competency	Individual units that make up a course and outline the standards of performance to perform tasks required in a workplace.

7.0 Supporting Policy and Procedures

Document Name
Training and Assessment Policy
Academic and Regulatory Compliance Policy
Course Accreditation Management Procedure

8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	22/07/2025	Manager, Education Design and Self Assurance Hub	New policy	Head of Education Design and Operations

² Definition from the *VET Standards for Accredited Courses 2021*

Approval Authority: Head of Education Design and Operations

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9.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Next Scheduled Review Date
Manager, Education Design and Self Assurance Hub	Head of Education Design and Operations	18/07/2025	18/07/2028