



Macedon Ranges VET Cluster

Checklist for Assessing Quality RTO/TAFE Course

To deliver the VETis schools often enter into partnership arrangements with external providers. Government schools may choose to purchase part, or all, of their senior secondary curriculum from a range of external providers for a nominated group of students. These external providers may include:

- TAFE providers, including the TAFE divisions of some Victorian universities;
- Registered Training Organisations (RTOs)
- Registered schools, including both government and non-government;
- Learn Local providers; and
- Other non-school providers delivering the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL).

Schools may have an auspice arrangement or directly purchase (fee for service) a course through an RTO. It is important for all schools to ensure that they meet their responsibilities and accountabilities when purchasing senior secondary education and training services from external providers.

Schools must have a contract with each organisation providing education, training or assessment on its behalf, including education, training or assessment delivered by a school on behalf of an RTO, and keep a register of these agreements. The contract must outline the role of the school and of the external provider in meeting the school's responsibilities and accountabilities.

Schools can only deliver VET in partnership with an RTO that is registered by the Australian Skills Quality Authority (or VSQF). These RTO's are listed on national register at www.training.gov.au. Once a school or cluster has identified an RTO the following checklist can be used to assist schools in assessing the merit of the RTO to deliver a course. The most important factor is the ability of the RTO to maintain a positive and collaborative partnership with schools based on good communication and customer service.

Item	Y/N	Comments
Is the RTO registered to deliver the qualification you want?		
Does the qualification and units of competency have a clear pathway to further qualifications or employment?		
Does the RTO have experience in delivering to school students?		
You have investigated the requirements for successful completion of the course and it matches with your student's capabilities (e.g. literacy/numeracy)		
Is the RTO willing to enter into a contract detailing course details and their obligations?		



Macedon Ranges VET Cluster

Is the RTO willing to work with you to evaluate the training?		
Will the RTO visit the school to make sure their delivery mode matches what you require/how many times?		
Does the RTO have good ties to industry?		
Does the timetable for instruction suit the school if it is delivered off site?		
Is the RTO open to the potential for sharing delivery with school in the future?		
Does the RTO have a system in place for recording lack of attendance or non-engagement?		
Is the program duration sufficient to achieve industry competence?		
Is the RTO able to meet the school's specified reporting deadlines?		
Does the course run for the full year?		
Are the course codes and course names up to date?		
Will the RTO deliver on a timely Agreement prior to course being delivered?		
Has the RTO got Learning and Assessment plans in place?		
How and when will the RTO communicate results to schools?		
Will the RTO visit the school on a regular basis and assess facilities for OH&S issues		
Will the workbook, materials and work placement journals be supplied?		