

National VET Provider Collection Data Requirements

FORM

Notification—accessing exemption for organisations that provide vital community services to the Australian community

All registered training organisations (RTOs) are required to commence collecting and submitting data from 1 January 2014 under the **National VET Provider Collection Data Requirements Policy** (the Policy), subject to:

- Section 3—Transition Arrangements, and
- the exemptions in Section 4—Data reporting exemptions.

Under 'Section 4—Data reporting exemptions', RTOs delivering **vital community services** can access an ongoing exemption for all or part of the nationally recognised training they deliver if the RTO considers its ability to deliver vital community services would be adversely affected by the requirement to collect and submit AVETMISS data.

To access this exemption, the RTO must notify the Australian Skills Quality Authority (ASQA) that it is not able to collect and submit AVETMISS-compliant data for all of—or for identified sections of—the delivery it conducts.

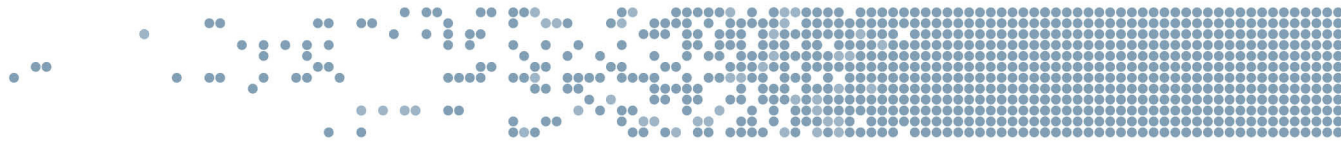
For existing RTOs seeking to access this exemption from 1 January 2014, the chief executive (as listed on training.gov.au as at the date of submission) must complete this form and submit it to ASQA. Completed forms must be received by ASQA by **5.00 pm AEDST on 31 December 2013**.

Note

- If the RTO's delivery profile changes resulting in its registration transferring to a different VET regulator, the exemption is annulled. The RTO may choose to submit a new exemption notification form to its new regulator.
- Exemption from gathering and reporting data under this Policy does not inhibit ASQA's authority to require an RTO to provide specified data for the purpose of managing regulatory risks, in accordance with the *National Vocational Education and Training Regulator Act 2011*.

Registered training organisation details

RTO details	
Name of legal entity:	
ACN (or ABN if no ACN):	
RTO code:	



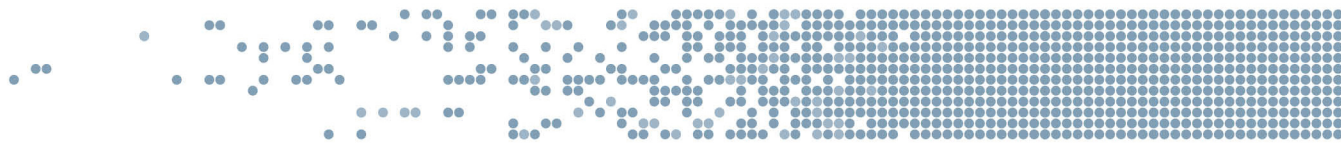
Notification and declaration

(Note; This notification form must be completed by the chief executive who is listed on training.gov.au as at the date of submission of the form.)

I notify ASQA of the following:

1. that my RTO fits within the definition of an RTO delivering vital community services: *'organisations that are registered training organisations for the purpose of delivering nationally recognised training in order to deliver vital emergency, fire, first-aid, rescue or like services to the Australian community as RTO delivers the following vital community services'*, as evidenced by:

Evidence and references	
<input type="checkbox"/>	<p>Select the options that apply to your RTO.</p> <p>Include references to enable verification.</p> <p>Appropriate reference material could include website references for the RTO's mission statement, constitution, annual report or similar documentation or relevant clauses in establishing legislation.</p> <p>Where an RTO is part of a larger organisation and that RTO supports the mission of the organisation, references that evidence this relationship and the relevant information about the organisation should be provided.</p>
<input type="checkbox"/>	<p>The key purpose or mission of the RTO is to deliver nationally recognised training in order to deliver vital [emergency / fire / first-aid / rescue] services to the Australian community.</p> <p>These services are (cannot just be the provision of training services):</p> <p>These services are vital to the Australian community because:</p> <p>Reference/s:</p>
<input type="checkbox"/>	<p>The key purpose or mission of the RTO is to deliver other vital community services to the Australian community which are like / similar to emergency, fire, first-aid or rescue services.</p> <p>These services are (cannot just be the provision of training services):</p> <p>These services are vital to the Australian community because:</p>



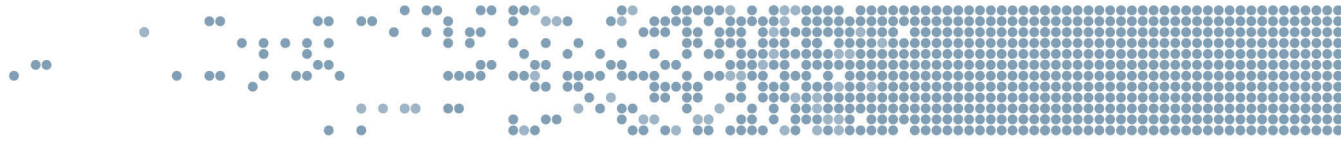
	<p>They are similar to emergency, fire, first-aid or rescue services because they are:</p> <p>Reference/s:</p>
<input type="checkbox"/>	<p>The RTO was created under legislation for the purposes of delivering vital [emergency / fire / first-aid / rescue / like services] to the Australian community.</p> <p>Reference/s:</p>

2. that the ability of the RTO to deliver vital community services would be adversely affected by the requirement to collect and submit AVETMISS data as detailed below:

Details of how the ability of the RTO to deliver vital community services would be adversely affected

3. that the RTO is unable to comply with the requirements in the Policy to collect and submit AVETMISS-compliant data for the following training:

Code	Unit/module or qualification/course name



4. I commit to collecting and submitting data for any national recognised training delivered by my RTO that is not listed under item 3 above according to the requirements of the Policy.
5. I acknowledge the requirement in paragraph 4.5 of the Policy to provide aggregate annual competency commencement and completion data that does not identify the student for each qualification or unit/module listed in item 3 above to the National Centre for Vocational Education Research for regulation, research and policy purposes. The data to be reported will include the aggregate number of students who commenced each listed qualification/course or unit/module, and the number of students who completed and achieved competency in the qualification/course or unit/module, within the previous calendar year.
6. I acknowledge the requirement in paragraph 4.13 of the Policy that upon implementation of the Unique Student Identifier, all people undertaking training with my RTO in the units/modules and qualifications/courses listed in item 3 above must be informed prior to commencement of the training that the training will not be included in the National VET Provider Collection and will not appear on the authenticated VET transcript obtainable from the Student Identifiers Agency.
7. I acknowledge that my RTO will still need to fulfil legislative and contractual reporting obligations, including reporting the learner engagement and employer satisfaction quality indicator data to ASQA, and reporting full AVETMISS data on all nationally recognised training required as a result of receiving government funding.
8. I acknowledge that the exemption only applies to the training listed and that the exemption for all training listed will expire in the event my RTO has its registration suspended, cancelled or renewed.
9. I acknowledge that the Policy will be reviewed by 2017, including the exemption settings in the Policy.
10. I acknowledge that this exemption does not affect ASQA's authority to require the provision of specified data in accordance with the legislation under which it regulates.
11. I acknowledge that ASQA may inform Australian Government agencies, state and/or territory government agencies, other VET regulators and/or the National Centre for Vocational Education Research that my RTO has notified its regulator that it will not be gathering or reporting data under the Policy.
12. I certify that all information provided in this form is complete, true and correct.

Chief executive			
Name		Date	
Signature			



Acceptance of this form

- An exemption does not apply under paragraph 4.4 of the Policy until ASQA provides the RTO with written confirmation of having received a complete notification form.
- Incomplete forms or forms completed incorrectly will be returned to you for completion. ASQA may return this form using the contact information for the RTO available on training.gov.au. RTOs are advised to ensure this information is up to date.

Submitting this form

Existing RTOs seeking to access this exemption from 1 January 2014 must submit this form by email or post, to be received by ASQA by 5.00 pm AEDST on 31 December 2013.

Exemptions confirmed by ASQA only apply to the qualifications, courses and units of competency listed in section 3, and only for the term of the RTO's current registration period. For exemptions to apply to other training products, another form must be completed and submitted with an application to change the scope of registration or with a renewal of registration application.

- Email: tvaexemption@asqa.gov.au
- Postal address: ASQA, GPO Box 9928, Melbourne, VIC, 3001