

International Skills Training Courses Guidelines

Skills for industry





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1. Introduction

1.1 Purpose of guidelines

These guidelines are provided to assist applicants to understand the purpose, requirements and processes pertaining to the International Skills Training (IST) Courses Program (the Program).

These guidelines should be read in conjunction with other information about the Program published on the [Department's website](https://www.dewr.gov.au/international-skills-engagement/international-skills-training-courses) (<https://www.dewr.gov.au/international-skills-engagement/international-skills-training-courses>) to understand the terms and conditions of using IST Products, IST Product Agreements and delivering the IST courses (listed below).

The definition of key terms outlined at Appendix B apply for the purpose of interpreting these guidelines.

1.2 Program overview

Overview

The IST Program provides approved Australian Registered Training Organisations (RTO) with a licence to deliver training courses specifically designed for the offshore international student market. IST courses are non-accredited training courses that have been developed by Australian Technical and Vocational Education and Training (TVET) experts and are approved by the Australian Government for offshore delivery by quality Australian RTOs.

The IST Products consist of the IST courses and a variety of materials which support the courses. The IST courses are developed by the Australian Government, in partnership with industry.

This training stands to benefit individuals and economies, and support investment.

Courses approved for delivery and supported by IST Products are outlined at Appendix A.

Background

Australia has a strong and established history of delivering vocational education and skills training, with a well-regarded Vocational Education and Training (VET) system that has been in operation for over 40 years.

With much experience in this field, there is an opportunity for Australia to support the provision of quality training overseas and to present a new model to support the training of a growing, internationally-mobile workforce.

This training stands to benefit individuals and economies, and support investment by developing skilled labour for industry.

Australia has a strong and established history of delivering vocational education and skills training.

The Department of Employment and Workplace Relations (the Department) has developed IST Products including, among other things, Course Outlines and Learning Materials to support Approved RTOs in developing learning programs and course content to meet the learning objectives as set out in the Course Outlines. An Online Standardised Assessment Tool is also provided for each IST course to ensure quality and consistency in content, delivery and assessment.

1.3 Program objectives

The Program will:

- a) address critical competency gaps and skills demands facing the international workforce and the global economy
- b) support the growth of a greater supply of skilled labour for overseas countries and employers, as well as assist labour mobility across many industries, by developing consistent technical standards
- c) help meet global demand for Australian education products and high quality skills training offshore
- d) provide Australian RTOs and multinational businesses the opportunity to support and expand their global operations
- e) protect the integrity of Australian education quality, status and reputation.



2. Governance Arrangements

2.1 Roles and responsibilities of the Department

The Department will be responsible for:

- a) assessing and approving Applicants for the delivery of the IST courses
- b) entering into agreements on behalf of the Commonwealth of Australia with Approved RTOs
- c) issuing a licence for the use of IST Products and the Online Standardised Assessment Tool through the arrangements outlined in section 6
- d) providing access to the IST Products and the Online Standardised Assessment Tool
- e) quality assuring the Program using the monitoring and reporting processes outlined in section 4
- f) supporting foreign government understanding of the products including through the facilitation for overarching partnerships and agreements (as appropriate)
- g) managing the Program branding and visual identity
- h) amending the Program Guidelines as needed
- i) providing timely advice to Applicants and Approved RTOs on updates to these guidelines via the [department's website](https://www.dewr.gov.au/international-skills-engagement/international-skills-training-courses/international-skills-training-approved-providers) (<https://www.dewr.gov.au/international-skills-engagement/international-skills-training-courses/international-skills-training-approved-providers>)
- j) evaluating the Program's effectiveness and efficiency in achieving program outcomes.

2.2 Roles and responsibilities of the Program Manager

A Departmental official will act as the Program Manager. The Program Manager:

- a) will be responsible for decisions in relation to the administration of the IST courses and IST Products
- b) will provide direction on the interpretation of these guidelines and other documents used in, or in relation to, the IST courses
- c) must have regard to the policy objectives of the Program when performing any function or making any decision
- d) can issue approvals, consider exceptions and issue guidance documents for the administration of the Program. Any action taken must be consistent with government policy and these guidelines
- e) ensuring overall efficient and effective administration of the Program
- f) determining successful Applicants for delivery of IST courses
- g) carrying out other functions in relation to the Program as required.

2.3 Roles and responsibilities of Approved RTOs

Use of IST Products

Approved RTOs will be required to use the IST Products (listed in section 6.1) as the basis to develop IST courses. Where the Department has developed Learning Materials, the Approved RTO can choose whether to use or not use these Learning Materials.

Use of the Online Standardised Assessment Tool

It is a requirement of the Program that Approved RTOs assess participants using the approved standardised assessment products. These are accessed via the Online Standardised Assessment Tool. The standardised assessment products include the questions, assessor marking guides, assessment outcome records, mapping documents and marking templates.

Approved RTOs delivering in areas with restricted ICT and internet connectivity may conduct the assessment using the offline assessment app.

Working with Partner Organisations

Approved RTOs may enter into arrangements with Partner Organisations to deliver the IST courses. The Approved RTO must ensure that any Partner Organisations engaged in connection with the Program promote and deliver the IST courses in line with the Program Guidelines and the IST Product Agreement.

Approved RTOs must seek Departmental approval before engaging Partner Organisations to support the delivery of the IST courses.

Approved RTOs will be responsible for ensuring that any local Partner Organisation has capacity to co-deliver the IST courses. Approved RTOs will be held responsible for the actions of the Partner Organisations with respect to the IST courses.

The standardised assessment products include the questions, marking guides, outcome records, mapping documents and marking templates.

Protecting intellectual property

Intellectual property rights of IST Products (including, among other things, Course Outlines, Learning Materials and Assessments) belong to the Commonwealth unless specified otherwise.

Approved RTOs will be responsible for ensuring the distribution and use of IST Products is in accordance with the IST Product Agreement and these guidelines.

Issuance of Certificates and Statements of Training

Upon successful completion of Assessments for all units in a course, the official IST course Certificate must be awarded by the Approved RTOs to graduating Learners.

Where a Learner has only completed some units of an IST course, that is the Learner has not successfully completed an entire IST course, Approved RTOs must issue the Learner with a Statement of Training rather than a Certificate.

If the training was delivered in a language other than English then the Certificate and Statement of Training must be issued in English as well as the other language, and must also stipulate the other language used for course delivery.

The Certificate and Statement of Training must meet the IST Program style guide requirements.

Each certificate will include a unique number as generated by the Online Standardised Assessment Tool.

Approved RTOs must not represent that they are providing vocational education and training, conducting Assessments or issuing Certificates in accordance with the VET

Quality Framework, set out under the National Vocational Education and Training Regulator (NVETR) Act 2011. Under the IST Courses Program approved RTOs are only providing VET, conducting Assessments or issuing Certificates in accordance with these guidelines and any IST Product Agreements.

This is not to preclude the Approved RTO from also offering 'gap' training or full Australian Qualifications Framework (AQF) qualifications in accordance with the requirements of the VET Quality Framework.

Language of delivery

The IST courses may be delivered in either English or a local language.

Where the Department has developed translated materials, they will be made available to Approved RTOs.

If the material has not been translated into a local language then Approved RTOs will be able to translate the IST course materials into an alternative language, based on their chosen location for delivery. All translations must be undertaken by a translator accredited to translate English to the alternative language by the National Accreditation Authority for Translators and Interpreters (NAATI) or an equivalent overseas body.

Approved RTOs must provide a copy of all translated materials to the Department. The Department reserves the right to review each translated document to ensure its accuracy. If a translation is found to be inaccurate or otherwise unsuitable the Department will require amendment or cessation of use.

Mode of delivery

The IST Courses are delivered primarily face to face in country. However, effective blended learning approaches, with predominantly "virtual" face to face delivery, is acceptable. Such blended learning has proven to be invaluable where direct personal delivery has not been possible due to travel restrictions or logistical challenges, or not feasible so as to be price-competitive.

3. Eligibility Requirements

3.1 Basic eligibility requirements

To be eligible to apply for and to continue to be eligible under the Program, Applicants and Approved RTOs must:

- a) Have held registration as an Australian NVR RTO for at least two years prior to application and must maintain that registration for the duration of delivering IST courses as an Approved RTO.
- b) Hold a scope of registration, and have delivered in the past two years, a qualification that is comparable to the IST courses the RTO is applying to deliver. The comparable AQF qualification for the current suite of IST courses is the TAE40116 – Certificate IV in Training and Assessment.
- c) Not be found to be in breach of the Standards for RTOs at the time of applying nor come into breach of the Standards for RTOs for the entire period of the IST Product Agreement.
- d) Not be found to have engaged in misconduct through non-compliance with the VET FEE-HELP program, VET Student Loans scheme, or other Government funded programs.
- e) Hold and maintain a valid Australian Business Number (ABN).
- f) Demonstrate a minimum of two (2) years experience and/or capacity to deliver competency-based training programs in an international context.
- g) Hold and maintain an active membership with one or more of the Independent Tertiary Education Council Australia (ITECA), formerly the Australian Council for Private Education and Training (ACPET), TAFE Directors Australia (TDA), the Council of Private Higher Education (COPHE), Enterprise Registered Training Organisation Association (ERTO) or other comparable professional association for the entire period of the IST Product Agreement.



4. Quality Assurance and Regulation

4.1 Mechanisms for quality assurance

- a) **Basic eligibility requirements** (outlined in section 3) are designed so that only high caliber RTOs are approved to deliver IST courses and will support the quality of delivery.
- b) **Trainers and assessors** engaged to deliver the Advanced TVET Trainer and Assessor course or TVET Trainer and/or TVET Assessor course must hold either an AQF Certificate IV in Training and Assessment (or higher) or have completed the Advanced TVET Trainer and Assessor course.
- c) **Trainers** engaged to deliver any other IST courses must hold either an AQF Certificate IV in Training and Assessment (or higher) or have completed the TVET Trainer course. **Assessors** engaged to assess any other IST courses must hold either an AQF Certificate IV in Training and Assessment (or higher) or have completed the TVET Assessor course.
- d) Use of the **Online Standardised Assessment Tool** is mandatory for Approved RTOs. This will assist in the quality assurance of Learner understanding and competency. Use of this tool will also allow the Department to track completion and success rates alongside enrolment data. Learner certificates cannot be generated without use of the online assessment platform or offline assessment app.

Standardised learning materials will be available for some IST courses.

- e) **Standardised learning materials** will be available for some IST courses. Where available, Approved RTOs are encouraged to use them whenever possible, although use is not mandatory. These materials will provide a higher level of consistency across providers while also reducing the preparation work required by Approved RTOs.
- f) As outlined in **section 6**, Approved RTOs will be required to report to the Department to demonstrate their activity in relation to the Program. The Department will monitor this information and may also hold informal teleconferences and electronic communication with providers to ensure the appropriate and successful delivery of the IST courses.
- g) If an Approved RTO ceases to meet the eligibility requirements outlined in these guidelines, its IST Product Agreement and ability to continue delivering IST courses will be reviewed and may be terminated. The process for review and consideration of further action is detailed in the IST Product Agreement.
- h) The Department will measure Approved RTOs' performance under IST Product Agreements using obtained data, reports and surveys. If the Department identifies any concerns, the Approved RTO

may be subject to a review. An IST Product Agreement may be terminated if the Department is not satisfied with the performance of an Approved RTO.

4.2 Mechanisms to support Learners and respond to Learner enquiries

- a) General enquiries from Approved RTOs may be communicated electronically to the Department through the IST mailbox (InternationalSkillsTraining@dewr.gov.au). The Department will endeavour to respond to all queries within five business days.
- b) General enquires from Learners may be communicated to Approved RTOs listed on the Department's website. RTOs will be the first point of contact for Learners.
- c) Learner complaints regarding Approved RTO behaviour and the quality of delivery should be directed to their RTO in the first instance. The RTO should address the complaint within 30 calendar days.

If the RTO does not resolve the matter then the Learner may email the IST mailbox (InternationalSkillsTraining@dewr.gov.au) and the issue will be considered by the Department and appropriate action will be taken in line with the nature and gravity of the issue raised. This may include discussions with the relevant Approved RTO and may lead to the withdrawal of licence/s.



5. Application and Selection Process

5.1 Timeline

An ongoing open application process will be in place for the program.

5.2 Application process

All applications must be submitted to the Department in accordance with these guidelines and any other information provided on the [Department's website](https://www.dewr.gov.au/international-skills-engagement/international-skills-training-courses/international-skills-training-approved-providers) (<https://www.dewr.gov.au/international-skills-engagement/international-skills-training-courses/international-skills-training-approved-providers>)

Incomplete applications will not be considered by the Department.

If you include an individual's personal information in an application, you must obtain consent from the individual before providing their personal information to the Department.

The Department reserves the right to seek information from other government and regulatory agencies regarding the eligibility of Applicants including complaints and quality concerns.

Key selection criteria

Providing the eligibility criteria have been met, Applicants will be assessed against the selection criteria listed in the application form, all of which must be addressed. It is important that Applicants consider and respond to the selection criteria. The Department, at its own discretion, may request further information during the assessment process.

Application assessment

The Department will assess applications against the key selection criteria. Once assessed, application outcomes will be reviewed and approved by the Program Manager. The Department reserves the right to refuse an application at its discretion based on current or past performance of the applicant or its partner organisations.

All Applicants will usually be provided with a notice of outcome within 30 business days of submitting an application. The Department reserves the right to defer a decision at its discretion.

The Department will contact successful Applicants with an offer to deliver IST courses internationally. To accept this offer, successful Applicants will be required to enter into an IST Product Agreement.

5.3 Ambiguities, discrepancies, errors and/or omissions in an application

The Department will not accept responsibility for any misunderstandings arising from any ambiguity, discrepancy, error or omission contained in an application.

If an Applicant discovers any discrepancy, ambiguity, inconsistency, error or omission in their application, they must immediately bring it to the attention of the Department via email.

The Department reserves the right to consider new information regarding matters referred to in the original application at any time.

The Department also reserves the right to allow Applicants to correct errors or omissions in submitted applications. On these matters, the Department's decision will be final.

5.4 Contact details and feedback

If you have a question, feedback or complaint concerning the Program or the assessment of your application, please contact the Department IST Program Manager at InternationalSkillsTraining@dewr.gov.au.

If you are not satisfied with the response you can contact:

Branch Manager
Skills Systems and International Branch
Department of Employment and Workplace Relations
GPO Box 9828
Canberra ACT 2601 Australia

If an Applicant or Approved RTO is at any time dissatisfied with the Department's handling of a matter, they can contact the Commonwealth Ombudsman through the [Ombudsman's website](http://www.ombudsman.gov.au) (www.ombudsman.gov.au) or on 1300 362 072.



6. IST Product Agreement ('Licence')

6.1 Invitation to enter into an IST Product Agreement

The IST Product Agreement is the contract between the Department and the Approved RTO, being the successful Applicant.

The agreement will cover all IST courses that the Approved RTO can deliver. The *IST Product Agreement* outlines the responsibilities and obligations of all parties and includes the terms and conditions of the intellectual property licence relating to the use of IST Products.

IST Products may include but are not limited to:

- 1 Course Outlines
- 2 Learning Materials (if available/applicable)
- 3 Assessments
- 4 Completion Certificate and Statement of Training
- 5 Access to foreign vocational education profiles through the international TVET Knowledge Bank

IST Products for each IST course may differ.

6.2 Conditions of use

The *IST Product Agreement* contains an intellectual property licence which permits Approved RTOs to deliver IST courses using the IST Products for the sole purpose of delivering what is stipulated in the *IST Product Agreement*. The *IST Product Agreement* also permits Approved RTOs to award IST Course Certificates to Learners who have undergone all mandatory standardised IST Course Assessments and have successfully completed an IST course. Certificates include visual endorsement from the Australian Government and, in some cases, overseas government partners approved by the Department.

All Approved RTOs are required to report to the Department when requested to allow the Department to monitor Approved RTOs' performance under IST Product Agreements. Section 6.2.1 outlines the reporting obligations.

The Department may accept Approved RTOs to partner with training organisations (Partner Organisations) in the country of delivery to co-deliver the IST courses. Approved RTOs are required to enter into written agreements with each Partner Organisation approved by the Department. The written agreement will be consistent with the IST Product Agreement. Where an Approved RTO engages a Partner Organisation, the Approved RTO remains responsible for delivery of IST courses in accordance with the Program Guidelines and the IST Product Agreement. Approved RTOs will be required to obtain the Department's approval of proposed arrangements with Partner Organisations prior to their commencement.

The Department reserves the right to terminate an Approved RTO's *IST Product Agreement* if the acts or omissions of the Approved RTO (or relevant Partner Organisation) adversely affect the reputation

of the Australian Government or if the Approved RTO (or relevant Partner Organisation) fails to deliver training under the Program to the standard outlined in *IST Product Agreements*.

The IST Product Agreement outlines the responsibilities and obligations of all parties.

Reporting

The Department will require Approved RTOs to report on delivery of IST courses. Reporting will enable the Department to monitor Approved RTOs' delivery of IST courses and performance under IST Product Agreements.

The Department may additionally require Approved RTOs to report on further information to assist in monitoring and evaluation under the Program. Reporting will occur using a bi-annual manual data collection process, for which the Department will request information from Approved RTOs. The Department may also monitor data and performance by reviewing information received through the Online Standardised Assessment Tool.

Reporting may include but is not limited to:

- data against the performance measures outlined in section 4.1(i)
- the details of Learners and Certificates or Statements of Training issued to those Learners
- countries where delivery was conducted
- language of training delivery and assessment
- qualitative feedback on Learner and trainer experience.

An IST Product Agreement, including any intellectual property licence to use IST Products, may be terminated if the Department is not satisfied with the reports provided.

6.3 IST Product Agreement term

IST Product Agreements entered into between the Department and Approved RTOs will have a term of one year. In order to continue delivery beyond one year, a renewal process may be undertaken.

6.4 Fee

The fee to enter into *IST Product Agreements* contributes toward the costs of ongoing management of the Program, development of the IST Products, including course materials, the assessment and granting of licences and the monitoring/evaluation of Program delivery.

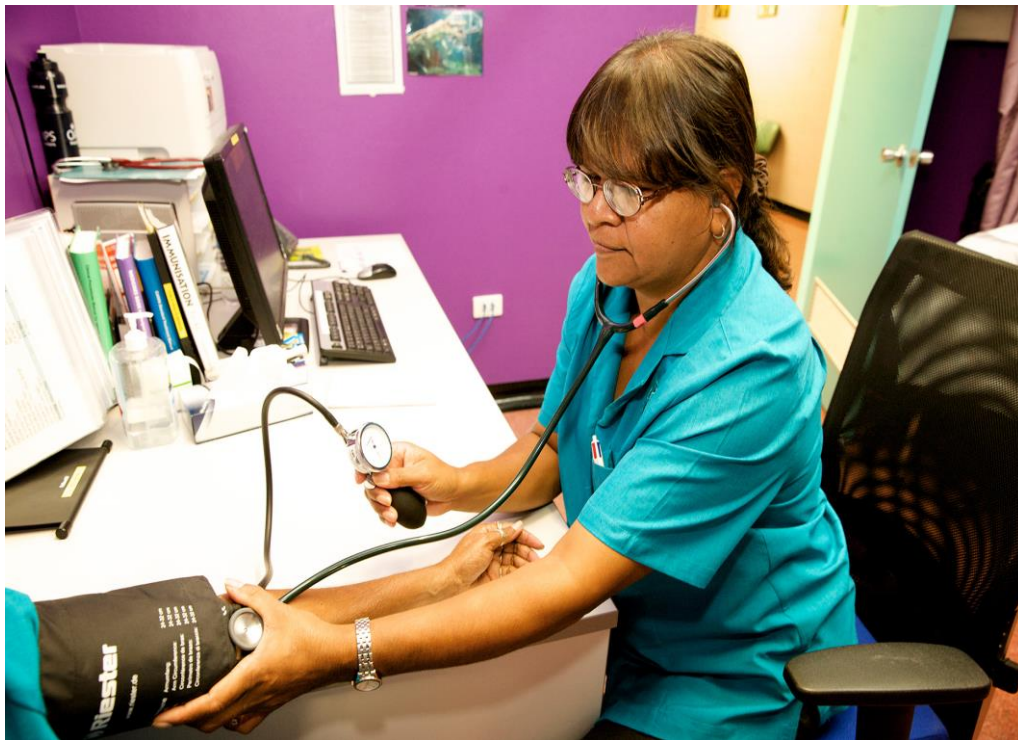
The fee is payable by Approved RTOs that enter into *IST Product Agreements* with the Department.

The fee is set by the Department and the Department may review the fee. Any new fee, as set by the Department, will be the basis for any new and/or future *IST Product Agreements* entered into by Approved RTOs.

The fee covers:

- a) access to resources developed to support Approved RTOs in the delivery and Assessment of the IST courses
- b) use of the standardised Assessment materials and access to the associated online platform
- c) Approved RTOs' right to issue IST Course Certificates to Learners who successfully complete an IST course pursuant to the IST Product Agreement
- d) use and delivery of the courses in any country, as per the requirements in section 8.3.

The annual fee structure to deliver IST courses as an Approved RTO is \$4,000 (GST included).



7. Course Endorsement

7.1 IST Courses Expansion

The Department is committed to adding IST courses that align to the skills needs of targeted offshore industry sectors. From 2022, IST courses will be added to the Program by two mechanisms, including:

- 1 Department-led procurement of new courses and material, which will be made available to all licenced RTOs.
- 2 Allowing approved RTOs the opportunity to develop individual course offerings that would be incorporated into their own IST course suite.

Providing RTOs the opportunity to develop courses for inclusion under the IST courses will:

- Provide flexibility for approved RTOs to adapt to the needs of the markets in which they operate and specialise.
- Offer approved RTOs an opportunity to leverage their respective expertise and specific VET offerings for offshore delivery under IST.
- Leverage Australia's reputation for high quality training, through endorsement under the IST brand.

7.2 Application Requirements for Course Endorsement

Australian RTO aspiration

In addition to the suite of IST courses made available to all licensees, Australian RTOs can apply to the IST Program Manager to have their own quality VET offering endorsed as an IST course. This flexibility will provide further reach for approved RTOs, and may be of interest to other RTOs seeking the advantage of Australian Government recognition in their international program outreach.

Endorsed programs will remain the intellectual property of approved RTOs, and its course content will not be circulated to the broader IST Provider Network.

Application requirements

An approved Australian RTO may apply to the Department to have a non-AQF course recognized as an IST course. The applicant must address all the requirements detailed herein and provide a written submission to the IST Program Manager via the [IST inbox](mailto:internationalskillstraining@dewr.gov.au) (internationalskillstraining@dewr.gov.au). The Department strongly recommends early consultation to discuss the feasibility of the proposed course offering.

Non IST-licensed applicants are required to complete a formal IST application form and enter into a licensing agreement with the Department before submitting a new IST course proposal.

In proposing a new course for inclusion under the Program, an approved Australian RTO must demonstrate evidence of an overseas market need and provide the Department justification for proposing a course for that need.

The applying RTO must also demonstrate its proposed IST course having an equivalent AQF course in its scope, and evidence of successful delivery for at least three years in an Australian domestic context.

The Department will only consider high-quality submissions with sufficient details of content, delivery mode and suitability for an overseas market. The Department will not consider incomplete or insufficient submissions.

The Department, at its own discretion, may:

- Request further information during its considerations, or
- Cease consideration of a submission based on its determination of an applicant's eligibility under the requirements for course endorsement.

Successful course proposals will be recognized by the Department as an official IST product. Insignia and templates will be provided to RTOs who will be required to upload their course materials to the IST website and interactive student hub. RTOs will retain the intellectual property and exclusive rights to their self-developed course materials, and these products will not be shared across the broader IST Provider Network.

Successful new applicants will also be licensed to deliver all current IST courses under the broader IST program offerings, so long as the equivalent IST courses are on the RTOs scope of registration on training.gov.au. RTOs are liable to annual licensing fees as part of their involvement and access to other courses under the IST program.



8. Program Evaluation

8.1 Evaluation plan

The Department is responsible for evaluating the Program's effectiveness and efficiency in achieving program outcomes.

The Department has developed an evaluation plan which provides a mechanism for assessing the Program's objectives in the short to medium term and the Program's success in achieving its broader goals.

Where a Program evaluation occurs, approved RTOs must cooperate with the Department where requested information is sought for the purposes of an evaluation.

The Department is responsible for evaluating the Program's effectiveness and efficiency.



9. Additional Information

9.1 Privacy

Australian Privacy Principle entities, including the Department, are bound by the Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Act 1988 (Cth). The APPs regulate how APP entities may collect, store, use and disclose personal information.

‘Personal information’ under the Privacy Act means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- whether the information or opinion is true or not
- whether the information or opinion is recorded in a material form or not.

All personal information provided to, collected and held by the Department will be handled in accordance with the APPs. For further information as to how the Department handles personal information, please refer to the [Department’s privacy policy](https://www.dewr.gov.au/using-site/privacy) (<https://www.dewr.gov.au/using-site/privacy>).

Some data that Approved RTOs will be required to report to the Department will be personal information, such as Learners’ names. The collection of this data will be for, among other things, assessing the effectiveness of training provided. Approved RTOs will need to obtain Learners’ consent to the collection, use and disclosure of their personal information, including to and by the Department. *IST Product Agreements* will further outline Approved RTOs’ privacy obligations in relation to delivery of VET under the Program.

Further information on the Privacy Act and APPs is available on the [Office of the Australian Information Commissioner \(OAIC\) website](http://www.oaic.gov.au/privacy/privacy-news) (www.oaic.gov.au/privacy/privacy-news).

The APPs are also available on the [OAIC website](http://www.oaic.gov.au/privacy/privacy-act/australian-privacy-principles) (www.oaic.gov.au/privacy/privacy-act/australian-privacy-principles).

9.2 Use of information

Freedom of Information (FOI)

All documents created or held by the Department with regard to the Program are subject to the Freedom of Information Act 1982 (FOI Act). Unless a document falls under an exemption, it will be made available to the public if requested under the FOI Act.

Information on making a request for access to documents in the possession of the Department under the FOI Act can be found on the Freedom of Information webpage on the [Department’s website](https://www.dewr.gov.au/about-department/corporate-reporting/freedom-information-foi) (<https://www.dewr.gov.au/about-department/corporate-reporting/freedom-information-foi>).

Confidential Information

The Department gives no undertaking to keep confidential the information provided in the application form, or during the application process, unless that information is ‘Confidential Information’.

‘Confidential Information’ is information that:

- is clearly identified by the Applicant as confidential information (including reasons for why the information is confidential) and the Department agrees it is confidential; and
- is, in its nature, confidential.

The Department will not, without prior written approval, disclose any Confidential Information to a third party.

The Department’s obligation to not disclose Confidential Information will not be breached if the information is:

- authorised or required by law to be disclosed
- disclosed by the Department to the responsible Minister
- disclosed by the Department in response to a request by a House or a Committee of the Parliament of the Commonwealth of Australia
- provided by the Department to the Auditor-General under the Auditor- General Act 1997
- provided by the Department to the Commonwealth Ombudsman under the Ombudsman Act 1976
- provided to the Privacy Commissioner under the Privacy Act 1988
- shared by the Department within the Department, or with another Commonwealth agency, where this serves the Commonwealth’s legitimate interests
- in the public domain otherwise than due to a breach of confidentiality by the Department.

Publication of certain information

Without limitation, the Department may publish the following information for activities related to this Program on [its website](https://www.dewr.gov.au/international-skills-engagement/international-skills-training-courses/international-skills-training-approved-providers) (<https://www.dewr.gov.au/international-skills-engagement/international-skills-training-courses/international-skills-training-approved-providers>) and may also publish the following information in media releases issued by the government:

- details about the Program
- the names of Approved RTOs and their local Partner Organisations
- the names of the Australian and local project managers
- the number of Learners participating in or who have completed IST courses with Approved RTOs
- the locations in which the Program is operating.

False or misleading information

Giving false or misleading information to the Commonwealth is a serious offence under section 137.1 of the Criminal Code Act 1995.

9.3 Countries of delivery

ST Courses are able to be delivered world-wide, though IST courses cannot be delivered in Australia.

Approved RTOs must notify the Department as to which countries they will be delivering in before commencing delivery.

Approved RTOs must determine the countries of delivery having regard to Department of Foreign Affairs and Trade's (DFAT) travel advice (<http://smartraveller.gov.au>).

9.4 Compliance with Laws and Policies (of relevant country)

It is the responsibility of Approved RTOs to ensure that their operations, and the operations of third parties when assisting in the delivery of IST courses, adhere to laws of the country in which they are operating. Failure to do so will result in a review of an Approved RTO's ability to deliver IST courses internationally.

9.5 Fraud

Approved RTOs, Partner Organisations and their staff must not engage in fraudulent activity in relation to their delivery of IST courses.

Approved RTOs must promptly notify the Department in writing of any suspected fraud and include details of any fraud awareness.

Approved RTOs must take all reasonable steps to prevent fraud in relation to IST courses and these educational services and must, on request by the Department, implement an appropriate fraud-control plan. A copy of this plan must be provided to the Department if requested.



10. Appendices

Appendix A—Course Suite

International Training and Assessment Courses

- 1 TVET Trainer
- 2 TVET Assessor
- 3 Advanced TVET Trainer and Assessor

These courses help meet the global demand for skilled trainers and assessors and support the advancement of Technical and Vocational Education and Training (TVET) systems internationally. The TVET Trainer course and TVET Assessor course provide participants with vocational skills to train or assess learners in their industry of expertise. The TVET Advanced Trainer and Assessor course provides participants with the skills to take a leadership role within an organisation, enterprise or industry. These courses are the first suite of courses in the Program known as ‘IST’.

New courses will be added to this section of the guidelines incrementally as they are developed and made available for delivery.

Appendix B—Definitions and Key Terms

In these guidelines:

- ‘may’ is permissive and not mandatory
- a reference to the singular includes the plural and vice versa.

The following definitions apply for the purpose of interpreting these *Program Guidelines*.

ACPET—Australian Council for Private Education and Training, transitioned to the Independent Tertiary Education Council Australia in May 2019.

Applicant—An Australian Registered Training Organisation (RTO) applying to the Department to deliver IST courses under the Program, renew an IST licence or seek endorsement of a new course under the Program.

Approved RTO—Successful Applicants who have entered into an *IST Product Agreement* with the Department.

AQF—Australian Qualifications Framework—has the same meaning as in the *Higher Education Support Act 2003*.

ASQA—Australian Skills Quality Authority

Assessment—The process for determining whether a Learner has met the competencies specified for the IST course.

Assessment Materials—The materials that describe the process used to judge whether a Learner has achieved the skills prescribed for the IST course in which the Learner has received training.

Assessment Materials can include:

- questions
- an assessor marking guide
- an assessment outcome record
- a mapping document (a document detailing which performance criteria is covered by which form of assessment)
- a marking template.

Certificate—A certificate issued by an Approved RTO in the name of the Learner attesting:

- that the Learner has satisfactorily attended, participated in, and completed tuition in an IST course
- that the Approved RTO has assessed
- the Learner as meeting the competencies described in the IST Products for that IST course
- the units successfully completed by the Learner and
- the results achieved by the Learner.

COPHE—Council of Private Higher Education

Course Outline—Materials that, among other things, include a description of the relevant course, entry requirements, units required for course completion, performance criteria, outcomes to be achieved and any additional conditions that may be required in order for a Learner to be considered to have completed the relevant IST course.

Criteria—The basis for the merit-based assessment and selection process of each Applicant to deliver IST courses, renew an IST licence or seek endorsement of a new course under the program.

Department—The Department of Employment and Workplace Relations

ERTOA—Enterprise Registered Training Organisation Association

FOI Act—*Freedom of Information Act 1982*

International Skills Training Courses ('IST') (the 'Program')—The suite of courses subject to the terms and conditions set out by these Program Guidelines.

International TVET Knowledge Bank— A resource for Approved RTOs to access material about foreign VET systems and environments. It will provide an overview of systems and qualifications and support the contextualisation of delivery in each relevant country.

ITECA—The Independent Tertiary Education Council Australia—formerly the Australian Council for Private Education and Training (ACPET)

IST courses—The courses as developed and delivered by Approved RTOs using IST Products, listed at Appendix A.

IST Product Agreement—Contract entered into between each Approved RTO and the Department for delivery of training under the Program (referred to informally by the Department as the ‘licence’).

IST Products—The materials provided to Approved RTOs by the Department for the purpose of developing and delivering an IST course to a Learner including, where relevant, the online platforms through which the Department provides Approved RTOs with access to Commonwealth Materials.

Learner—A person who is enrolled in an IST course to be delivered by an Approved RTO in accordance with an *IST Product Agreement*.

Learning Materials—Products that may be used to support the training of Learners in select IST courses. Approved RTOs will have access to these materials through their IST Product Agreement. This may include learner guides, trainer guides, workbooks, Assessment tools and multimedia resources.

Minister—The Australian Government Minister responsible for the Vocational Education and Training/Skills portfolio.

National VET Regulator—The agency, the Australian Skills Quality Authority (ASQA), that regulates Australia’s vocational education and training sector through regulating courses and training providers to ensure nationally approved quality standards are met.

NVETR Act—*The National Vocational Education and Training Regulator Act 2011*.

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NVETR Act—*The National Vocational Education and Training Regulator Act 2011*.

NVR RTO—An organisation that is a Registered Training Organisation under the *NVETR Act*.

Online Standardised Assessment Tool—An online platform that the Department provides Approved RTOs with access to for the purposes of conducting Assessments under an *IST Product Agreement*.

Partner Organisation—An overseas training provider that is a separate legal entity to the Approved RTO.

Privacy Act—*Privacy Act 1988*.

Program Manager—An employee of the Department who has been approved to carry out the relevant functions in respect of the International Skills Training Course Program.

Program Guidelines (guidelines)—A framework for the operation and administration of the International Skills Training Courses Program.

Reputable—Among other things, may include a training provider that is recognised by and/or registered under and subject to the relevant country’s TVET framework.

RTO—Registered Training Organisation.

Statement of Training—A document issued by an Approved RTO in the name of the Learner attesting:

- that the Learner has commenced in, but not completed all requirements of an IST course
- the units successfully completed by the Learner.

Standards for RTOs—*Standards for Registered Training Organisations (RTOs) 2015*

TDA—TAFE Directors Australia.

TVET—Technical and vocational education and training.

VET—Vocational education and training.