



Australian Computer Society Policies and Procedures: ACS Data Collection and Reporting Policy

Relevant Standards: Standards for Registered Training Organisations (RTOs) 2015: Standard 2.2

Definitions

AVETMISS The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) for VET Providers is a national data standard that ensures the consistent and accurate capture and reporting of VET information about students. The National Centre for Vocational Education Research (NCVER) is the custodian of the Standard. This Standard forms the basis for collecting data for the National VET Provider Collection.

QI The Data Provision Requirements 2012 requires all registered training organisations (RTOs) registered with ASQA to provide an annual summary report of their performance against the learner engagement, employer satisfaction and competency completion quality indicators to ASQA.

Purpose and Scope

This procedure aims to ensure that sensitive information is adequately protected and to ensure it is used for the purpose of continuous improvement and for reporting purposes. Once all the QI reporting surveys are collated, ACS sends these surveys to qidata@asqa.gov.au for review. The surveys are assessed by ACS and improvements are made accordingly when possible.

Responsibility (if necessary)

- The **Director of Education** is responsible for this policy.
- The **Education Program Manager** is responsible for the implementation of this policy and is responsible for the day to day management of this policy.
- The **Education Compliance Manager** is responsible for the maintenance of this policy.

Policy

This Policy outlines the requirements on all registered training organisations (RTOs) to report their nationally recognised training to the National VET Provider Collection managed by the National Centre for Vocational Education Research.

2.2. The RTO:



- a) systematically monitors the RTO's training and assessment strategies and practices to ensure ongoing compliance with Standard 1; and**
- b) systematically evaluates and uses the outcomes of the evaluations to continually improve the RTO's training and assessment strategies and practices. Evaluation information includes but is not limited to quality/performance indicator data collected under Clause 7.5, validation outcomes, client, trainer and assessor feedback and complaints and appeals.**

ACS collects data from students upon enrolment, during the delivery of the course and at the end of the course. Information is required as part of the AVETMISS reporting, the Quality Indicator reporting process and as part of Continuous Improvement. The information is extracted to comply with necessary requirements of ASQA reporting and to give the organisation information to improve on various areas of the course for the students to benefit in the long term.

AVETMISS data reporting is also done through the NCVET website.

Procedures

The data is collected from the student enrolment form to comply with the AVETMISS reporting requirement. The student also completes a Quality Indicator reporting survey which ACS submits to ASQA prior to 30th June annually. QI reporting and AVETMISS reporting are also conducted at the appropriate times, along with the Annual Declaration on Compliance which is completed and submitted by the CEO.

ACS also conducts its own surveys for students after each subject is completed, which are reviewed by the ACS and delivery Partner. The surveys are validated to ensure the student / client feedback is addressed and the ACS provides continuous improvement to better develop the material and the delivery of the program.

Results of the above are provided, and the resulting changes are documented and fed back to the relevant committee/panel.

ACS will report to ASQA any substantial changes that would significantly affect the RTO, changes in any third party arrangements or changes to executive officer or high managerial agent or other changes as listed and documented in Clause 8.1-8.2. This will be done by the Education Compliance Officer.

These changes are also documented in the Continuous Improvement Register.

Related Documents

Continuous Improvement Register

AQTF Learner Questionnaire

Quality_Indicator_annual_summary_report

Annual Declaration of Compliance



End of Document
ACS Data Collection and Reporting Policy

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Version History

Date	Version	Revision History	Author /Reviser
7/10/15	1	Original document created	Glancyce Attard
8/5/17	1.1	Document updated to reflect updates in process. Custodian updated to reflect current Director of Education	Glancyce Attard

Approvals

This document requires the following approvals.
 Date of issue and version details must be entered upon approval.

Name	Title	Date of Issue	Version
Simon Taylor	Director, Education	October 2015	1
Allyn Radford	Director, Education	May 2017	1.1

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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