

Choosing a consultant to assist you with the Australian Quality Training Framework

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The consultant's role

A consultant's role is to provide expert consultancy services in relation to the Australian Quality Training Framework.

Consultants may offer a range of services including the provision of advice on the requirements of becoming a registered training organisation, reviewing, designing and developing quality management systems and teaching and assessment strategies. Some consultants also provide assistance in the development of accredited courses.

When selecting a consultant there are a number of important questions to consider:

- Does the consultant have expertise and experience in consulting on the AQTF?
- Does the consultant have qualifications relevant to the vocational education and training (VET) sector?
- Can the consultant provide references of work previously undertaken in the VET sector?

Experience and expertise

The consultant you choose must be able to demonstrate a depth and breadth of knowledge in the VET sector. A consultant must have a comprehensive understanding of the national skills framework. Experience could include, but is not limited to the following:

- **Current and previous history in the VET sector.**
For example a work history with TAFE Institutes, private registered training organisations, universities that deliver VET, or VET industry bodies or agencies. Ask the consultant to provide you with details to confirm their experience.
- **Possession of at least one of the following qualifications:**
 1. TAE40110 Certificate IV in Training and Assessment (current qualification)
 2. TAA40104 Certificate IV in Training and Assessment (superseded qualification)
 3. TAA50104 Diploma of Training and Assessment (current qualification)
 4. BSZ50198 Diploma of Training and Assessment (superseded qualification)

It is preferable that the consultant possess either of the TAA qualifications as this will be a good indicator that the consultant is maintaining currency in the VET sector.

- **Knowledge of training packages and competency based training and assessment**
A consultant must have:
 1. A knowledge of training packages - this knowledge is an important aspect in being able to develop learning and assessment strategies
 2. A comprehensive understanding of competency based training and assessment.
- **Attendance at AQTF professional development workshops**
 1. A consultant should maintain a current understanding and knowledge of the AQTF. This could be achieved by attending professional development workshops; or
 2. Participating in national VET projects or industry networks.

This would demonstrate a commitment to maintaining a current knowledge of the AQTF.

Links to industry

A consultant with relevant industry expertise or experience will be valuable in informing you of any special issues or requirements which exist within that industry. Some industries are governed by specific legislative and licensing requirements of which you must be aware prior to applying for registration/accreditation. A consultant



may possess knowledge of a particular industry because of links/networks with Industry Skills Councils, Skills Alliances or other industry associations.

Maintaining links with industry could also be undertaken through maintaining membership with industry or business associations or subscription to VET sector and training journals and publications.

Prior consultancy history

Discuss the consultant's experience prior to engaging their services. Ask the consultant to provide details of consultancies undertaken during the past 12 months. It is important that the work undertaken is recent and current. Details should include information of what work was performed as part of the consultancy and how this would be relevant to the type of work you are requiring of the consultant.

It is reasonable to expect that a consultant could provide references for AQTF consultancy work previously performed and contact details for organisations where work has been undertaken in the past 12 months.

Am I required to engage a consultant in order to apply for registration or accreditation of a course?

No. You are not required to engage a consultant. The decision to engage a consultant is completely at your discretion.

Consultant fees

The cost of consultancy services varies between consultants. You are encouraged to discuss these costs upfront so you are aware of the fees before engaging the services of a consultant.

Disclaimers

The Queensland Department of Education and Training does not provide any guarantee that organisations that engage the services of consultants will be successful in their applications to the Training and Employment Recognition Council. Consultants have no influence over the assessment of your application for registration or accreditation and the use of a consultant has no bearing on the consideration of your application.

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Contact us

If you would like to discuss this information further, contact Registration Services on (07) 3227 8808 or (07) 3222 2775 or by email at registrationservices@deta.qld.gov.au



Checklist for choosing a consultant

Use this checklist when choosing a consultant to assist you with compliance requirements associated with becoming a registered training organisation or having a course accredited.

Specifically, points to be aware of relate to the currency of the experience of the consultant in the vocational education and training (VET) sector and the services already provided to other registered training organisations.

Expertise and experience

- √ Does the consultant have a breadth of current experience in the VET sector? Yes No
- √ Does the consultant possess **at least** one of the following qualifications Yes No
Preferably:
 - TAE40110 Certificate IV in Training and Assessment (current qualification)
 - TAA50104 Diploma of Training and Assessment (current qualification)or
 - TAA40104 Certificate IV in Training and Assessment (superseded qualification)
 - BSZ50198 Diploma of Training and Assessment Systems (superseded qualification)
- √ Has the consultant been involved in the development of quality management systems within the AQTF *Essential Conditions and Standards* or with the development of courses within the AQTF *Standards for Accredited Courses*? Yes No
- √ Has the consultant provided other registered training organisations/course developers with services related to the AQTF? Yes No

Links to industry

- √ Does the consultant have relevant industry knowledge and experience? Yes No
- √ Does the consultant maintain industry links? Yes No

What professional development activities has the consultant undertaken in the last 12 months to maintain current knowledge with particular industries?



Prior consulting history

√ Can the consultant provide information regarding recent services provided to other VET clients? Yes No

Obtain at least two contacts of previous client details so that you can discuss the satisfaction and standard of services provided.

Record details of the references below

Referee 1	Referee 2
Name of organisation:	Name of organisation:
Contact person: Telephone contact:	Contact person: Telephone contact:
Summary of services provided by the consultant:	Summary of services provided by the consultant:
Check the National Training Information Service at www.ntis.gov.au to confirm if the organisation is a registered training organisation.	Check the National Training Information Service at www.ntis.gov.au to confirm if the organisation is a registered training organisation.

Consultant fees

What is the cost of the consultant's services? Obtain this information prior to engaging a consultant.

Are there additional costs, such as travel or reporting writing? Yes No



General comments relating to the services of this consultant

Remember you are not required to engage a consultant. This checklist has been developed to assist you to understand the experience and expertise you could expect prior to making the decision to engage a consultant.

How do I find a consultant?

The Vocational Education and Training Industry Group (VETIG) may be able to assist you to find a consultant. Visit the VETIG website at <http://vetig.com.au/aqtf-consultant> to view details of some AQTF consultants.