



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**

**BUSINESS RULES**

**FOR**

**52823WA**

**COURSE IN APPLIED VOCATIONAL STUDY SKILLS**

EFFECTIVE: MAY 2017

# BUSINESS RULES FOR THE COURSE IN APPLIED VOCATIONAL STUDY SKILLS

## About this document

The 52823WA *Course in Applied Vocational Study Skills* is an accredited course, developed by the Western Australian Department of Training and Workforce Development, to improve outcomes for students enrolled in vocational qualifications.

These Business Rules provide information for:

- managers;
- trainers and assessors;
- data administration personnel;
- administrative support staff; and
- internal auditors.

The Business Rules may also be used by VET regulators and funding agencies to audit training delivery.

In the context of Western Australian Invalid Enrolment audits, compliance with the Business Rules will help ensure that RTOs submit evidence in appropriate and standard formats for CAVSS which has different rules to the majority of vocational training products.

The Business Rules include references to the information management systems established for different funding programs managed by the Department. Providers using other data management systems should use equivalent processes that comply with the *Australian Vocational Education and Training Management Information Statistical Standard*.

The Business Rules also outline the conditions to be met by TAFE colleges when approving funding for CAVSS with their vocational qualifications as well as the requirements for private RTOs contracted by the Department, when applying for funds to deliver CAVSS.

## Permission to deliver CAVSS

All RTOs must apply, in writing to South Metropolitan TAFE (SMT) for permission to deliver CAVSS.

To request permission, please contact the Manager VET Curriculum and Quality Assurance, via [RAC@smtafe.wa.edu.au](mailto:RAC@smtafe.wa.edu.au) or telephone (08) 9442 8337.

Please note, approval by SMT to deliver CAVSS does not guarantee the Department will fund an RTO to deliver the course. RTOs must apply to the Department for funding in accordance with the Business Rules (see Section 2).

### **CAVSS delivery outside of Western Australia**

For RTOs delivering CAVSS outside of Western Australia, changes to the Business Rules may be negotiated, where necessary, to meet local systems, including student management, finance and auditing requirements. Where this is the case, RTOs should contact:

Manager, Training Curriculum Services

T: 08 6551 5362

E: [trainingpackages@dtwd.wa.gov.au](mailto:trainingpackages@dtwd.wa.gov.au)

For further information regarding resources to support CAVSS delivery contact:

Senior Program Officer

Foundation Skills

Department of Training and Workforce Development

Locked Bag 16, Osborne Park Delivery Centre WA 6916

T: 08 6212 9715

E: [literacy@dtwd.wa.gov.au](mailto:literacy@dtwd.wa.gov.au)

For further information regarding funding for CAVSS contact:

Training Markets

Department of Training and Workforce Development

E: [training.markets@dtwd.wa.gov.au](mailto:training.markets@dtwd.wa.gov.au)

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## **Section 1: Course rules**

The course rules identify all of the critical course implementation features that constitute compliance with the requirements and principles for delivery of CAVSS. The course rules must be adhered to by all registered training organisations granted permission to deliver CAVSS.

These rules should be read in conjunction with the *Essential information about the CAVSS Business Rules*.

### **Rule 1 – Student enrolment**

- 1.1 A student can only be enrolled in CAVSS when they are also enrolled in a nationally recognised training package qualification or accredited course that leads to a vocational outcome.
- 1.2 All students in the same vocational class must be enrolled in the same CAVSS modules.

### **Rule 2 – Planning**

- 2.1 Outcomes of planning activity between the CAVSS teacher and vocational trainer and assessor must be documented.

### **Rule 3 – Delivery**

#### **3.1 Selecting CAVSS teachers**

CAVSS teachers must be experienced, specialist teachers of literacy and numeracy with a substantial proven record of successful teaching, preferably with adults.

They must have at least five years' experience teaching literacy and/or numeracy to groups of students, some of whom will have been adults, as well as a relevant formal qualification.

The appropriate qualification for a specialist adult language, literacy and numeracy teacher is a post-graduate teaching qualification with one of the following specialisations:

- adult literacy/numeracy teaching;
- primary school teaching;
- secondary school teaching (English, maths, science or special education);  
or
- Graduate Diploma of Adult Language, Literacy and Numeracy Practice (TAE70111 or TAE80113).

RTOs may make a special case to employ a CAVSS teacher who does not meet the requirements detailed above. Applications requesting an exemption to the specifications on staff skills will be considered by the Department of Training and Workforce Development on a case-by-case basis.

### 3.2 Professional development for CAVSS teachers

Teachers selected to deliver CAVSS must attend the CAVSS Teachers' Workshop, a professional development course designed to ensure that the key delivery and reporting compliances are understood.

Where the CAVSS teacher has not been able to attend a workshop, and is expected to start teaching, the RTO must:

- ensure that the CAVSS teacher attends the **next available** CAVSS Teachers' Workshop; and
- provide the new teacher with:
  - a mentor who is an experienced CAVSS teacher; and
  - a copy of the CAVSS Teacher's Handbook and access to the professional development videos which outline the requirements for implementing the CAVSS team-teaching model.

### 3.3 Team-teaching

CAVSS courses must only be delivered in the prescribed team-teaching mode, i.e. two teachers teaching the same group of students in the same place at the same time.

Only face-to-face delivery is permitted. Non face-to-face delivery modes such as text-based, distance (external) or online delivery; withdrawing students 'in the class' or from the class and separate tutorial sessions are not permitted.

### 3.4 Managers responsible for the CAVSS program

The manager responsible for the CAVSS program must ensure that the CAVSS teacher and vocational trainer and assessor have established an effective joint teaching practice and ensure that CAVSS teachers are undertaking an active teaching role in the class.

### 3.5 Teaching hours

Teaching hours generated by enrolments in CAVSS must be fully utilised in the delivery of face-to-face team-teaching.

### 3.6 Scheduling CAVSS

CAVSS must be scheduled for delivery with those units of competency identified in the vocational qualification, by vocational trainers and assessors, as presenting difficulties for students.

CAVSS modules must always be taught concurrently, never sequentially or in isolation from the units or elements of competency in the vocational training.

### 3.7 Teaching resources

The CAVSS teacher's primary teaching resource must remain the vocational qualification content.

## **Rule 4 – Assessments**

- 4.1 CAVSS modules are non-assessable.
- 4.2 Students must not be required to undertake initial and/or end of training literacy/numeracy assessments as part of the delivery of CAVSS. Initial assessments to determine individual language, literacy and numeracy needs are unnecessary as the need for CAVSS is identified by analysing the difficulties inherent in the vocational qualification.

## **Section 2: Eligibility criteria for funding to deliver CAVSS**

These rules outline the eligibility criteria to receive funding from the Department of Training and Workforce Development to deliver CAVSS.

### **Rule 5 – Eligible qualifications**

- 5.1 To be eligible for funding to deliver CAVSS, the course must be co-delivered with a certificate II level qualification or above, funded by the Department (excluding foundation skills and equity pathway courses).
- 5.2 Only vocational qualifications with a face-to-face delivery component are eligible for CAVSS funding (see rule 10.1).

### **Rule 6 – Maximum funding**

- 6.1 The maximum number of CAVSS hours that will be funded to support a vocational qualification is 20% of the nominal hours specified in the vocational qualification with which it is co-delivered.
- 6.2 Subject to 6.1, students will only be funded for up to 100 nominal hours for CAVSS in any six month period over the course of the enrolment in the vocational qualification.
- 6.3 Where a RTO can show that students would be disadvantaged by limiting CAVSS delivery to 20% of the parent vocational qualification nominal hours, the RTO must document the circumstances and submit the request to the Department via [training.markets@dtwd.wa.gov.au](mailto:training.markets@dtwd.wa.gov.au) for approval.

### **Rule 7 – Enrolment conditions**

- 7.1 Subject to Rule 6.1, students may be enrolled in up to 100 nominal hours for CAVSS in any six month period over the course of the enrolment in the vocational qualification.
- 7.2 Students can only be enrolled in the same CAVSS module once in any six-month period.
- 7.3 Students are entitled to second and subsequent enrolments in CAVSS.

## **Rule 8 – Applying for funding to deliver CAVSS – private RTOs**

8.1 Private RTOs contracted by the Department of Training and Workforce Development to deliver vocational education and training can apply for funding to deliver CAVSS using the CAVSS Request Form (Proforma 2, see Attachment 2).

## **Section 3 Reporting rules for funded registered training organisations**

These rules identify the reporting requirements that must be met by RTOs in receipt of funding from the Department of Training and Workforce Development to deliver CAVSS.

### **Rule 9 – Planning evidence**

9.1 Outcomes of planning activity between the CAVSS teacher and vocational trainer and assessor must be documented.

For RTOs in receipt of funding from the Department, evidence of planning for the purposes of complying with a quality audit is provided via the:

- CAVSS Delivery Agreement Form for TAFE colleges, which must be made available to the Department upon request (Proforma 1, see Attachment 1); or
- CAVSS Request Form for private RTOs, which is submitted to the Department when applying for funding (Proforma 2, see Attachment 2).

### **Rule 10 – Delivery mode and location**

10.1 Enrolments for CAVSS class groups must be identified as either Local Class or Self-paced Scheduled as all CAVSS delivery must be face-to-face.

### **Rule 11 – Class rolls**

11.1 A CAVSS class roll must be created in compliance with an AVETMISS compliant enrolment system.

11.2 This roll is maintained by the CAVSS teacher for each session they teach and must include the:

- parent qualification code and title;
- CAVSS module(s) numbers/names for the period of enrolment;
- roll number(s) for the vocational units of competency/modules;
- date of each class co-delivered by the CAVSS teacher;
- start and finish times of each co-delivered class; and
- students present for the session (regardless of their interaction with the CAVSS teacher).

11.3 The CAVSS attendance roll must match the separate roll maintained for the vocational qualification and be retained for a minimum of two years.

## **Rule 12 – CAVSS teacher’s diary**

12.1 To provide evidence of team-teaching, CAVSS teachers must keep a diary for each class group which identifies:

- the names of the CAVSS teacher and the vocational trainer and assessor;
- the vocational qualification and roll number co-delivered with CAVSS;
- the CAVSS modules delivered; and
- a statement confirming that the CAVSS modules were delivered holistically with the vocational unit of competence.

The following must be recorded in the diary for each lesson co-delivered for the class:

- the date of the delivery (must match CAVSS attendance roll)
- a brief record of the main teaching points for each CAVSS lesson;

## **Rule 13 – Recording student results**

13.1 The usual process for recording student outcomes apply, even though CAVSS is non-assessable and no academic results or grades are given.

13.2 RTOs must indicate when a student:

- is participating in a CAVSS course;
- has completed;
- has formally or informally withdrawn; or
- has failed to engage in learning.