

Peer Review

How do we meet the peer review requirements?

The purpose of undertaking external peer review is to enhance teaching, learning and assessment practices through collaboration, discussion and sharing of ideas and best practice. There are many ways that peer review can occur therefore ACPET will not dictate how the process is to be structured or implemented. The intent is for the member to assess overall effectiveness and efficiency of service delivery in addition to meeting the needs all stakeholders.

It is recommended the peer review process include (but not be limited to):-

- Teaching and Assessment Strategies
- Stakeholder feedback
- Teacher/educator reviews
- Student outcomes

How many qualifications should be reviewed and how often?

ACPET will not stipulate the number of qualifications or time frames applied. It is the Members responsibility to assign timeframes and select qualifications based on varying factors an example could be risk or varying operational requirements.

What is meant by *external* peer review?

The peer review panel should consist of other ACPET members or if required internal staff not involved in the development, management and everyday delivery of the training product being reviewed. The intent of this requirement is panel members should not review and make recommendations on their own work and or products.

Can we use paid consultants as peer reviewers?

No, consultants are not considered by ACPET as peers delivering and facilitating training products.

What about IP and confidentiality?

It is the Members responsibility to manage these arrangements when undertaking Peer Review.

Does the peer reviewer have to be in the same industry?

No. It would be at the discretion of the Member to decide which peer organisation or panel member they choose and what value will be added from input provided.

Self Assessment

What if we have just been audited or re-registered do we still have to complete and submit the self-assessment document?

Yes. The self-assessment declaration form to be submitted to ACPET is a declaration of compliance against not only the VET Quality Framework but also the ACPET Code of Ethics, Code of Practice and other applicable national standards. The results of a regulatory body audit or re-registration may be utilised by the member in the internal self-assessment process to be undertaken in order to complete the declaration required by ACPET.

Who and where at ASQA do the self-assessments need to be submitted to?

Existing members will be required to submit the completed document to the ACPET Memberships team by June 30, 2015.

The Standards for RTOs 2015 Clause 8.4 state RTOs will be required to submit an annual declaration of compliance to the VET Regulator. At present there is no guidelines from ASQA as to how and when this will take effect. ASQA are currently reviewing our documentation and will provide advice on how we can work together to eliminate duplication for ACPET Members. As soon as we have further information on how submission to ASQA will be processed members will be notified.

Does TEQSA require a self assessment to be submitted?

No. Existing members that are Higher Education Providers are required to complete the self-assessment declaration and submit to ACPET Memberships Team by June 30, 2015.