

Member Self-Assessment Declaration

Organisation Details			
Name of Organisation:	Click here to enter text.		
Address:	Click here to enter text.		
Phone:	Click here to enter text.	Email address:	Click here to enter text.
Chief Executive Officer	Click here to enter text.		
Management Team Members involved in self-assessment process			
Name:	Click here to enter text.	Position Title:	Click here to enter text.
Name:	Click here to enter text.	Position Title:	Click here to enter text.
Name:	Click here to enter text.	Position Title:	Click here to enter text.
Scope of Organisation		Please indicate yes or no if applicable to your organisation	
		Yes	No
ACPET Code of Ethics		Mandatory	
Code of Practice (Members engaging brokers or agents)			
Section A:	Vocational Education and Training		
Section B:	Higher Education		
Section C:	International Student Enrolments		
Section D:	English Language Intensive Courses for Overseas Students		
Insert Name, acknowledge that self-assessment of this organisation has been undertaken and all sections above have been completed.			
Signature:		Date of self assessment:	Click here to enter a date.

Members are required to complete the Self-assessment Declaration confirming the Member has sufficient systems in place to monitor compliance against both the ACPET Code of Ethics, where applicable the ACPET Code of Practice (for the engagement of education agents) and the relevant regulatory standards applicable to areas of operation and delivery.

The full self-assessment declaration must be completed and submitted to the ACPET Membership Team.

The declaration must be authorised by the Chief Executive Officer of your organisation to confirm monitoring arrangements are implemented to ensure compliance across the organisation.

Compulsory for All Members – ACPET Code of Ethics for Members			
Name of organisation:		Date:	Click here to enter a date.
ACPET specific requirements:-	Yes	No	
A self- assessment of this organisation demonstrates effective systems have been implemented to ensure members assess overall effectiveness and efficiency in meeting the needs of learners and other users by monitoring the following:-			
Outcomes for learners	<input type="checkbox"/>	<input type="checkbox"/>	
The quality of training and assessment practice through the process of <i>external peer review</i>	<input type="checkbox"/>	<input type="checkbox"/>	
The effectiveness of leadership and management	<input type="checkbox"/>	<input type="checkbox"/>	
A self-assessment of this organisation indicates sufficient evidence to demonstrate full compliance with the all aspects of the ACPET Code of Ethics.	<input type="checkbox"/>	<input type="checkbox"/>	
If no please indicate actions to be taken to address requirements:-	Date and staff member assigned for actions to be implemented:		
Click here to enter text.	Click here to enter text.		
Chief Executive Officer Authorisation:			
Insert Name , acknowledge that failure to monitor and maintain compliance with the ACPET Code of Ethics may result in the termination of ACPET membership.			
Signature:		Date:	Click here to enter a date.

ACPET Members engaging the services of Agents/Brokers are required complete the following declaration to demonstrate compliance with ACPET Code of Practice and the Standards for RTOs 2015.

Name of organisation:		Date:	
ACPET Code of Practice (If Applicable, to be completed by ACPET Members engaging the services of Agents/Brokers)		Yes	No
The ACPET Member prior to engaging the services of an Agent or Broker ensures the arrangement formalised by a written agreement meets the requirements outlined in the ACPET Code of Practice.		<input type="checkbox"/>	<input type="checkbox"/>
The ACPET Member systematically monitors the services provided by any third party ensuring ongoing compliance with the ACPET Code of Practice.		<input type="checkbox"/>	<input type="checkbox"/>
The ACPET Member has effective systems in place to ensure compliance with Clause 2.3, 2.4 and 8.2 of the Standards for RTOs 2015 specifically relating to engagement with third party providers (brokers/agents) <i>(if applicable)</i>		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	
Chief Executive Officer:			
Insert Name, acknowledges that failure to monitor and maintain compliance with ACPET's Code of Practice may result in termination of membership with ACPET.			
Signature:		Date:	Click here to enter a date.

SECTION A: - Vocational Education and Training

ACPET Members offering Vocational Education and Training must demonstrate compliance with the ACPET Code of Ethics and the VET Quality Framework as listed below.

The VET Quality Framework consisting of the following:-

- Standards for RTOs 2015
- Australian Qualifications Framework
- Fit and Proper Persons Requirements
- Financial Viability Risk Assessment Requirements and
- Data Provision Requirements

It is also a requirement that Registered Training Organisations (RTOs) make an annual declaration to the VET Regulator of the following:-

- a. The RTO currently meets the requirements of the Standards for RTOs 2015 (Standards) across all its scope of registration and has met the requirements of the Standards for all AQF certification documentation it has issued in the previous 12 months, and
- b. The RTO has teaching and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.

SECTION A - Vocational Education and Training			
Name of Organisation	Click here to enter text.	Date:	
RTO Number:	Click here to enter text.		
Standards for RTOs 2015		Yes	No
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the Standards for RTOs 2015 .		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	
Have you undertaken an ACPET Health Check?		<input type="checkbox"/>	<input type="checkbox"/>
If yes, what date?		Click here to enter a date.	
Australian Qualifications Framework		Yes	No
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the Australian Qualifications Framework , inclusive of the volume of learning requirement for each qualification on scope.		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	

SECTION A – Vocational Education and Training (Cont.)			
Fit and Proper Persons Requirement		Yes	No
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the Fit and Proper Person Requirement .		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	
Financial Viability Risk Framework		Yes	No
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the Financial Viability Risk Assessment Framework .		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	
Data Provisions Framework		Yes	No
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the Data Provisions Framework .		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	
Insert Name , acknowledge that failure to monitor and maintain compliance with the VET Quality Framework may result in termination of ACPET membership.			
Signature:		Date:	Click here to enter a date.

SECTION B:- Higher Education Specific Declaration

ACPET Members offering Higher Education must demonstrate compliance with the ACPET Code of Ethics and The Higher Education Standards Framework (Threshold Standards) as listed below.

The Higher Education Standards Framework consisting of the following:-

- Provider Registration Standards
- Provider Category Standards
- Provider Course Accreditation Standards
- Qualification Standards

SECTION B – Higher Education Framework (Threshold Standards)			
Name of Organisation	Click here to enter text.	Date:	
TEQSA Number:	Click here to enter text.		
Provider Registration Standards	Yes	No	
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the Provider Registration Standards .	<input type="checkbox"/>	<input type="checkbox"/>	
If no please indicate actions to be taken to address requirements:-	Date and staff member assigned for actions to be implemented:		
Click here to enter text.	Click here to enter text.		

SECTION B – Higher Education Framework (Threshold Standards) (Cont.)			
Provider Category Standards		Yes	No
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the Provider Category Standards .		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	
Course Accreditation Standards		Yes	No
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the Provider Course Accreditation Standards		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	
Qualification Standards		Yes	No
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the Qualification Standards .		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	
Insert Name , acknowledge that failure to monitor and maintain compliance with the Higher Education Framework (Threshold Standards) may result in termination of ACPET membership.			
Signature:		Date:	Click here to enter a date.

Section C – Providers delivering to Overseas Students

In addition to compliance with the ACPET Code of Ethics, providers delivering Education Services to Overseas Students must demonstrate compliance with the requirements of the National Code. The National Code is a legislative instrument. It is legally enforceable and breaches of the National Code by providers can result in enforcement action under the ESOS Act.

The National Code complements existing national quality assurance frameworks in education and training including the Standards for RTOs 2015 (for registered vocational education and training providers offering these courses); and the Higher Education Standards Framework (for institutions offering higher education qualifications).

SECTION C – Providers delivering to International Students			
Name of Organisation	Click here to enter text.	Date:	
CRICOS Number:	Click here to enter text.		
		Yes	No
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the National Code 2007 .		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the Education Services for Overseas Students Act 2000 (ESOS) .		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	
Insert Name , acknowledge that failure to monitor and maintain compliance with the National Code 2007 may result in termination of ACPET membership.			
Signature:		Date:	Click here to enter a date.

Section D – Providers delivering English Language Intensive Courses for Overseas Students

Providers delivering English Language Intensive Courses for Overseas Students must maintain compliance with the National standards for ELICOS providers and courses (ELICOS Standards).

SECTION D – Providers delivering English Language Intensive Courses for Overseas Students			
Name of Organisation	Click here to enter text.	Date:	Click here to enter a date.
		Yes	No
A self-assessment of this organisation indicates sufficient evidence to demonstrate compliance with the English Language Intensive Courses for Overseas Students (ELICOS) Standards.		<input type="checkbox"/>	<input type="checkbox"/>
If no please indicate actions to be taken to address requirements:-		Date and staff member assigned for actions to be implemented:	
Click here to enter text.		Click here to enter text.	
Insert Name , acknowledge that failure to monitor and maintain compliance with the ELICOS Standards may result in termination of ACPET membership.			
Signature:		Date:	Click here to enter a date.