

## CHANGE OF SCOPE CHECKLIST (ADD TO SCOPE)

This checklist serves as a guiding tool for those developing the evidence and getting authorisation to apply for a change to the scope of the application. This checklist also serves as a tool for confirming the completion of all required steps. The RTO Manager is responsible for taking all necessary steps to address the items in this checklist. The RTO Manager is to provide updates to the regular management meeting.

|                               |  |
|-------------------------------|--|
| <b>Training Product/s:</b>    |  |
| <b>Background or context:</b> |  |
| <b>Completed by:</b>          |  |
| <b>Date:</b>                  |  |

**Note:** Please complete all the sections below. Add comments if there are specific instructions to provide comments.

| No | Action                                                                                                                                          | Complete                                                                                    | Findings / Comments | Date |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------|------|
| 1. | Identify the industry need and undertake a <b>cost benefit analysis</b> of the viability for proceeding with the addition to scope application. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |
| 2. | Investigate any <b>licencing or certification</b> requirements that may apply to the                                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |

| No | Action                                                                                                                                                                                                                                                                                                                 | Complete                                                                                    | Findings / Comments | Date |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------|------|
|    | relevant training product being considered for the addition to scope application.                                                                                                                                                                                                                                      |                                                                                             |                     |      |
| 3. | Undertake <b>industry engagement</b> in respect of the planned course delivery to identify any industry preferences regarding the selection of units of competency, integration of relevant industry standards, alignment with common workplace practices and incorporation of any relevant common industry equipment. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |
| 4. | Identify and analyse the proposed training product <b>training package requirements</b> to understand how these requirements will inform the development of the related training and assessment arrangements, including the following:<br><br>a. the qualification framework rules,                                    | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |

| No | Action                                                                                                                                                                                                                                                                                                                                                            | Complete                                                                                    | Findings / Comments | Date |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------|------|
|    | b. the selection of units of competency,<br>c. any mandatory entry requirements,<br>d. any mandatory pre/co-requisites,<br>e. performance evidence requirements,<br>f. common knowledge evidence requirements,<br>g. unit of competency assessment conditions,<br>h. equipment, resource, facility requirements, and<br>i. mandatory work placement requirements. |                                                                                             |                     |      |
| 5. | Undertake an <b>analysis of the target student</b> to identify their existing worker status, expected pre-existing knowledge or skills, entry level to the planned training                                                                                                                                                                                       | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |

| No | Action                                                                                                                                                                                                                                                                                                                                                                                                                               | Complete                                                                                    | Findings / Comments | Date |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------|------|
|    | product, availability to participate in the training and assessment, motivation for undertaking the course, access to required technology and geographic location, student support requirements, likely access to required equipment and availability to commence the training.                                                                                                                                                      |                                                                                             |                     |      |
| 6. | Consider the <b>enrolment and delivery model</b> of the planned course. This should include consideration of necessary unit sequencing to enable a logical learning sequence for students, identification of the preferred enrolment model such as cohort or rolling enrolment, identification of the delivery model with regards to the course being either synchronous (students working and progressing together) or asynchronous | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |

| No | Action                                                                                                                                                                                                                                                                                                                                                        | Complete                                                                                    | Findings / Comments | Date |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------|------|
|    | (students working and progressing individually).                                                                                                                                                                                                                                                                                                              |                                                                                             |                     |      |
| 7. | Develop a draft <b>Training and Assessment Strategy</b> to in accordance with all of the research that been completed taking into account the training package requirements, licencing, industry requirements and the enrolment and delivery model. Please refer to the policy on Training and Assessment Strategy Development.                               | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |
| 8. | Acquire the <b>learning materials and assessment tools</b> in support of the planned units of competency to be delivered. These may be acquired commercially off a resource supplier or may be developed internally. These learning materials and assessment tools should be validated to ensure they align with the requirements of the training package and | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |

| No  | Action                                                                                                                                                                                                                                                                                                                                            | Complete                                                                                    | Findings / Comments | Date |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------|------|
|     | customised according to the planned delivery model.                                                                                                                                                                                                                                                                                               |                                                                                             |                     |      |
| 9.  | Finalise the <b>Training and Assessment Strategy</b> to in accordance with any findings or lessons that emerged from the validation and customization of learning materials and assessment tools.                                                                                                                                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |
| 10. | Develop or update the <b>delivery site course schedule</b> to incorporate the planned new courses to taking into account the planned commencement date, the use of training spaces, the number of students to be trained at any one time, the number of trainers available to support these student groups and the overlap with existing courses. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |
| 11. | Recruit or identify suitable <b>Trainers and Assessors</b> . This should include the verification of the nominated trainer competency and                                                                                                                                                                                                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |

| No  | Action                                                                                                                                                                                                                                                                                                                                                | Complete                                                                                    | Findings / Comments | Date |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------|------|
|     | industry currency / experience according to the training products to be delivered, availability, engagement terms and ongoing professional development.                                                                                                                                                                                               |                                                                                             |                     |      |
| 12. | Identify and put in place <b>student educational and support services</b> . These services should complement or augment existing services and are informed by the analysis of the target student undertaken in an earlier step. The student support arrangements will usually relate to the unique situation that each target student group presents. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |
| 13. | Organise or acquire the <b>facilities and equipment</b> in support of the planned course. These facilities or equipment should complement the requirements of the training product consistent with the                                                                                                                                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |

| No  | Action                                                                                                                                                                                                                                             | Complete                                                                                    | Findings / Comments | Date |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------|------|
|     | planned delivery arrangements and the number of students to be trained at any one time.                                                                                                                                                            |                                                                                             |                     |      |
| 14. | The Chief Executive Officer is to verify that all previous steps have been completed and if satisfied complete the <b>Declaration by Chief Executive</b> ( <a href="#">click</a> ) in support of the addition to scope application. Retain a copy. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |
| 15. | Submit the application on <b>ASQAnet</b> to apply for the addition to scope. Upload the signed <b>Declaration by Chief Executive</b> and <b>submit</b> and pay for the application.                                                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |
| 16. | Was the application reviewed by the national regulator?                                                                                                                                                                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |
| 17. | Was the application approved?                                                                                                                                                                                                                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> N/A |                     |      |

**Notes.** Use this space to record any notes regarding the actions undertaken for later reference. Remember this record will be retained as a record of this completed work.

**Opportunities for improvement.** Use this space to record any opportunities for improvement that have been identified throughout the process of preparing and submitting the application to change scope. Also note when these opportunities for improvement were submitted.

|                      |  |              |  |
|----------------------|--|--------------|--|
| <b>Completed by:</b> |  |              |  |
| <b>Signature:</b>    |  | <b>Date:</b> |  |