



This Regulation is made pursuant to Statute 5.2 – *Academic Awards*.

In this Regulation:

“**DeakinPrime**” is an organisational unit within Deakin University and is registered with the National VET Regulator as a Registered Training Organisation (RTO);

“**Participant**” means a person enrolled with DeakinPrime in a VET Course or a unit of competency;

“**VET**” means Vocational Education and Training;

“**VET Award**” means a University Award granted to participants who complete all the requirements of a VET Course;

“**VET Course**” means a set of VET units of competency, modules or a VET accredited course and delivered by or on behalf of DeakinPrime in accordance with the requirements of the VET Qualification Framework;

“**VET Qualification Framework**” means all of the standards and conditions imposed by the National VET Regulator for RTO registration under the *National Vocational Education and Training Regulator Act 2011* (Cth).

1. **DeakinPrime**

1.1 DeakinPrime is responsible for:

- (a) ensuring that it is a duly Registered Training Organisation;
- (b) ensuring that at all times it complies with the VET Qualification Framework and any other conditions of registration as determined by the National VET Regulator;
- (c) offering and delivering VET Courses in accordance with the University’s statutes, regulations, policies and procedures;
- (d) assessing credit for prior learning in accordance with the requirements of the VET Qualification Framework and the University’s policies and procedures.

2. **Enrolment**

2.1 Unless otherwise determined or exempt, a person who seeks to become or continue as a Participant in any VET Course or unit of competency must:

- (a) meet the University’s requirements for admission;
 - (b) meet the selection requirements into the relevant VET Course or unit of competency;
 - (c) enrol in accordance with the University’s policies and procedures;
 - (d) pay the prescribed fees and charges;
 - (e) comply with the University’s statutes, regulations, policies and procedures;
 - (f) pay any fines or impositions, and repay any loan which has become due or payable; and
 - (g) comply with any and all requirements prescribed from time to time by the Academic Board.
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3. **VET Award**

3.1 To be eligible for a VET Award, a Participant must:

- (a) remain enrolled in a VET Course leading to that award; and
- (b) complete the VET Course requirements in accordance with the relevant University's policies and procedures.

3.2 The Academic Board must maintain Schedule 1: Vocational Education Training (VET) Programs which lists vocational and education training awards which may be conferred or granted by Council.

4. **Reporting and Oversight**

The Executive of DeakinPrime shall for the purpose of this Regulation fulfil the role and function of a Faculty Board in so far as is applicable, and shall report through the CEO to the Academic Board annually on VET matters and on any matter requested by the Academic Board.

Approved by Council on 8 August 2013 and came into effect on 3 December 2015.

Schedule 1

Vocational Education Training (VET) Programs

Approved by Academic Board: 4 February 2020

Certificates

Certificate III in Customer Engagement
Certificate IV in Customer Engagement

Certificate III in Personal Injury Management
Certificate IV in Personal Injury Management

Diplomas

Diploma of Leadership and Management
Diploma of Personal Injury and Disability Insurance Management

Postgraduate

Graduate Certificate in Management (Learning)
Graduate Certificate in Management
Graduate Diploma of Strategic Management

Units of Competency – ASIC requirements

BSBFIA401- Prepare financial reports
FNSACC311- Process financial transactions and extract interim reports
FNSACC312- Administer subsidiary accounts and ledgers
FNSACC408- Work effectively in the accounting and bookkeeping industry
FNSACC416- Set up and operate a computerised accounting system
FNSASIC301 Establish client relationship and analyse needs
FNSASIC302 Develop, present and negotiate client solutions
FNSTPB401- Complete business activity and instalment activity statements
FNSTPB402- Establish and maintain payroll systems