

VET FOR SCHOOL STUDENTS

AUSPICING AGREEMENT

Between

School

&



Royal Life Saving

THE ROYAL LIFE SAVING SOCIETY AUSTRALIA

RTO

***For the delivery and assessment of the Nationally Recognised
Qualification***

SIS20115 – Certificate II in Sport & Recreation

The Agreement

This Agreement specifies the arrangements for the delivery of Vocational Education and Training (VET) programs in the (school) under the partnership of Royal Life Saving WA as the Registered Training Organisation (RTO) in compliance with the Standards for Registered Training Organisations (RTOs) 2015.

1. Consultation

Under this agreement Royal Life Saving will:

- 1.1 Prior to the signing of this agreement validate the school's capacity to deliver training and undertake assessment activities in relation to physical resources, school trainers and assessors and the school assessor's assessment plans/tools where Royal Life Saving plans and tools are not to be utilised.
- 1.2 Where additional resources are required advise the school of options to access those resources
- 1.3 Confirm the schools trainers/assessor hold the necessary Assessment and Workplace Training qualifications, vocational competence and industry experience to deliver and assess the agreed programs.
- 1.4 Induct school VET coordinators, trainers and assessors to the Standards for Registered Training Organisations (RTOs) 2015 and the qualification Delivery and Assessment Strategy requirements.
- 1.5 Develop and document an agreed schedule of school monitoring / mentoring visits and provide the school with a copy of the schedule (see Attachment 1). At least one visit per term should be planned.
- 1.6 Determine any additional services that may be mutually agreed upon. These services will be considered a variation to this Agreement and incur additional fees. (see Attachment 2).

Under this agreement school will:

- 1.7 Facilitate at least one Royal Life Saving WA monitoring and/or mentoring visit to the school per school term. (see Attachment 1)
- 1.8 Notify Royal Life Saving WA of any necessary variations to the details of this agreement, e.g., change of training delivery and/or assessment personnel.
- 1.9 Explain to students/parents of the role of Royal Life Saving as the RTO in issuing qualifications and/or statements of attainment.

2. Quality Assurance

Under this agreement Royal Life Saving will:

- 2.1 Manage in consultation with the school representative all quality assurance processes relating to training delivery and assessment of the agreed program.
- 2.2 Undertake at least one monitoring and/or mentoring visit per school term.
- 2.3 Implement all improvement actions agreed at the monitoring and/or mentoring visit for which it is agreed the RTO is responsible.
- 2.4 Evaluate school developed information for trainers, assessors and students to ensure it meets quality audit requirements.

- 2.5 Seek feedback from school staff and students on a regular basis as a means to improve RLSS products and services.
- 2.6 Review all marketing material to ensure compliance with the Standards for RTO's 2015.

Under this agreement the School will:

- 2.7 Participate in all aspects of quality assurance processes related to the Standards for Registered Training Organisations (RTOs) 2015 and this agreement.
- 2.8 Implement all improvement actions agreed at the monitoring and/or mentoring visit for which the school agrees it is responsible.
- 2.9 Provide evidence of all marketing material to engage prospective learners. Make necessary changes to marketing material to ensure compliance with the Standards for RTO's 2015.

3. Training Delivery and Assessment

Under this agreement Royal Life Saving will:

- 3.1 Provide training and assessment plans for the delivery and assessment of the agreed program.
- 3.2 Provide learning and assessment resources for the delivery of the agreed program.
- 3.3 Evaluate samples of assessment feedback to candidates to ensure it meets Training Package and quality audit requirements.
- 3.4 Validate assessment, resources, processes and judgements as per the Standards for Registered Training Organisations (RTOs) 2015 and include school representatives in these activities.
- 3.5 Facilitate assessment moderation activities between school and RLSS assessors at least once per term.

Under this agreement the School will:

- 3.6 Ensure staff participate in RLSS provided induction activities prior to the provision of training and assessment services in the school.
- 3.7 Provide Royal Life Saving with the time table (or similar) for the provision of training and assessment services in the school.
- 3.8 Provide for each student enrolled; assessment results and completed assessment resources for all individual units of competency to Royal Life Saving Society WA as per the agreed timetable.
- 3.9 Organise a work placement or simulated environment for the purposes of assessment
- 3.10 Participate in assessment validation and moderation activities (see Attachment 1)
- 3.11 Where variations to the assessment activities or resources are considered necessary inform the Royal Life Saving WA of these modifications and provide the required documentation as per the Standards for Registered Training Organisations (RTOs) 2015.
- 3.12 Comply with its license to use of Royal Life Saving's Learning Materials for the Period of Agreement as specified in this agreement.

- 3.13 Under this agreement the school will deliver and assess the units as stated in 8.1 of the MOU. Changes to these units will result in additional fees.

4. Certification

Under this agreement Royal Life Saving will:

- 4.1 Provide enrolment forms for the specified qualification, units of competency or modules for each student
- 4.2 Provide the means for the school to report student results.
- 4.3 Maintain student result records as per the Standards for Registered Training Organisations (RTOs) 2015.
- 4.4 Issue qualification certificates to those students who meet completion requirements.
- 4.5 Where a student does not complete all qualification requirements issue a Statement of Attainment for all completed units of competency.
- 4.6 Issue a Statement of Academic Record for each student enrolled in the agreed qualification at the end of each Semester following receiving assessment result sheets and completed assessments.
- 4.7 Ensure that school reporting timelines are met.

Under this agreement the School will:

- 4.8 Complete the enrolment forms and return to Royal Life Saving no later than the end of the first term of school. Qualifications and statements of attainment are unable to be issued until all the relevant data has been collected.
- 4.9 Advise Royal Life Saving Society WA of student results reporting timelines.

5. General and Administration

Under this agreement Royal Life Saving will:

- 5.1 Maintain its registration as an RTO under the Standards for Registered Training Organisations (RTOs) 2015 requirements and advise the school of any changes to that registration.
- 5.2 Ensure that this agreement is for qualifications for which the Royal Life Saving Society WA is registered to deliver under its scope as a Registered Training Organisation.
- 5.3 Invoice for fees according to those specified in this agreement
- 5.4 The intellectual property of resources from The Royal Life Saving Society WA, including but not limited to learner guides, assessment resources and trainer's and assessor's guides, resides with The Royal Life Saving Society WA

It should be noted that:

- a. Purchasing resources from The Royal Life Saving Society WA does NOT transfer the title or ownership of the purchased resources to you
- b. Purchasing The Royal Life Saving Society WA Learning Resources does NOT grant you any rights in connection with any trademarks or service marks of The Royal Life Saving Society

The Royal Life Saving Society WA Learning Resources and assessments must not be:

- c. Rented, leased, sold, charged, sub-licensed, assigned, transferred, lent or otherwise dealt with
- d. Transmitted or reproduced in any electronic, recorded or mechanical form
- e. Uploading of resources is permitted via the school intranet/learning portal. They are not to be used for distribution, viewed or downloaded on any other website or other educational portal.
- f. Purchasers may make the resources available to staff members within their organisation or campus as per the MOU agreement, and may provide relevant parts of the resources to students.

The Royal Life Saving Society WA invests significant time and resources in creating its original products, and reserves its legal rights to claim its loss and damage or an account of profits made resulting from infringements of its intellectual property.

Under this agreement the School will:

- 5.5 Organise and manage the simulated work environment or workplace components of the agreed programs.
- 5.6 Participate in any evaluation activities related to this agreement.
- 5.7 Ensure payment is made in accordance with the proposed schedule of fees and payment schedule.

6. Term of Agreement

- 6.1 The term of this Agreement is twelve (12) months from the commencement date.

7. Contact Officers

Contact Officers will be nominated by each partner to ensure effective communications on all matters related to this agreement. The nominated contact officers are as follows:

Royal Life Saving Society WA		School - Shenton College	
Name:	Kelly Pellow	Name:	
Position:	Learning Portfolio Manager/Sport and Recreation Project Officer	Position:	
Phone:	(08) 9383 8200	Phone:	
Email:	kpellow@rlsswa.com.au	Email:	

8. Qualification / Units and Personnel

8.1 Both parties to this agreement are to nominate their respective personnel for the provision of training and assessment services.

SIS20115 – Certificate II in Sport & Recreation		
CLUSTER	UNIT CODE AND TITLE	SCHOOL TRAINER ASSESSOR
1	SISXCCS001 Provide quality service SISXIND001 Work effectively in sport, fitness and recreation environments SISXIND002 Maintain sport, fitness and recreation industry knowledge	
2	HLTWHS001 Participate in workplace health and safety SISXEMR001 Respond to emergency situations HLTAID003 Provide first aid (credit transfer)	
3	BSBWOR202 Organise and complete daily work activities ICTWEB201 Use social media tools for collaboration and engagement	
4	SISXFAC001 Maintain equipment for activities SISXCAI001 Provide equipment for activities SISSSPT201A Implement sports injury prevention SISXCAI004 Plan and conduct programs	

9. Schedule of Service Fees per qualification.

Type of partnership	*Rights to contract	Resource Portal	Royal Life Saving Society Trainer/Assessor
The Auspice Mode	\$5000 (+gst)	Free	N/A
The Combination Mode	\$5000(+gst)	Free	\$125 per hour

*Included in cost of rights to the contract

- Assessor guides
- School site evaluation to determine suitability to provide practical assessment
- Mentoring assistance as per agreement
- Training and delivery outlines
- Mapping of resources against training package requirements
- Trainer/assessor information
- Participant guides
- Participant assessment books
- Access to the RLSSWA Resource Portal

The following resources are printed and supplied per student in a hard cover folder

- Participant guides
- Participant assessment books

Printed resources	Price bands
1-10 folders	\$150 per student (inc gst)
11-20 folders	\$140 per student (inc gst)
20+ folders	\$121 per student (inc gst)

10. Agreement

Both parties agree to the terms and conditions as outlined in this agreement for delivery of the above qualification Units/Modules for the period of delivery specified above.

Any changes to the arrangements specified must be in writing and approved as a variation to this agreement.

For the school:

Name.....

Position.....

Signature.....Date.....

For the Royal Life Saving Society WA:

Name.....

Position.....

Signature.....Date.....

ATTACHMENT 1: SCHEDULE OF MONITORING VISITS

Royal Life Saving WA and the school agree that monitoring visits to the school will occur as follows:

Term	Date	RLSS WA Representative/s	School Representative/s
1			
2			
3			
4			