

PRP Quality Platform

TAFE Course Accreditation Toolkit

Aligned to ATEC, AQF, HESF 2021 &
Standards for RTOs 2025

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NAVIGATING ACCREDITATION COMPLEXITY

TAFEs face an increasingly complex regulatory landscape with multiple overlapping frameworks: ATEC, AQF, HESF 2021, and Standards for RTOs 2025. Managing systematic evidence while maintaining design integrity requires a unified approach that balances robust system design with proof of implementation.

Multiple regulatory frameworks requiring simultaneous compliance

Increasing compliance demands across pathways ecosystem

Challenge of managing systematic evidence collection

Balancing system design with implementation proof



**10 categories
covering full
accreditation
lifecycle**

**Two-tier
documentation
model**

**Embedded ATEC
pathways
alignment**

**Audit-ready from
day one**

A UNIFIED ACCREDITATION FRAMEWORK

The toolkit delivers a comprehensive, integrated approach to accreditation with 10 categories covering the full lifecycle. Clear two-tier documentation separates designed systems from implementation evidence.

Embedded alignment with the ATEC pathways ecosystem ensures future-proofing, while the audit-ready structure streamlines compliance from day one, reducing administrative burden.

TWO-TIER DOCUMENTATION MODEL

Required Documents represent your designed systems—policies, frameworks, and strategies that demonstrate institutional intent and structure. These form the foundation of your accreditation evidence.

Supporting Documents provide evidence of implementation—data, reports, and records that prove your systems are operational and effective. Together, both tiers ensure audit readiness.



**Required Documents:
Policies, frameworks,
strategies**



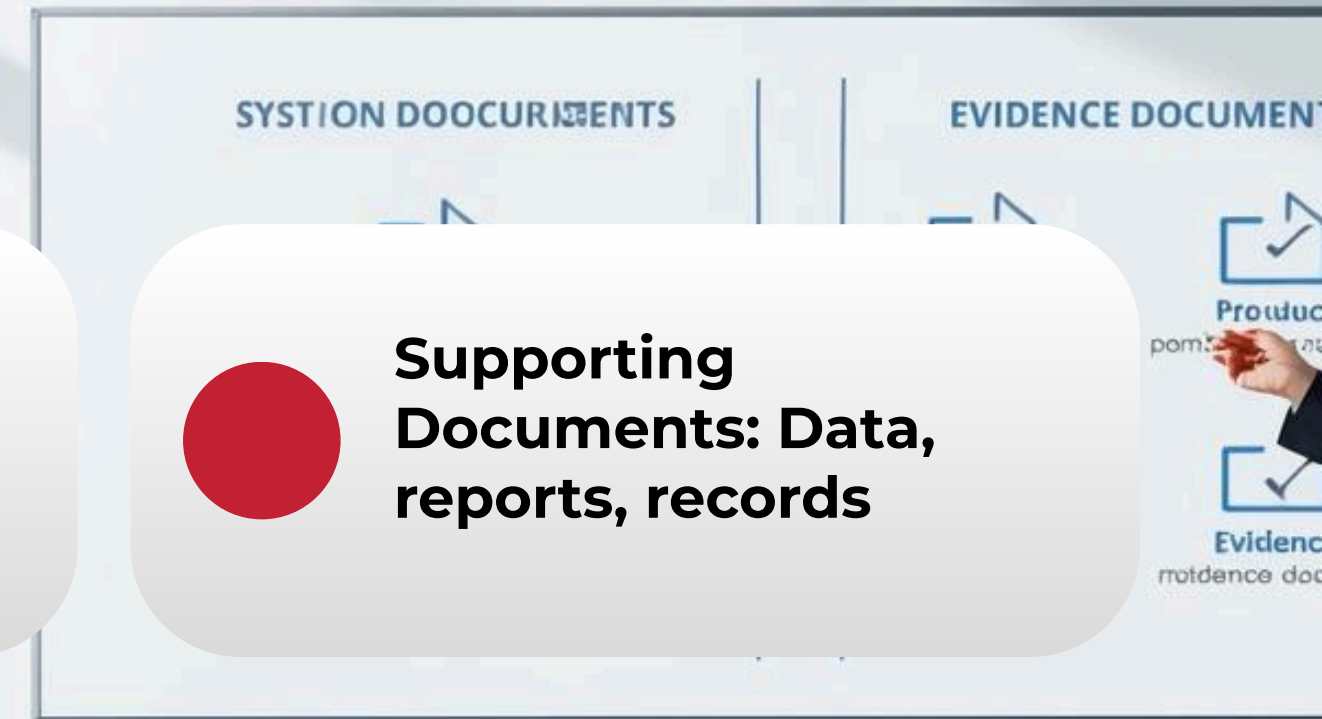
**Supporting
Documents: Data,
reports, records**



**Clear accountability
and audit readiness**



**Aligned design and
evidence for each
category**



10 CATEGORIES OF ACCREDITATION EXCELLENCE

These five foundational categories establish governance structures, curriculum rigour, student-centred pathways, assessment integrity, and workforce capability—forming the backbone of TAFE accreditation excellence.

The toolkit organises accreditation requirements into 10 comprehensive categories, each featuring Required Documents (designed systems) and Supporting Documents (implementation evidence) to ensure complete compliance coverage.

1

Governance & Pathways

2

Curriculum & Course Design

3

Student Pathways & Outcomes

4

Assessment & Integrity

5

Workforce Capability

10 CATEGORIES OF ACCREDITATION EXCELLENCE

These categories ensure TAFEs maintain robust industry connections, continuous improvement processes, and systematic evidence management aligned to Standards for RTOs 2025 and HESF 2021.

Categories 6-10 complete the toolkit framework, addressing industry partnerships, quality systems, data governance, ATEC alignment, and accreditation preparedness for comprehensive compliance coverage.

6

Industry & WIL

7

Quality Assurance

8

Systems & Data

9

ATEC Pathways Alignment

10

Accreditation Readiness



● **Clear governance framework with defined delegations**

● **Course approval policies aligned to AQF standards**

● **Pathways framework supporting ATEC ecosystem integration**

● **Governance calendar ensuring systematic oversight**

GOVERNANCE & PATHWAYS

Required Documents: Governance Framework, Delegations of Authority, Course Approval Policy, Pathways Framework, Governance Calendar—establishing the designed system foundation.

Supporting Documents: Board Minutes, Committee Papers, Approval Records, Pathways Evidence, Governance Reviews—demonstrating implementation and compliance.

CURRICULUM & COURSE DESIGN



Course Design Policy & AQF Mapping

Training Package Mapping & Alignment

Learning & Teaching Framework Integration

Industry Validation & Benchmarking

Required Documents establish the foundation for curriculum excellence: Course Design Policy, AQF Mapping, Training Package Mapping, and Learning & Teaching Framework ensure rigorous alignment with national standards.

Supporting Documents provide evidence of implementation: Course Outlines, Benchmarking Reports, Industry Validation records, and Mapping Evidence demonstrate compliance and continuous improvement in practice.

STUDENT PATHWAYS & OUTCOMES

- **Fair and transparent admissions processes**
- **Recognition of prior learning pathways**
- **Credit transfer and articulation agreements**
- **Progression tracking and graduate outcomes**

Required Documents: Admissions Policy, RPL Policy, Credit Transfer Policy, and Progression Policy establish the systematic framework for managing student journeys from entry through to successful completion.

Supporting Documents: Enrolment Data, Completion Data, RPL Records, and Graduate Outcomes provide measurable evidence of pathway effectiveness and student success across the institution.

ASSESSMENT & INTEGRITY

- **Assessment Policy aligned to Standards for RTOs 2025**
- **Moderation Policy ensuring assessor consistency**
- **Academic Integrity Policy with misconduct protocols**
- **Validation reports and assessment samples evidence**

Required Documents establish the foundation for fair and rigorous assessment practices. This includes a comprehensive Assessment Policy, Moderation Policy ensuring consistency across assessors, and an Academic Integrity Policy that safeguards against misconduct.

Supporting Documents provide evidence of implementation through Assessment Samples demonstrating quality, Validation Reports confirming assessment tool effectiveness, and Misconduct Records documenting integrity management processes.

WORKFORCE CAPABILITY

- **Workforce Plan and Trainer Matrix documentation**
- **Staff Capability Framework with qualifications mapping**
- **Industry currency evidence and professional development records**
- **Compliance with Standards for RTOs 2025 trainer requirements**

Required Documents establish the foundation for workforce excellence: Workforce Plan, Trainer Matrix, and Staff Capability Framework. These documents define qualifications, industry currency requirements, and professional development pathways for all training staff.

Supporting Documents provide evidence of implementation: Staff CVs, Professional Development Records, and Industry Currency Evidence. This documentation demonstrates ongoing commitment to qualified, current trainers delivering quality education.

INDUSTRY & WORK INTEGRATED LEARNING

**Industry Engagement Strategy
and partnership frameworks**

**WIL Framework with structured
placement agreements**

**Employer feedback and industry
validation processes**

**Integration of practical learning with
curriculum outcomes**

Required Documents: Industry Engagement Strategy, WIL Framework, Placement Agreements, Partnership MOUs, and Employer Onboarding Protocols that establish systematic approaches to industry collaboration and practical learning experiences.

Supporting Documents: Employer Feedback Reports, Placement Completion Records, Industry Validation Evidence, Partnership Reviews, and Student Placement Evaluations demonstrating effective implementation of WIL programs.

QUALITY ASSURANCE

- **Quality Assurance Framework and governance structure**
- **Course Review Policy with scheduled evaluation cycles**
- **Continuous Improvement Framework with benchmarking integration**
- **Evidence-based improvement logs and review reports**

Required Documents establish your systematic approach to quality: Quality Assurance Framework, Course Review Policy, and Continuous Improvement Framework. These documents demonstrate your institution's commitment to maintaining and enhancing educational standards.

Supporting Documents provide evidence of implementation: Review Reports, Benchmarking Data, and Improvement Logs. This documentation proves your quality systems are actively driving measurable improvements across all operations.

SYSTEMS & DATA

● **Data Governance Policy framework**

● **LMS and SMS integration standards**

● **Analytics dashboards and reporting systems**

● **System interoperability for compliance**

Required Documents: Data Governance Policy establishing data management standards, LMS Policy for learning management systems, and SMS Framework for student management systems integration.

Supporting Documents: Real-time dashboards displaying key metrics, comprehensive system logs tracking user activity, and analytics reports demonstrating data-driven decision making.

ATEC PATHWAYS ALIGNMENT

- **Strategic pathways framework design**
- **Microcredential policy integration**
- **VET to Higher Education mobility alignment**
- **Articulation agreement governance**

Required Documents: Pathways Strategy, Microcredential Policy, Mobility Framework—establishing the designed system for learner mobility and credential recognition across VET and higher education sectors.

Supporting Documents: Articulation Agreements, Pathway Data, Employment Outcomes—providing evidence of implementation and demonstrating successful learner transitions and career outcomes.

ACCREDITATION READINESS

● **Self-Assurance Framework
for systematic review**

● **Evidence Register tracking
compliance documentation**

● **Accreditation Plan with clear
timelines and milestones**

● **Gap Analysis and continuous
monitoring protocols**

Required Documents: Self-Assurance Framework establishing systematic self-review processes, Evidence Register cataloguing all compliance documentation, and Accreditation Plan outlining submission timelines and responsibilities.

Supporting Documents: Audit Reports from internal and external reviews, Gap Analysis identifying compliance shortfalls and remediation actions, and Reviewer Reports documenting assessment outcomes and recommendations.

YOUR ACCREDITATION JOURNEY

Follow this implementation roadmap to transform your accreditation documentation from fragmented compliance to integrated, audit-ready excellence aligned with ATEC, AQF, HESF 2021 and Standards for RTOs 2025.

This phased approach ensures systematic toolkit adoption, from initial gap identification, AI audit summaries, validation with internal/external stakeholders through to successful accreditation submission, building robust evidence at each stage.

1

Audit Existing Documentation

2

Develop Required Documents

3

Build Evidence Base

4

**Self-Assurance Audit with AI
summary reports**

5

**Validate with internal/external
stakeholders**

WHY THIS TOOLKIT WORKS

The TAFE Course Accreditation Toolkit delivers strategic value through comprehensive regulatory coverage, clear accountability structures, and future-proof ATEC alignment. Built for audit readiness from day one, it enables institutions to move from compliance burden to continuous improvement culture.



Comprehensive regulatory coverage



Clear two-tier accountability



Embedded ATEC pathways alignment



Audit-ready structure from day one




NEXT STEPS



**Download the complete
TAFE Accreditation Toolkit**



**Conduct gap analysis using
the Evidence Register**



**Schedule accreditation
planning workshop**



**Contact PRP Quality Platform
for support**

Take immediate action to strengthen your accreditation readiness. The toolkit provides everything you need to systematically address compliance requirements and build a robust evidence base.

PRP Quality Platform offers expert guidance and implementation support to ensure your accreditation success. Contact us to schedule your planning workshop today.

PRP Quality Platform

Partner with PRP Quality Platform

Expert Guidance for TAFE Accreditation
Success & Compliance Assurance



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