NATIONAL QUALIFICATION FRAMEWORK (NQF)
NATIONAL QUALITY TRAINING FRAMEWORK (NQTF)

Registration Processes

GUIDELINES

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Introduction

The PNG National Training Quality framework is a set of standards for the registration and audit of technical and vocational education and training (TVET) institutions. This framework is not intended for higher education sector. The quality framework comprises of standards for trainers, courses and institutions. For registration and audit purposes, institutions must comply with all three sets of standards.

This document provides an explanation of each element of each standard.

Accreditation Bodies

Accreditation bodies are responsible for registration and auditing TVET training providers based on the National Training Quality. The two accrediting agencies are National Training Council and TVET Division of the National Department of Education.

National Training Council

The National Training Council coordinates the review of the National Training Quality Framework with all stakeholders and provides assistance to other agencies that are involved in the registration of training providers. The National Training Council also directly registers private organisations, foreign organisations and government providers not otherwise accredited by TVET Division of the National Department of Education.

TVET Division, National Department of Education

TVET Division registers Department of Education Technical/Business Institutions, Vocational Training Centres, Community Colleges and Technical High School.
INSTITUTION’S COMPLIANCE
ELEMENTS STANDARD 1

Trainer’s registration

1.1 Existence of master or consultant trainer (for institutions with 10 or more full time equivalent staff)
1.2 Existence of senior or consultant trainer (for institutions with less than 10 full time equivalent staff)
1.3 Employment of at least one registered trainer for every ten or less full time equivalent instructors
1.4 Trainers have at least achieved the qualification/unit of competency that they are involved in delivering and/or assessing
1.5 Trainers have at least 2 years relevant work experience
1.8 Trainers must possess relevant national qualifications in training
1.9 Where two people deliver/assess, the totality of expertise is present

Qualifications

(i) Must have AQF/NQF Certificate IV in Training and Assessment
(ii) Diploma in Teaching (TVET)

Training & Technical Experience

(i) 3 years training experience (paid occupation in an Industry)
(ii) 2 years work experiences (technical/professional paid occupation in an Industry)

Summary:

- An RTO must have a registered Master Trainer
- Registered Trainer, Instructor, Assessor

*All of training staff must have the necessary qualifications and work experiences.
INSTITUTION’S COMPLIANCE
ELEMENTS STANDARD 2

Course registration

2.1 Courses must address nationally registered qualifications or NATTB standards and use the title of the national qualification

2.2 Course/s are “Statements of Attainment” and meet an industry need

2.3 Courses are “Statements of Attendance in (name)

2.4 Standards have been developed with industry and the course meets those standards

2.5 Short courses have industry support

2.6 Delivery and assessment specifications must be appropriate for the achievement of the standards

2.7 NATTB skills test carried out for issue of qualifications

2.8 All courses must include studies about HIV/AIDS prevention

2.9 Foreign qualifications – institution has the authority to issue the qualification and quality control is vested with an external body

2.10 National logos to be used only for registered national qualifications and training providers

2.11 Testamurs contain limited information

2.12 Where more than one training provider has been involved in the training/assessment of a student, the testamur for the qualification should have the names of all the providers

Requirements

- RTOs must deliver National Qualifications (NQF, TVET, NATTB)
- All courses must use ‘correct’ course title. (e.g. Course in Accounting; NOT Certificate in Accounting)
- All courses including new or additional must be registered
- Courses should have industry support
- Foreign qualifications must be delivered by the foreign RTOs
- Qualifications must issued by the foreign RTOs.
- There must be a legal partnership/joint arrangement between a foreign RTO and Local RTO to deliver the qualification. Foreign RTO must also be a registered training organisation (RTO) in the country which they operate.

Certificate information

e.g. Statement of Attainment in Bookkeeping
Statement of Attendance in Bookkeeping
Statement of Participation in Bookkeeping
INSTITUTION’S COMPLIANCE ELEMENTS STANDARD 3

Training facilities (Infrastructure)

3.1 Access to facilities, tools,

3.2 The RTO is a viable entity

3.3 Private RTOs Registered with IPA

3.4 Fees charged are reasonable

3.5 Promotion only should include courses that are registered contain key information needed for student decision making that is not misleading and inaccurate

3.6 Have a program of awareness raising of HIV/AIDS within the workplace

3.7 Comply with all Government of PNG laws and regulations including those related to the employment of foreign expertise (Three Year Training Plan Submission and Proper/Valid Work Permit)

3.8 Organisation is quality controlled by a foreign accreditation authority

Summary:

- Availability of significant inventory of assets
- Bank financial statement indicating sufficient income and savings
- Estimates of income and expenditure for 12 months demonstrate adequate cash flow
- Staff list provided
- Mission statement to define aims/objectives of the training institution
- Contact detail to be provided
- Three Year Training Plan Submission (if non nationals’ staff employed).
- Work permit detail