

**ADMINISTRATIVE ARRANGEMENTS
FOR THE APPROVAL OF
REGISTERED TRAINING ORGANISATIONS
AS FINAL ASSESSORS**

Marine Order 505 (Certificates of competency – national law) 2022



1. Purpose

- 1.1 To outline the policy and administrative process for the application and approval of registered training organisations (RTOs) as organisations approved by AMSA to conduct final assessments in accordance with *Marine Order 505 (Certificates of competency – national law) 2022*. *Marine Order 505 (Certificates of competency – national law) 2022*. *Marine Order 505 (Certificates of competency – national law) 2022*.

2. Definitions

Final assessor: a person or organisation approved by AMSA to conduct assessments for the purposes of *Marine Order 505 (Certificates of competency – national law) 2013* and *Marine Order 505 (Certificates of competency – national law) 2022*.

MAR Maritime Training Package: the Maritime Training Package developed by the Transport and Logistics Industry Skills Council first published 2013 and as in force from time to time.

Note 1: See <http://training.gov.au/Training/Details/MAR>

3. Applications

- 3.1 A person may apply for:
 - 3.1.1 an approval of a RTO as a final assessor; or
 - 3.1.2 a variation of an approval of a RTO as a final assessor.
- 3.2 An application can only be made with respect to assessments for the issuance of certificates of competency associated with the following MAR Maritime Training Package qualifications;
 - 3.2.1 Certificate I in Maritime Operations (Coxswain Grade 2 Near Coastal)
 - 3.2.2 Certificate II in Maritime Operations (Coxswain Grade 1 Near Coastal)
 - 3.2.3 Certificate II in Maritime Operations (Marine Engine Driver Grade 3 Near Coastal)
 - 3.2.4 Certificate III in Maritime Operations (Marine Engine Driver Grade 2 Near Coastal)
 - 3.2.5 Certificate III in Maritime Operations (Master up to 24 metres Near Coastal)
 - 3.2.6 Certificate III in Maritime Operations (Master Inland Waters)

4. Decisions of AMSA

- 4.1 AMSA may, in writing:
 - 4.1.1 approve an RTO as a final assessor;
 - 4.1.2 approve an RTO as a final assessor subject to conditions; or
 - 4.1.3 suspend, vary or revoke the approval of a RTO as a final assessor.

5. Approved final assessor database

- 5.1 AMSA will maintain a publicly available database of RTOs that are approved as final assessors.
- 5.2 The database will include information about each approved RTO.

6. Form of application

- 6.1 An application for a new approval, or for the variation of an approval, as a final assessor must:
 - 6.1.1 be in writing in the approved form (Application for approval as a final assessor - AMSA 565);
 - 6.1.2 meet all of the criteria listed in Section 7 below;
 - 6.1.3 list the MAR Maritime Training Package qualifications against which approval is sought; and
 - 6.1.4 for an application for variation of an approval, include a copy of the current approval.

7. Criteria for approval of an RTO as a final assessor

- 7.1 An RTO may be approved as a final assessor only if:
 - 7.1.1 the RTO is registered with the Australian Skills Quality Authority (ASQA), the Training Accreditation Council Western Australia (TAC) or the Victorian Registration and Qualifications Authority (VRQA) to deliver a MAR Maritime Training Package qualification;
 - 7.1.2 the RTO is not in liquidation or insolvency administration;
 - 7.1.3 the RTO has told AMSA of the kind of assessment it is to deliver; and the RTO is to deliver assessment of a kind that complies with the Standards for Registered Training Organisations (RTOs) 2015;
 - 7.1.4 the RTO has a documented assessment strategy that will be followed for all assessments associated with the approval;
 - 7.1.5 the RTO has told AMSA about any proposed partnership or subcontracting arrangements for the delivery of assessments on its behalf; and
 - 7.1.6 the RTO has told AMSA the names of each person who is to deliver assessments for the organisation;
 - 7.1.7 each person who is to deliver assessment for the RTO is named on the RTOs letter of approval as a final assessor and has a current and valid certificate of competency appropriate for the kind of assessment being delivered.

8. General conditions on approval of final assessors

- 8.1 It is a condition of approval of a final assessor that the organisation:
- 8.1.1 remain registered with ASQA, TAC or VRQA;
 - 8.1.2 not go into liquidation or insolvency administration;
 - 8.1.3 provide assessment for the qualifications mentioned in the approval in accordance with the scope of its ASQA, TAC or VRQA registration;
 - 8.1.4 ensure assessments are delivered in accordance with the appropriate MAR Maritime Training Package qualification, the AMSA Mandated Practical Assessment (AMPA), the RTO's documented assessment strategy and any directions issued by AMSA for this purpose;
 - 8.1.5 ensure its assessors comply with the Standards for Registered Training Organisations (RTOs) 2015;
 - 8.1.6 have processes in place to ensure its assessors continue to develop their vocational education and training knowledge and skills and maintain the currency of their industry skills; and
 - 8.1.7 not advertise the training and assessments it provides as being endorsed or approved in any way by AMSA;
 - 8.1.8 cooperate with any investigation of the organisation by AMSA;
 - 8.1.9 give AMSA any information it requests for an investigation;
 - 8.1.10 comply with any corrective action recommended by AMSA after an investigation; and within the timeframe decided by AMSA after consultation with the organisation;
 - 8.1.11 tell AMSA about any proposed partnership or subcontracting arrangement for the delivery of assessment on behalf of the organisation;
 - 8.1.12 advise AMSA of any change made to the method of delivery of assessment by the organisation that may require a change or addition to be made to the information set out in the written approval of the organisation; and
 - 8.1.13 comply with any further condition imposed on the approval by AMSA.

9. Term of approvals

- 9.1 An approval of an organisation as a final assessor:
- 9.1.1 comes into force on the day it is issued; and
 - 9.1.2 expires on the day 9 months after it is issued.
- 9.2 However, on application by the organisation, AMSA may extend the term of an approval for up to 3 years if it is satisfied with the level of compliance by the organisation with the conditions of the approval.
- 9.3 The term of an approval may be extended under subsection 9.2 more than once.

10. Criteria for issue, suspension or revocation of approval

- 10.1 AMSA may refuse approval, or suspend or revoke the approval of an organisation as a final assessor if:
 - 10.1.1 the organisation does not meet a criteria for approval mentioned in Section 7, or a condition of approval mentioned in Section 8;
 - 10.1.2 the organisation does not meet a further condition imposed on the approval by AMSA;
 - 10.1.3 a partnership or subcontracting arrangement for the delivery of assessments on behalf of an organisation has not been approved, or does not meet the approval, of AMSA; or
 - 10.1.4 AMSA changes its policies or administrative arrangements with respect to the approval of final assessors.

