Auspicing Responsibilities

**Schools**

Enrol students with VCAA.

Provide Holmesglen with list of school contacts.

Participate in assessment and moderation processes initiated by the relevant teaching team within Holmesglen to ensure that assessments meet the requirements of endorsed training packages and the outcomes specified in the accredited course.

Respond to Holmesglen within five working days to any correspondence received from Holmesglen throughout the year.

Allow Holmesglen auditors of AQTF compliance access to documentation when required to carry out audits and AQTF compliance visits.

Remedy any non-compliance identified as a result of these visits – failure to do so may result in termination of this agreement.

Provide assessment results to Holmesglen for individual units/modules in the areas being delivered, ensuring that these results are clearly independent from the Curriculum Council subject assessment results.

Submit completed attendance rolls to Holmesglen together with the assessment result sheets.

Organise and manage the on-the-job or workplace components of the agreed programs.

Provide student attendance variation and other information in a timely manner.

**Holmesglen**

Enrol students at Holmesglen.

Conduct a minimum of three visits during the year. The first visit is to be before course commencement to assess facilities, resources and equipment.

Initiate and facilitate assessment moderation meetings to ensure that assessments meet the requirements of endorsed training packages and the outcomes specified in the accredited course.

Be responsible for the Quality Assurance processes and procedures related to delivery and assessment, according to the AQTF.

Provide certification on successful completion of the training delivered after the results have been submitted by the school.

Maintain records of student’s enrolment in units of competency.

Prepare a contract for services provided to school by Holmesglen.

Invoice school for the fees agreed on.