

Tocal College, Animal Health Australia and Plant Health Australia Training Services Agreement

What is the Tocal College and Animal Health Australia Training Services Agreement?

Animal Health Australia (AHA) and Plant Health Australia (PHA) have an ongoing Training Services Agreement with Tocal College, a Registered Training Provider (RTO), to issue Nationally Recognised Biosecurity Qualifications. AHA manage this agreement on behalf of all AHA and PHA Members. Tocal College works in partnership with Biosecurity trainers and assessors from each jurisdiction to help students achieve the qualifications. AHA oversees the partnership between Tocal College and the jurisdictions to ensure the on-going quality of Biosecurity training in Australia. Each year a new agreement is negotiated.

What services do Tocal College provide under the 2018/19 agreement?

- Tocal maintains the Biosecurity qualifications on their RTO scope of registration. This means they can issue a qualification or statement of attainment to people out in the field once they have completed their training and assessment. These qualifications are as follows:
 - Certificate III in Public Safety (Biosecurity Response Operations)
 - Certificate IV in Public Safety (Biosecurity Response Leadership)
 - Diploma of Public Safety (Biosecurity Response Management)
- Being an RTO means that Tocal College must comply with the Standards for RTOs, as determined by the Australian Standards Quality Authority (ASQA). This means when there are changes to Training and Assessment requirements, Tocal must comply with these and inform the Biosecurity trainers and assessors what they must do to comply also, as they are delivering training on behalf of Tocal College.
- Given that Tocal must comply with the Standards for RTOs, Tocal will also:
 - Review and endorse customised Training and Assessment Strategies (TAS)
 - Review and validate training and assessment documents
 - Assist state jurisdictions in the induction of new trainers and assessors
 - Manage and store records for students enrolled in accredited courses
 - Participate in monitoring and reviewing training and assessment where required
 - Review the delivery of trainers and assessors where required
 - Record Biosecurity trainer qualifications and experience on an annual basis
- As part of their role in developing, hosting and maintaining the BERTA training and assessment materials, Tocal will:
 - Review and approve any course marketing / promotional material and pre-course information supplied to personnel before use by trainers
 - Host all BERTA Biosecurity Emergency Response online and face to face learning material on the college Learner Management System.
 - Maintain access for all registered trainers to enable them to manage their students
 - Provide technical support for trainers approved by Tocal College in the operation of the Tocal College Learner Management System (Canvas) to support delivery of online learning
 - Ensure that all training is delivered using the BERTA standardised set of training and assessment materials where available
 - Review and authorise in advance any training and assessment delivery addressing Units of Competence not included in the BERTA materials

What are the obligations of Biosecurity Trainers and Assessors under the agreement?

Trainers and Assessors must:

- Seek the approval of Tocal College to deliver training and assessment services
- Provide all pre-documentation through the **Biosecurity Emergency Response Trainer Registration Portal (BERTRP)** on the Tocal Learning Management System, Canvas
- Provide Tocal College with the required administration forms, 15 days prior to the commencement of each training course (refer to the Trainer & Assessor's Checklist)
- Perform training and assessment during the delivery of training courses with due professional care and skills, and comply with the current Standards for RTO's (as advised by Tocal College)
- Provide Tocal College with the relevant forms within 10 days of the conclusion of each block of face to face assessment.
- Provide Animal Health Australia with quarterly forward projections of nationally accredited training that you are planning in your jurisdiction.