## Meeting Minutes
### 20\textsuperscript{th} February, 2014

**Meeting Commenced:** 3:00pm

**Present:**
Andrew Dodd, Sarah Mezedi, Natalie Fernandes, Leesa van Duin, Diana Bont, Renee Buchert, Liz Elliot, Lynette Peace, Charles Thompson, Neryl Palmer, Kevin Marston, Tracey Jones, Cathy James, Jess Ford, Margaret Fitzgibbon, Josephine Suarez, Kerrie Smith, Melissa Draper, Barry Russell

**Apologies:**
Sara Parkinson, Caterina Sacco, Marlene Norambuena, Nan Greig, Maria Cavanagh, L Preston, Rob Ringer, Su Montgomery, Meristem Yates, Dianne Shiels, Leanne Marsh, M Baxter, Sandra Stewart, Jennifer Mackenzie, Alison Gilespie, Trevor Ah Sam, Jan Langtry, Julie Hayward, Caterina Sgangarella, Melinda Little, Alison Cox, Dannelle Robson, Debra Barnes, Rebecca Radic, Delaney Nugent, Jennifer Hopkins, Sonia Muttdon, Brian Horan,

<table>
<thead>
<tr>
<th>Topic</th>
<th>Notes</th>
<th>Follow up</th>
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<tr>
<td>Welcome</td>
<td>Welcome to the meeting and individual participant introductions. Welcome to new members.</td>
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<td>Previous Minutes</td>
<td>Previous meeting’s minutes were emailed.</td>
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<td>Changes to structure/running of SCAN</td>
<td>Everyone was informed that State Training Services is no longer able to fund the SCAN, meaning that Tami Casey from the CS&amp;H ITAB would no longer be able to facilitate the meetings. The hard work and commitment that Tami demonstrated for the SCAN was acknowledged and much appreciated. She was a valuable source of information and we thank her for that. After discussion it was agreed that we will continue to run the SCAN free of charge and that the members will be responsible for the running of the meetings. We will be trying to access guest speakers for meetings and agenda items will be added by members. Sarah (ECTARC) will be organising a guest speaker for the May meeting.</td>
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A discussion about the qualifications and competencies that trainer and assessors must hold as per the NSSC’s Determination for trainers and assessors competencies was discussed. Some RTO’s employer trainers and assessors with equivalent qualifications/competencies and some employ trainers and assessors with higher level qualifications which they find assist when there is a change in the Training Packages/Qualifications.

Vocational competence was also discussed, the challenges in achieving this in some sectors, and ways that RTO’s ensure that their T & A maintain their vocational competence through strategies such as return to Industry Programs. How this is demonstrated and recorded varies between RTO’s.

ASQA audits and the experiences of members were discussed in regards to audits.

The need to systematically validate assessments (SNR15.5) was discussed and how RTO’s achieve this, also how they achieve industry consultation and how they conduct moderation of decisions made in assessment.

Andrew Dodd (STS) discussed available funding for full and partial qualifications. RTO’s are encouraged to submit applications to STS and also to identify if there is any other issues (e.g. Aids, extra support etc. for students who may have additional LLN needs or for students with a disability) that may require additional support from the RTO in order for the student to successfully complete as additional funding may be available to support this.

We heard from Cathy from Evocca College (host RTO for this meeting) about the support services and training and assessment that they provide to their students. She discussed VET Fee help, and that they were awarded VET Fee Help provider of the Year.

Meeting closed 4:45 pm

Date of next meeting Tuesday 20/5/2014

Time of next meeting 3:00-5:00 pm

Venue of next meeting ECTARC, 2/210 Shellharbour Road, Warrawong

Topics for next meeting Andrew Garcia, Regional Manager ASQA