

## Admission Information

### ITECA College Of Vocational Education & Training Professionals

Your pathway to accreditation as a

CEP Certified Education Professional

CEM Certified Education Manager



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## ITECA College Of Vocational Education & Training Professionals

The membership of the Independent Tertiary Education Council Australia (ITECA) are providers that have a strong commitment to providing quality outcomes. For the individuals that share this commitment at a personal level, the [ITECA College of Vocational Education & Training Professionals](#) provides a pathway to recognise this commitment.

To ensure stakeholders across the education sector, its students and government can recognise those individuals with a commitment to professionalism, the [ITECA College of Vocational & Training Education Professionals](#) confers two credentials.

Recognised as something for individual trainers, assessors and managers to aspire to, these two credentials are:

- CEP Certified Education Professional
- CEM Certified Education Manager

These credentials provide a tangible way for individual professionals to demonstrate their mastery as assessors, trainers and managers in the vocational education and training sector.

Importantly, the CEP and CEM credentials align with key regulatory standards enforced by the Australian Skills Quality Authority (ASQA) and regulators in Victoria plus Western Australia, thus help Registered Training Organisations (RTOs) demonstrate Compliance.

ITECA's dedication to recognising individual professionalism is strong. It is underpinned by the shared commitment of our members upholding professional standards, ensuring regulatory compliance and the maintenance of knowledge in contemporary training that's relevant to today's changing economy.

We look forward to supporting you as an [ITECA College of Vocational Education & Training Professionals](#) credentialed member.

Troy R Williams FIML MAICD  
ITECA Chief Executive Officer

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## CEP Credential

### A Career Milestone For Trainers & Assessors

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The [ITECA College of Vocational Education & Training Professionals](#) offers trainers, assessors and managers with a respected credential and a new sense of belonging to a professional community.

Those admitted to the [ITECA College of Vocational Education & Training Professionals](#) as a Certified Education Professional (CEP) will hold a credential that clearly sets them apart from others in the sector. The CEP credential will act as a validator of their expertise as a trainer and assessor in their chosen discipline.

Importantly, the [ITECA College of Vocational Education & Training Professionals](#) bestows the post-nominal of CEP that will provide immediate and visible recognition of what individuals have achieved, for example:

Joe Citizen CEP

This approach provides a clear way for others to identify the individual as having the commitment to obtaining and maintaining the current education and experience that's necessary to support the provision of quality training.

The pathway to the CEP credential recognises to be successful, individuals need to hold formal qualifications and experience not only as trainers and assessors, but also in the competency of their chosen discipline. On this basis, they will not only require a current qualification to meet ASQA's current requirements (e.g. TAE40116 Certificate IV in Training and Assessment or its successor) but also a qualification in their training discipline (e.g. building, nursing, business administration, et cetera).

The CEP credential also signifies that certified individuals have a commitment to continuing professional development, not only as trainers and assessors but also in their vocational discipline/s. This helps to validate the skills possessed by trainers and reflect a level of current competency in their chosen vocational discipline/s.

## Admission As A Certified Education Professional (CEP)

The most significant step in having your professionalism as a trainer and assessor recognised is membership with the [ITECA College of Vocational Education & Training Professionals](#). You may apply to receive the Certified Education Professional (CEP) credential when you can meet each of the eligibility requirements as set out below:

- Training Qualification:** Proof of meeting the ASQA requirements mandates trainers and assessors to have qualifications in training and assessment. This is reflected in a requirement to hold:
- TAE40116 Certificate IV in Training and Assessment or its successor; or
  - TAE40110 Certificate IV in Training and Assessment and TAE40111 Address adult language, literacy and numeracy skills or its successor; or
  - TAE40110 Certificate IV in Training and Assessment and TAE40111A Address adult language, literacy and numeracy skills and one of the following: TAE40112 Design and develop assessment tools or its successor; or TAE40112A Design and develop assessment tools; or TAE40112B Design and develop assessment tools; or
  - Diploma or higher level qualification in adult education.
- Vocational Qualification:** ▪ Vocational competencies at least to the level being delivered and assessed.
- Vocational Experience:** ▪ Minimum three years' experience in Australia that provides current industry skills, directly relevant to the training and assessment being provided.
- Safeguard Check:** ▪ If working with people under 18 years old a state / territory endorsement for working with minors; and / or
- A 'working with vulnerable persons check (where available).
- CPD Obligation:**  
[UPON ADMISSION]
- Completion of professional development activities equating to at least ten hours per year on matters relating to training and assessment; and
  - Participating in continuing professional development activities equating to at least ten hours per year on matters relating to the discipline/s they are working in.
- Endorsements:** ▪ Letter of support from two supervisors and / or CEM attesting to their professionalism and demonstrated competency as a trainer and assessor.

## CEM Credential Recognition For Senior Managers & Leaders

Students, their employers and government want to trust independent VET providers and have the confidence that these businesses offer the quality outcomes they are looking for. To help provide assurance in this area the [ITECA College of Vocational Education & Training Professionals](#) will offer the Certified Education Manager (CEM) credential.

The CEM credential offers a way of establishing independent VET provider's senior leadership not only understand their regulatory compliance obligations, but also understand and share a commitment to what quality VET outcomes look like. The CEM credential is not available to every manager of an independent provider, it is only available to those that have coalface experience in training and assessment delivery. These individuals will be readily identifiable through the use of the CEM post-nominal, for example:

Mary Citizen CEM

Admission to the [ITECA College of Vocational Education & Training Professionals](#) builds confidence that the VET sector's leadership have the skills, experience and commitment that's common amongst quality providers.

To gain the CEM credential an individual must have a qualification in training and assessment <sup>[1]</sup> plus a relevant management qualification. Additionally, they must meet minimum expectations of ASIC with regards to Directors and managers of a company. Importantly, the CEM credential is not available to those who have served as Directors or managers of a training provider in the higher education or vocational education and training sector that has had its registration suspended or recently cancelled by TEQSA and ASQA respectively.

Endorsement as a CEM provides the means to recognise those individuals with a commitment to superior professionalism, upholding industry standards and continued learning.

[1] Older qualifications are acceptable having regard for the fact that a person may have started as a trainer and as their career has progressed they have taken on a management role and are no longer actively involved in training.

## Admission As A Certified Education Manager (CEM)

The most significant step in having your professionalism as a trainer and assessor recognised is membership of the [ITECA College of Vocational Education & Training Professionals](#). You may apply to receive the Certified Education Manager (CEM) credential when you can meet each of the eligibility requirements as set out below:

- Training Qualification:** Proof of meeting the ASQA requirements mandates trainers and assessors to have qualifications in training and assessment. This is reflected in a requirement to hold:
- TAE40110 Certificate IV in Training and Assessment or its successor; or
  - Diploma or higher level qualification in adult education.
- Management Quals:** A demonstrative understanding of approaches to business management, human resource management, accounting and general business compliance by holding:
- Diploma or higher in business management, business administration or a related discipline; or
  - Admission as a Member (or higher) of the Australian Institute of Company Directors (AICD) or the Institute of Managers and Leaders (IML)
- Management Exper:**
- Minimum three years' experience as Chief Executive Officer, Managing director, division head or proprietor of a registered higher education or vocational training and training provider.
- Fit & Proper Person:**
- Have not been listed by ASIC as a banned director at any time in the past seven years; and
  - Have not been a Director of, or manager<sup>[2]</sup> of, a company placed into administration or liquidation in the past seven years; and
  - Have not been convicted of fraud in the past seven years; and
  - Have not been a Director of, or manager<sup>[3]</sup> of, a provider that ASQA, TEQSA (or another jurisdiction) has cancelled the registration of in the past seven years; and
  - Must be an Australian resident or citizen.
- CPD Obligation:**  
[UPON ADMISSION]
- Participating in continuing professional development activities equating to at least fifteen to twenty hours per year on matters relating to management of an RTO.
- Endorsements:**
- Letter of support from two colleagues at Chief Executive Officer, Managing Director level and/or CEM attesting to their professionalism and demonstrated competency as a manager.

[2] [3] Includes 'shadow directors'. For a complete list contact ITECA.

## Frequently Asked Questions

### Seeking Admission To College Membership

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Admission to the [ITECA College of Vocational Education & Training Professionals](#) provides a pathway to recognise individual professionals that have a strong commitment to quality and compliance within the VET sector. Memberships isn't for everyone as you'll need to be able to demonstrate clearly – and verifiably – you've met the eligibility criteria for membership.

#### Who should seek a credential?

Individuals who are established assessors and trainers able to demonstrate their competency and professionalism within the vocational education and training sector are eligible to apply for the CEP credential. Managers of RTOs who have a reputation for managing affairs sustainably and in a competent manner are eligible to apply for the CEM credential. The CEP and CEM credentials are available to individuals from both the independent tertiary education systems and the public TAFE system.

#### What do you need to seek a credential?

The primary requirement is a demonstrated ongoing commitment to professionalism and quality. You'll need to be able to provide documentation that you meet the criteria for the CEP or CEM credential. Further, you'll require two written referee statements from peers.

#### How long does it take to be awarded a credential?

Assuming an application for a CEP or CEM credential is complete and all of the supporting documentation has been provided, an application is typically processed within two weeks. It may take longer if there is a need to seek further information or to validate the information provided.

#### What are the ongoing requirements?

Once admitted you'll need to continue working as a trainer and assessor or manager and also meet the ongoing continuing professional development requirements associated with the qualification that you hold.

Take the next step of your career in the VET sector by applying for admission to the [ITECA College of Vocational Education & Training Professionals](#). It's what sets you apart from others in the field and is a clear demonstration of your commitment to quality and compliance.

## Introducing The Independent Tertiary Education Council Aust.

The Independent Tertiary Education Council Australia (ITECA) is the peak umbrella organisation bringing together independent providers in the higher education, vocational education and training sectors. Individually and collectively these providers share a commitment to providing students and their employers with the quality outcomes they are looking for.

The [ITECA Higher Education Network](#) brings together more than one-half of the independent providers in the higher education sector.

The [ITECA Vocational Education and Training Network](#) provides the membership vehicle for independent providers that deliver training to around two-thirds of all students undertaking vocational education and training in Australia.

Through the [ITECA College of Vocational Education & Training Professionals](#), individuals also have the opportunity to affiliate themselves with ITECA and the collective commitment to excellence.

Through ITECA the independent tertiary education system has a strong advocate that has a proven track-record of achieving legislative reform. ITECA's members identify the changes to funding and compliance models that ensure quality outcomes can be delivered while the same time freeing providers from an unnecessary regulatory burden. ACPET's policy team in Canberra take an evidence-based approach to policy advocacy to press the case for reform with their established contacts at a parliamentary and departmental level.

Australia's independent tertiary education system has a strong track record of providing the educational outcomes and skills required by Australia's changing economy. The *ITECA State Of The Sector Report* published each year pulls together data from a range of government and non-government sources to showcase the success of the independent tertiary education system.

ITECA members come together under a number of sector interest groups (e.g. construction, healthcare, manufacturing and tourism) in order to build and awareness and share information about the issues facing the industry sectors in which they educate, train and reskill the workforce. These sector interest groups provide a powerful networking tool for these employed by members of the [ITECA Higher Education Network](#) and [ITECA Vocational Education and Training Network](#).

For more information on ITECA visit the website:

[www.iteca.edu.au](http://www.iteca.edu.au)



ITECA WAS PREVIOUSLY KNOWN AS



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