



Pre-Accredited  
QUALITY FRAMEWORK



## PRE-ACCREDITED QUALITY FRAMEWORK GLOSSARY



Adult, Community and  
Further Education



## GLOSSARY

### **ACFE Board**

Adult, Community and Further Education Board

### **AVETMISS**

Australian Vocational Education and Training  
Management Information Statistical Standard

### **DEEWR**

Department of Education Employment and Workplace  
Relations

### **JSA**

Job Services Australia

### **PQF**

Pre-accredited Quality Framework

### **SCH**

Student Contact Hours

### **A-frame**

A resource for planning and documenting educational practices. It provides a curriculum model for the development and delivery of pre-accredited programs and includes practical tools for planning and documenting learning programs to ensure that pre-accredited courses are of a consistent quality across the state.

### **Audit**

The audit process is primarily designed to assess the quality of the processes within the PQF and does not focus on the content or delivery of pre-accredited courses. It serves to ensure that the PQF is being applied in a valid and effective manner across the sector.

### **Continuous improvement**

A systematic process to ensure that operations and activities are regularly reviewed and improved using a cycle of planning, implementing, evaluating and redesigning.

### **Course**

An individual learning event made up of a sequence of learning activities.

### **Employability skills**

Non-technical skills (also called 'generic skills' or 'soft skills') that employers say they are looking for in their employees. Research done with employers indicates that while they want employees with good technical skills, they also need them to be able to communicate effectively, work with others, solve problems, take initiative and continue learning in the workplace.

### **External moderator**

A teacher or program planner from outside your own organisation.

### **Pathways**

Learner pathways, including employment and further study, and the support mechanisms in place to help learners move on from pre-accredited courses.

### **External pathways**

Learner pathways from a pre-accredited course to either an accredited course at another organisation or to employment.

### **Internal pathways**

Learner pathways, within an organisation, either from one sequenced pre-accredited course to another or from a pre-accredited program to accredited training.

### **Moderation**

Involves teachers and/or program planners presenting, analysing, discussing and documenting adjustments to the content and delivery of their pre-accredited courses.

### **Pre-accredited programs**

Modular learning opportunities that provide re-engagement with learning and skill development. They can focus on foundation or vocational skills and are customised to meet the needs of the learner or learner group but don't have formal assessment or a credential awarded. For details of the types of courses approved for funding see the ACFE Board Purchasing Guide.

### **Program**

An organisation's range of pre-accredited courses offered.

### **Program planner**

A staff member who is responsible for the overall planning of pre-accredited course delivery.

### **Quality Indicators**

Standards that reflect agreed perceptions of best practice in adult learning. They are used to assess aspects of the design, delivery and outcomes of pre-accredited courses.

### **Reflective teaching**

Looking at what you do in the classroom, thinking about why you do it and thinking about whether or not it works. It is a process of self-observation and self-evaluation.

### **Teacher**

Also known as tutor, trainer or Learn Local practitioner.

### **Verification**

A process that involves Learn Local organisation self-assessment and ACFE Board verification. The purpose of verifying pre-accredited delivery is to ensure that the ACFE Board purchases pre-accredited programs of a high and comparable quality, regardless of where they are delivered.

## **Acknowledgements**

Thank you to all the Learn Local organisations and regional office staff who provided support, advice and feedback to assist with the development of this section of the Pre-accredited Quality Framework kit.

This resource has been developed by the CAE in partnership with Coonara Community House and on behalf of the ACFE Board.

ISBN 978-0-7594-0722-0

Published by the ACFE Board 2013

Also published on [www.education.vic.gov.au/training/providers/learnlocal](http://www.education.vic.gov.au/training/providers/learnlocal)

© Copyright State Government of Victoria 2013

Copyright is owned by the State Government of Victoria. This publication may be freely used, distributed and copied in original form and for educational purposes only. It is not for commercial use or sale. Permission for any other use must be sought from:

Executive Director  
Pathways and Participation Division  
Higher Education and Skills Group  
Department of Education and Early Childhood Development  
L3, 2 Treasury Place, East Melbourne, Victoria 3002  
GPO Box 266 Melbourne, Victoria 3001



Adult, Community and  
Further Education

