

**Senate Committee: Education and Employment**

**QUESTION ON NOTICE  
Additional Estimates 2015 - 2016**

**Outcome: Agency: ASQA**

**Department of Education and Training Question No. SQ16-000648**

Senator Ludwig, Joe provided in writing

***ASQA: Documents provided to minister***

**Question**

1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.
2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
3. How are they transmitted to the office?
4. What mode of delivery is used (hardcopy, email) for those documents?
5. What level officer are they provided to in the minister's office?

**Answer**

The Australian Skills Quality Authority (ASQA) has provided the following response.

1. ASQA provides regular regulatory briefings to the Minister's office.
2. The regulatory briefings are provided on a quarterly basis to the Minister's office and cover:
  - ASQA's Regulatory Activity
  - Complaints Handling / Risk Analysis, and
  - VET Regulatory Reform

The purpose of the briefing is to provide the Minister with an overview of the Authority's regulatory activity and meet requirements emanating from the *Standards for VET Regulators 2015* (complaints handling) and the Cabinet decision to approve funding for ASQA's VET Regulatory Reform projects.

The briefing is for "noting" by the Minister.

3. The briefing is transmitted to the Ministers office via the *Parliamentary Document Management System (PDMS)*.
4. Briefings submitted via PDMS are electronic.
5. In the first instance the briefing would be provided to the Departmental Liaison Officer in the Minister's office.