

Your RTO Name

Forms and Tools

Please note that this sample is based on compliance with the NVR Standards for Registered Training Organisations. There are other versions available applicable to the AQTF, VROA Guidelines, CRICOS, etc. Just let us know what your intended operating context is.

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- National Centre for Vocational Education and Research
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Version Control

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Summary of Changes

Date	Change
25 th Feb 2008	Initial draft – Version 0.1 – 0.8
20 th Oct 2008	Final version – Version 1.0
21 st Jul 2009	Partial revision – Version 1.1
30 th Nov 2009	Partial revision – Version 1.2
15 th Jan 2010	Full revision (AQTF 2010) – Version 2
28 th May 2010	Partial revision – Version 2.1
14 th Sep 2010	Full revision Version 3.0 – Forms and Tools were separated from parent document due to size and to provide better access to tools.
6 th July 2011	Full revision (VET Quality Framework) – Version 4

Introduction

At Your RTO Name we are committed to enabling our clients to develop industry best practice skills and knowledge. An important enabling factor for our organisation in this pursuit is the provision of high quality training and assessment programs designed to meet the needs of our clients and industry.

National compliance requirements dictate that we apply a systematic approach to the delivery of training and assessment services. Each of our training programs is designed to complement a learner's existing skills and experience and provide diverse learning opportunities that meet the needs of the individual. At Your RTO Name we are committed to providing opportunities for clients to pursue continuing professional development that is industry relevant, of high quality, and leads to nationally recognised qualifications and outcomes.

The policies, procedures and tools outlined within this manual assist in the efficient management and administration of our operations. Your RTO Name representatives must be familiar with and comply with the policies and procedures at all times in order to maintain the standards required to deliver quality training and assessment.

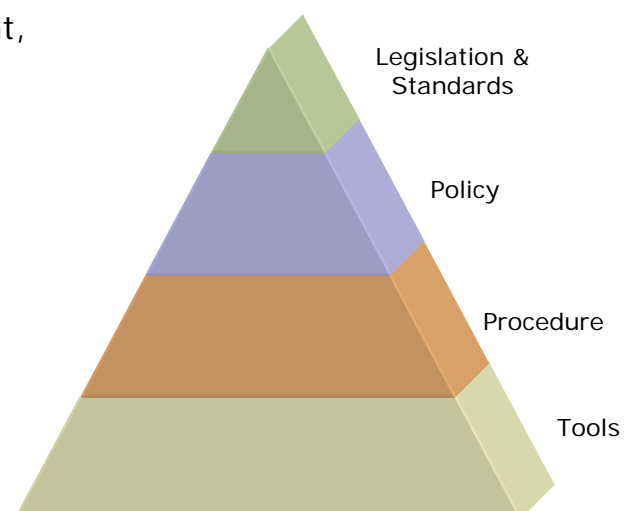
Policy Structure

To achieve our goals, Your RTO Name has adopted a structured approach to policy framework that recognises the relationship between legislation, standards, policy, procedures and tools.

Legislation

Legislation includes Acts of Parliament, both Commonwealth and State, including requirements relating to:

- Occupational health and safety;
- Anti-discrimination;
- Privacy;
- Workplace relations;
- Vocational education;
- Child protection; and
- Copyright.



Standards

Standards provide the basis for comparison to best practice. They guide our organisation in the structure and standardisation of operations and ensure consistency in the outcomes we achieve with external agencies. Standards applicable to Your RTO Name operations including the VET Quality Framework which is a statutory requirement for registration as an RTO

The VET Quality Framework comprises the following standards and requirements:

- Standards for NVR Registered Training Organisations,
- Australian Qualifications Framework,
- Fit and Proper Person Requirements,
- Financial Viability Risk Assessment Requirements, and
- Data Provision Requirements.

Policy

Policy is the first level of guidance which is internally developed. Policy is influenced by legislation and standards and reflects the unique organisational requirements of Your RTO Name. Policies provide the philosophical foundation for decisions that reflect our operational intent. At Your RTO Name we are committed to the continuous improvement of policy which is contemporary and reflects our desire to deliver high quality training and assessment services.

Procedure

Procedures outline the actions that must occur to comply with the intent of each policy. Your RTO Name procedures have been developed to provide the basis for the consistent performance of services and internal processes which lead to quality outcomes and procedural integrity.

Tools

Tools support the implementation of our policies and procedures. Tools include forms, spreadsheets and other records which assist us to internally manage information and transactions and provide the apparatus for compliance.

SAMPLE

Section One - RTO Management

SAMPLE

1.4.1 - Management Meeting Tools

1.4.1.1 - Management Meeting Agenda

Meeting scheduled for: 9:30am, Wednesday XX November 2010

1. Open the meeting
2. Welcome and apologies
3. Review minutes from previous meeting
4. Review any new notices or communications received
5. Report / Review training / assessment delivery issues
6. Report / Review administration issues
7. Report / Review compliance issues
8. Report / Review continuous improvement actions
9. Report / Review business development actions
10. Report / Review any complaints or appeals
11. Report / Review safety issues
12. Attend to any other business
13. Nominate the next meeting
14. Close the meeting