Compliance Plan

Staff Management System (Performance Plus)

Staff Training Matrix

Resume

Fit and Proper Person

Police and Children Checks

Oualifications sited

Professional Development Plan

Governance, access to:

- Policies
- Procedures
- Registers
- Complaints
- Government Acts
- Service Agreement Notices
- Management Decisions (Meetings)

Training and Assessment, access to:

- Training and Assessment Strategy (TAS) with access to the Unit of Competence
- Unit Assessment Matrix
- Answers
- Moderation judgements
- Student Evaluations
- Resulting Internal
- Validation of Units trained and assessed with benchmarking

Industry consultation



Compliance

ASQA (Registering Body)

Training Tracker (Student Training & Assessment System)

Student access to:

- Recognition
- Online
- Assignment
- Third Party Report with Benchmarking
- Skills Sheets with Benchmarking
- Assessment Cover Sheets
- Real Time Results



VETTRAK (Student Management System)

Enrolment Procedure (Web Based)

- VETEnrol WebBased Third Party Software that update AVETMISS requirements with a web portal
- RTO Policy Acknowledgement
- AAC sign up of trainee/apprentice
- DELTA details off portal
- VSN Upload/Download monthly
- USI generation as required
- Pre Training Review
- Fee Generation

Reports

- Class Attendance
- Online Induction Letter
- Signed Agreed Training Plan
- Workplace Contact Record (Withdrawal from Work Duties)
- Third Party Reports
- Workplace Competency Completion

Resulting External

Uploading NATs to SVTS monthly Victoria



Reporting **Continuous Improvement**

Students

Statement generation (Printer)

Certificate generation (Printer)

External

Competency Completions

Student Survey

Employer Survey

Internal

Enrolment Completion Survey

Unit Completion Survey

Staff Survey



Compliance

ASQA (Registering Body)



Compliance

Skills Victoria (Contracting Body) Skills NSW (Contracting Body)



Compliance

ASQA (Registering Body)

Skills Victoria (Contracting Body) Skills NSW (Contracting Body)

