Compliance Plan

Staff Management System

A:\RTO\Human Resources

Staff Training Matrix
Resume
Fit and Proper Person
Police and Children Checks
Qualifications 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

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
- Fee Payment

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
Uploading data to STS monthly NSW
Uploading data to TAMS monthly WA

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

ASQA (Registering Body)

Compliance

Skills Victoria (Contracting Body)
Skills NSW (Contracting Body)
Jobs & Skills WA (Contracting Body)

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