

POLICY: QUALITY ASSURANCE

POLICY NUMBER:	EIT02	VERSION:	1.0
DATE ADOPTED:	1 September 2015	DATE LAST REVIEWED:	
DATE OF NEXT REVIEW:	1 September 2018	REVIEW FREQUENCY:	Three years
AUTHORISED BY:	Academic Board	REVIEWED BY:	E-learning Manager
POLICY OWNER	E-Learning Manager		
RESPONSIBLE FOR REVIEW:	CEO, E-Learning Manager, Accreditation Manager		
REVIEW PROCESS:	CEO, E-Learning Manager, Accreditation Manager, E-Learning Coordinators		
DOCUMENT MANAGEMENT:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
COMMUNICATION	<p>All relevant staff will be automatically notified by email when the reviewed policy has been authorized.</p> <p>Staff will also be notified in the fortnightly team meetings and in the E-Learning team meetings. All meetings will be minuted.</p>		
Policy context: This policy relates to:			
STANDARDS FOR RTOs 2015	Standard 2 – Clauses 2.1 -2.4		
LEGISLATION OR OTHER REQUIREMENTS	<ul style="list-style-type: none"> National Vocational Education and Training Regulator Act 2011 VET Quality Framework 		
OTHER POLICIES	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures</i></p>		
FORMS AND OTHER DOCUMENTS	<ul style="list-style-type: none"> Moderation and validation meeting minutes, reports, outcomes etc Client, employer and trainer & assessor feedback <ul style="list-style-type: none"> PowerPro, Survey Monkey, Moodle, Instructor/Assessor Feedback Forms, Progress Questionnaires EIT Course Review Implementation Plan <ul style="list-style-type: none"> PowerPro, Survey Monkey, Moodle, Instructor/Assessor 		

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	Feedback Forms, Progress Questionnaires
DEFINITIONS	Refer to EIT Glossary of Terms <i>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i>
EVIDENCE	See Internal EIT folders for locations of the above “Forms and Other Documents”

Policy Information:

POLICY	EIT’s operations are quality assured.
SCOPE	This policy applies to all Staff
PROCEDURES	<p>EIT will achieve this policy by</p> <ul style="list-style-type: none"> • Ensuring we comply with the Standards for RTOs at all times; • Systematically monitoring our training and assessment strategies and practices; • Systematically evaluating and using the outcomes of the evaluations to continually improve EIT’s training and assessment strategies and practices; • Systematically monitoring independent third parties who are delivering services on EIT’s behalf to ensure: <ul style="list-style-type: none"> ○ any services provided on EIT’s behalf by a third party are covered in a written contract; and ○ services delivered are compliant with the Standards for RTOs at all times.
PROCESS	

END OF DOCUMENT