# Quality Assurance Policy

## Policy Context
This policy relates to:

<table>
<thead>
<tr>
<th>Standards for RTOs 2015</th>
<th>Standard 2 – Clauses 2.1 -2.4</th>
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</table>
| Legislation or Other Requirements | • National Vocational Education and Training Regulator Act 2011  
• VET Quality Framework |
| Other Policies | All EIT Overarching and Supplementary Policies  
Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures |
| Forms and Other Documents | • Validation meeting minutes, reports, outcomes etc  
• Client, employer and trainer & assessor feedback  
  o Student Management System, Survey Monkey, Moodle, Instructor/Assessor Feedback Forms, Progress Questionnaires  
• Training and Assessment Strategies (TAS) |
| Definitions | Refer to EIT Glossary of Terms  
W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures |

## Policy Number
EIT02

## Version
2.0

## Date Adopted
26 September 2017

## Date Last Reviewed
20 June 2017

## Date of Next Review
20 June 2020

## Review Frequency
Three years

## Authorised By
Academic Board

## Reviewed By
CEO, College Manager, Accreditation & Compliance Manager

## Policy Owner
College Manager

## Document Management
W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures

## Communication
All relevant staff will be automatically notified by email when the reviewed policy has been authorized. Staff will also be notified in regular team meetings. All meetings will be minuted.
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 VET Staff |
| PROCEDURES | EIT will achieve this policy by |
  | • 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: |
  |   o any services provided on EIT’s behalf by a third party are covered in a written contract; and |
  |   o services delivered are compliant with the Standards for RTOs at all times. |

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