

### POLICY: QUALITY ASSURANCE

|  |  |                            |  |
|--|--|----------------------------|--|
| <b>POLICY NUMBER:</b>                          | EIT02  | <b>VERSION:</b>            | 3.0  |
| <b>DATE ADOPTED:</b>                           | 7 December 2020  | <b>DATE LAST REVIEWED:</b> | 21 July 2020   |
| <b>DATE OF NEXT REVIEW:</b>                    | 21 July 2023   | <b>REVIEW FREQUENCY:</b>   | Three years  |
| <b>AUTHORISED BY:</b>                          | Academic Board   | <b>REVIEWED BY:</b>        | CEO, VET College<br>Manager, Accreditation<br>& Compliance Manager |
| <b>POLICY OWNER</b>                            | VET College Manager  |                            |  |
| <b>DOCUMENT MANAGEMENT:</b>                    | W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures   |                            |  |
| <b>COMMUNICATION</b>                           | <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 regular team meetings. All meetings will be minuted.</p>   |                            |  |
| <b>Policy context:</b> This policy relates to: |  |                            |  |
| <b>STANDARDS FOR RTOS 2015</b>                 | Standard 2 – Clauses 2.1 -2.4  |                            |  |
| <b>LEGISLATION OR OTHER REQUIREMENTS</b>       | <ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• VET Quality Framework</li> </ul>   |                            |  |
| <b>OTHER POLICIES</b>                          | <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>  |                            |  |
| <b>FORMS AND OTHER DOCUMENTS</b>               | <ul style="list-style-type: none"> <li>• Validation meeting minutes, reports, outcomes etc</li> <li>• Client, employer and trainer &amp; assessor feedback <ul style="list-style-type: none"> <li>○ Student Management System, Survey Monkey, Moodle, Instructor/Assessor Feedback Forms, Progress Questionnaires</li> </ul> </li> <li>• Training and Assessment Strategies (TAS)</li> </ul> |                            |  |
| <b>DEFINITIONS</b>                             | <p>Refer to EIT Glossary of Terms</p> <p><i>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i></p>   |                            |  |



## QUALITY ASSURANCE POLICY

|                 |   |
|-----------------|---|
| <b>EVIDENCE</b> | See Internal EIT folders for locations of the above “Forms and Other Documents” |
|-----------------|---|

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

**END OF DOCUMENT**