

QUALITY ASSURANCE POLICY

POLICY NUMBER:	EIT02	VERSION:	4.0
DATE ADOPTED:	7 December 2020	DATE LAST REVIEWED:	16 March 2022
THREE YEARS	16 March 2025	REVIEW FREQUENCY:	3 years
AUTHORISED BY:	Academic Board	REVIEWED BY:	VET College Manager, Accreditation & Compliance Manager
POLICY OWNER	VET College Manager		
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 authorised.</p> <p>Staff will also be notified in regular 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 (link to ASQA's outline of the Framework).
OTHER POLICIES	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found at https://www.eit.edu.au/about/policies-procedures/</i></p>
FORMS AND OTHER DOCUMENTS	<ul style="list-style-type: none"> • Validation meeting minutes, reports, outcomes etc • Client, employer and trainer & assessor feedback <ul style="list-style-type: none"> ○ Student Management System, Survey Monkey, Moodle, Instructor/Assessor Feedback Forms, Progress Questionnaires • Training and Assessment Strategies (TAS)
DEFINITIONS	Refer to EIT Glossary of Terms - https://www.eit.edu.au/about/policies-procedures/
EVIDENCE	See Internal EIT folders for locations of the above "Forms and Other Documents".

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Policy Information:

POLICY	EIT's operations are quality assured.
SCOPE	This policy applies to all VET staff
PRINCIPLES	<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.

END OF DOCUMENT
