

## Smart and Skilled Resource Kit 2017: Contents

**Note: Providers should not replace their existing Policies and Procedure with the ones in this Kit; rather, it is recommended existing policies are checked against the Smart and Skilled Policies listed below. However, if no Policy exists then the RTO2Go.com Policy should be adopted.**

Documents	Summary	Section of S&S Operating Guidelines	Contents	Related Forms in Kit
Step by Step Management Checklist	This document has been developed to act as an easy step by step guide to the implementation of the Smart and Skilled contractual requirements. It references the Smart and Skilled Operating Guidelines and provides links to websites and the Policies and Procedures and Checklists included in this Resource Kit.	All	<ul style="list-style-type: none"> <li>Section in Guidelines</li> <li>Contractual Requirements</li> <li>Related Documents</li> <li>Completion</li> </ul>	
Access and Equity Policy	This has been included in the kit to meet the S&S requirements to ensure all Prospective Students have the opportunity to enroll and undertake learning opportunities and outcomes in an environment free from discrimination and harassment. (Clause 2. Access to Training, 2.3 Compliance with Disability Standards and 2.4 Training to Meet Student Needs and Requests, S&S Operating Guidelines).	Section 2. Access to Training 2.3 Compliance with Disability Standards 2.4 Training to Meet Student Needs	<ul style="list-style-type: none"> <li>Policy</li> <li>Procedure</li> <li>Evidence</li> <li>References</li> </ul>	
Child Protection Policy	This Policy has been developed to meet It lists the requirements with regard to child protection screening and mandatory reporting in NSW.	Section 2.1: Report Wellbeing of under 18 year olds 2.2: Child-related Screening in the S&S Operating Guidelines.	<ul style="list-style-type: none"> <li>Policy</li> <li>Procedure</li> <li>Relevant legislation</li> <li>Evidence</li> <li>References</li> </ul>	
Consumer Protection Policy	This document meets the requirement of having a Consumer Protection Strategy It includes a Code of Practice which outlines Student Rights and Responsibilities and Provider Responsibilities.	Section 3: Consumer Protection Smart and Skilled Consumer Protection Strategy	<ul style="list-style-type: none"> <li>Policy</li> <li>Strategy</li> <li>VET Student Loans Program</li> <li>Evidence</li> <li>References</li> </ul>	

Documents	Summary	Section of S&S Operating Guidelines	Contents	Related Forms in Kit
Student Fee and Refund Policy	Smart and Skilled has specific requirements with regard to fees and refunds in specific contexts. This document has been written to cover all the necessary information regarding fees and refunds and can be used in conjunction with your existing Fee and Refund Policy or as a stand- alone document.	Section 4: Fee Information Smart and Skilled Fee Administration Policy	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Procedure</li> <li>• Withdrawal of students</li> <li>• Withdrawal after the Cut- Off Date with Penalty</li> <li>• Extenuating Circumstances</li> </ul>	
Industry Engagement Policy	This Policy has been written to meet the contractual requirements of Smart and Skilled and NVR Standards for RTOs 2015.	Section 12: Industry Engagement	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Strategy</li> <li>• VET Student Loans Program</li> <li>• Evidence</li> <li>• Related Forms</li> <li>• References</li> </ul>	<ul style="list-style-type: none"> <li>• Record of Industry Engagement</li> <li>• Industry Feedback Form</li> </ul>
Notification of Enrolment Policy	<p>This document takes you step by step through the enrolment process from pre-enrolment requirements to obtaining a Commitment ID.</p> <p>It includes the forms the students must sign and an Eligibility Checklist which can be filed for evidence of eligibility for individual students.</p>	Section 6: Notification of Enrolment	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Procedure</li> <li>• Determining Eligibility</li> <li>• Prospective Student Declaration</li> <li>• Consent to Use and Disclose Personal Information</li> <li>• Proof Of Student Eligibility Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• Proof Student Eligibility Checklist</li> <li>• Prospective Student Declaration</li> <li>• Consent to Use and Disclose Personal Information</li> </ul> <p>(all forms above included in the Policy)</p> <ul style="list-style-type: none"> <li>• Enrolment Process Guide</li> </ul>

Documents	Summary	Section of S&S Operating Guidelines	Contents	Related Forms in Kit
Marketing Strategy	Smart and Skilled requires a Marketing Strategy to be developed specifically for the program. It is possible to refer to your existing Strategy or Policy, however, this two page document gives options regarding how you might conduct your marketing and ensures you have the required evidence for compliance.	Section 1: Marketing and Information on Smart and Skilled	<ul style="list-style-type: none"> <li>Marketing Information</li> <li>Marketing Goal</li> <li>Target groups</li> <li>Enrolment Targets 2015</li> <li>Marketing Strategies</li> <li>Staffing</li> <li>Review</li> </ul>	
Professional Development Policy	This Policy outlines the additional requirements of Smart and Skilled over and above your existing Professional Development Policy as identified in the STS Smart and Skilled Teaching and Leadership Policy. It can be added to your existing Policy or used as a standalone document. It includes a sample Professional development Plan	<p>Section 16: Professional Development and Continuous Improvement</p> <p>Smart and Skilled Teaching and Leadership Policy</p>	<ul style="list-style-type: none"> <li>Policy</li> <li>Procedure</li> <li>Evidence</li> <li>References</li> </ul>	<ul style="list-style-type: none"> <li>Professional Development Plan (included in Policy)</li> </ul>
Recognition Policy	This Kit includes a RPL Policy and Procedure, an Initial RPL Application Form and an Initial Credit Transfer Application Form. It has been designed to meet the requirements of the AQF, the NSW Smart and Skilled Quality Framework and the NSW Recognition Framework. It clearly defines RPL and Credit Transfer and describes the steps in assessing applications.	<ul style="list-style-type: none"> <li>Section 6: Credit Transfer and RPL</li> <li>NSW Recognition Framework</li> </ul>	<ul style="list-style-type: none"> <li>Policy</li> <li>Procedure</li> <li>Evidence</li> <li>Related Forms</li> <li>References</li> </ul>	<ul style="list-style-type: none"> <li>Credit Transfer Application from</li> <li>RPL Application Form</li> </ul>
Subcontracting and Broker Arrangements Policy	This Policy has been written to meet the contractual requirements of Smart and Skilled and NVR Standards for RTOs 2015.	<p>Section 21: Subcontracting and Brokering</p> <p>Smart and Skilled Subcontracting and Broking Arrangements Approval Policy</p>	<ul style="list-style-type: none"> <li>Policy</li> <li>Procedure</li> <li>Evidence</li> <li>Related Forms</li> <li>References</li> </ul>	<ul style="list-style-type: none"> <li>Third Party Monitoring Schedule and Checklist</li> </ul>

Documents	Summary	Section of S&S Operating Guidelines	Contents	Related Forms in Kit
USI Policy and Procedure	This document outlines the steps used in obtaining and using the USI. It also includes the Privacy Form that students must sign if the RTO is to apply on their behalf for a USI.	Section 5: Pre-enrolment Information	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Procedure</li> <li>• Privacy Form</li> <li>• Evidence</li> <li>• References</li> </ul>	
Validation and Contextualization Policy	This Policy has been written to meet the contractual requirements of Smart and Skilled and NVR Standards for RTOs 2015.	<ul style="list-style-type: none"> <li>• Section 14: Training and Assessment requirements and Validation</li> </ul>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Procedure</li> <li>• Privacy Form</li> <li>• Evidence</li> <li>• References</li> </ul>	<ul style="list-style-type: none"> <li>• Record of Assessment Outcomes</li> </ul> <p>*see below for explanation of use</p>
Student Information	Smart and Skilled has very specific requirements of what information must be provided to students. These requirements are wide ranging and refer to different sections of the Contract and Guidelines. This document has brought all the required information into one easy to upload document. It is written for the student and ensures evidence of compliance. As it includes information that required on your website is recommended it is uploaded for students to access online.	<ul style="list-style-type: none"> <li>• Section 1 Marketing and Information on Smart and Skilled</li> <li>• Section 5: Information Pre-enrolment</li> </ul>	<ul style="list-style-type: none"> <li>• Smart and Skilled Notification of Enrolment</li> <li>• Proof of Eligibility</li> <li>• Fee and Refunds</li> <li>• Recognition: RPL and Credit Transfer</li> <li>• Smart and Skills Consumer Protection Policy</li> <li>• Customer Protection Strategy</li> <li>• Smart and Skilled: Student Rights and Responsibilities</li> <li>• Subcontractor Arrangements</li> <li>• Reasonable Adjustment</li> <li>• Student Support</li> <li>• Deferral or Withdrawal from training</li> <li>• Unique Student Identifier</li> <li>• Protection of students privacy</li> <li>• Access to records</li> </ul>	

Documents	Summary	Section of S&S Operating Guidelines	Contents	Related Forms in Kit
Training Plan	It is a Smart and Skilled Requirement that Training Plans are developed for each Enrolled Student. This table includes all the Smart and Skilled requirements of a Training Plan. It can be used at the individual student level or at a group/class level and when completed it will contain all necessary evidence for compliance. (not required for Trainees)	<ul style="list-style-type: none"> <li>Section 13: Training Plan</li> </ul>	<ul style="list-style-type: none"> <li>Address</li> <li>Phone</li> <li>Email</li> <li>Qualification Name and Code</li> <li>Course start date</li> <li>Days delivered per week</li> <li>Student Name</li> <li>Disadvantaged (A/D/U)</li> <li>RPL/CT granted</li> <li>Specify if CT or RPL and which units</li> <li>Units</li> <li>Name and code</li> <li>Start date</li> <li>Finish date</li> <li>Scheduled hours</li> <li>Delivery mode</li> <li>Name of Trainer and Assessor</li> <li>Customisation</li> <li>Reasonable adjustment</li> <li>Support services</li> <li>Student signature</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
*Record of Assessment Outcomes	This document serves as an example of how to record assessment results at the unit level to meet the specification included in the Guidelines.	<ul style="list-style-type: none"> <li>Section 14: Training and Assessment requirements and Validation</li> </ul>		