

Policies Mapped to Standards

Quality Area 1: Training and Assessment

Standards	Policies	Forms	Supporting Documents
Standard 1.1	Training and Assessment Policy: Training Delivery	✓ Continuous Improvement Register	
Standard 1.1	Training and Assessment Policy: Student Engagement	✓ Continuous Improvement Register	
Standard 1.2	Training and Assessment Policy: Student Engagement	✓ Industry Engagement Register ✓ Industry Feedback Form	
Standard 1.3	Training and Assessment Policy: Assessment	✓ Record of Assessment Outcome	
Standard 1.4			
Standard 1.5	Validation Policy	✓ Validation Plan ✓ Validation Checklist	
Standard 1.6	Recognition Policy: RPL	✓ RPL Application Form	
Standard 1.7	Recognition Policy: Credit Transfer	✓ CT Application Form	
Standard 1.8	Training and Assessment Policy: Facilities, Resources and Equipment	✓ Venue Checklist ✓ Resource List	

Quality Area 2: VET Student Support

Standards	Policies	Forms	Supporting Documents
Standard 2.1	Student Information Policy: Marketing and Pre-enrolment Information	Pre-enrolment Checklist	
Standard 2.2	Student Support Policy: Program Suitability	Student Support Plan	
Standard 2.3	Student Support Policy: Training Support	Student Support Plan	
Standard 2.4	Student Support Policy: Support for Students with a Disability	Student Support Plan	

Standards	Policies	Forms	Supporting Documents
Standard 2.5	Student Support Policy: Diversity and Inclusion	Student Support Plan	
Standard 2.6	Student Support Policy: Student Wellbeing	Student Support Plan	
Standard 2.7	Feedback Complaints and Appeals Policy	Complaints and Appeals Form Complaints Register	
Standard 2.8	Feedback Complaints and Appeals Policy	Complaints and Appeals Form	

Quality Area 2: VET Workforce

Standards	Policies	Forms	Supporting Documents
Standard 3.1	VET Workforce Policy: VET Workforce Management	Staff Induction Checklist Annual Staff Performance Review & Professional Development Plan	Sample CEO Position Description Sample Compliance Manager Position Description
Standard 3.2 and 3.3	VET Workforce Policy: VET Workforce Management: Trainer and Assessor Credentials	Sample Staff Matrix Annual Staff Performance Review & Professional Development Plans Trainer Assessor Observation Checklist Industry Expert Credentials	Industry Expert guide

Quality Area 4: Governance

Standard	Policies	Forms	Supporting Documents
Standard 4.1	Leadership and Accountability Policy: Fit and Proper Persons Leadership and Accountability Policy: Ethical Practice		
Standard 4.2	Leadership and Accountability Policy: Roles and Responsibilities		Sample CEO Position description Sample Compliance Manager Position Description Sample Trainer and Assessor Position Description
Standard 4.3	Leadership and Accountability Policy: Risk Management	Hazard Accident Report	Risk Assessment

Standard	Policies	Forms	Supporting Documents
	Leadership and Accountability Policy: Financial Management Leadership and Accountability Policy: Conflict of Interest Child Safety and Wellbeing Policy	Register of Interests	
Standard 4.4	Continuous Improvement Policy	Continuous Improvement Register Management Meeting Template	

Policies Mapped to Compliance Requirements

Information and Transparency

Compliance Requirements	Policies	Forms	Supporting Documents
Information management	Information Management Policy:-Record Keeping Information Management Policy:-Privacy		
Marketing and advertising	Student Information Policy	Pre-enrolment Checklist	

Integrity of Nationally Recognised Training Products

Compliance Requirements	Policies	Forms	Supporting Documents
AQF certification documentation	Information Management Policy: Issuing of Qualifications		
Student identifiers	Information Management Policy: USI Policy		
Nationally Recognised Training logo	Student Information Policy		
Transition of training products	Information Management Policy: Transition of Training Products	Training Package Transition Checklist	Compliance Manager Position Description

Accountability

Compliance Requirements	Policies	Forms	Supporting Documents
Annual declaration on compliance	Leadership and Accountability Policy		CEO Position Description
Notification of material changes	Leadership and Accountability Policy		CEO Position Description
Third party arrangements	Third Party Policy	Third party Monitoring Checklist	
Prepaid fee protection measures	Leadership and Accountability Policy		CEO Position Description
Public liability insurance	Leadership and Accountability Policy		CEO Position Description
Compliance with other requirements	Compliance with other requirements		CEO Position Description