

Policies	Records, Forms and Checklist
Access and Equity Policy	
Anti-Discrimination and Harassment Policy	
Complaints and Appeals Policy	Complaints and Appeals Form
Consumer Protection Policy (Includes VET Fee Help)	
Data Provision Policy	
Equal Opportunity Policy	
Financial Management Policy	
Fit and Proper Persons Policy	
Governance Policy	
Human Resource Policy	Staff Induction Checklist
Industry Engagement Policy	Industry Feedback Form
Insurance Policy	
Learner Support Policy	Learner Needs Support Plan
Marketing Policy	Pre-enrolment Information Checklist
Privacy Policy	
Professional Development Policy	Professional Development Plan
Qualifications Issuance Policy	
Quality Assurance Policy	Sample Annual Planning Calendar Management Meeting Template
Recognition Policy	RPL Application Form Credit Transfer Application Form
Record Keeping Policy	
Staff Induction Policy	
Staff Performance Management Policy	
Third Party Arrangements Policy	Third Party Monitoring Schedule and Checklist
Training and Assessment Policy	Sample Training and Assessment Strategy Sample Staff Matrix Sample Resource List Record of Industry Engagement Record of Assessment Outcome
Transition Policy	Training Package Transition Checklist
USI Policy	
Validation Policy	Assessment Validation Checklist Validation Plan
Work Health and Safety Policy	Venue Checklist Hazard-Accident Report
<b>Supporting Documents</b>	
<ul style="list-style-type: none"> <li>Policy and Document Mapping against NVR Standards for RTO's 2015</li> </ul>	
<ul style="list-style-type: none"> <li>CEO Position Description</li> <li>VET Compliance Manager Position Description</li> <li>Trainer and Assessor Position Description</li> </ul>	<ul style="list-style-type: none"> <li>Finance Officer Position Description</li> <li>Learner Rights and Responsibilities</li> <li>Sample Code of Practice</li> </ul>

**All Documents are fully editable, up to date and can be bought as Individual Documents.**