



VQF Quality Management System CD

Standards for Initial & Continuing Registration

Systems, Policies, Procedures and Forms

Included in our CD you will find:

The VQF Quality Management System - this 150+ page document is the Primary File and comprehensively steps through key sections of the legislative instruments. The primary file then refers (via links) to over 120 policies, procedures, forms, templates, registers. All files are easily customised and were developed in MS Word, Excel, and PowerPoint.

Three associated folders are included:

1. **RTO Policies, Procedures and Forms** which contains all the files which have been referred to within the QMS
2. **Professional Development** which includes a PowerPoint presentation developed for the VET Quality Framework – Legislative Instruments and Risk Management Brief – to be used for professional development. Also a mapping document is provided which maps from AQTF to SNRs.
3. **Audit Toolbox** which includes a word version of a comprehensive internal audit template constructed to the VET Quality Framework. (this is optional and provided at an extra cost)

There are over 120 documents provided in the Initial & Continuing Registration CD.

For those clients preparing for registration, the CD includes additional files to support preparation for Initial registration and also for the operation as a registered training organisation.

Contents of the VQF Quality Management System CD for Initial & Continuing Registration

VQF Quality Management System - Primary File

VQF Self Assessment Audit Toolbox (optional)

Initial and Continuing

Policies and Procedures

- 1 Backup Policy
- 2 CEO Notification Policy
- 3 Code of Practice
- 4 Collection & Analysis Feedback Policy
- 5 Complaints, Concerns & Appeals Policy
- 6 Compliance Legislation Policy
- 7 Continuous Improvement Policy
- 8 Employee Recruitment Procedure
- 9 Equal Opportunity Policy
- 10 Fees, Charges & Refund Policy
- 11 Governance Structure
- 12 Induction Process Procedure
- 13 Internal Audit Policy
- 14 Marketing Policy
- 15 Mutual Recognition Policy
- 16 Occupational Health & Safety Policy
- 17 Plagiarism & Cheating Policy
- 18 Privacy Policy
- 19 Qualifications Issuance Policy
- 20 Risk Management Policy
- 21 RPL Policy
- 22 Staff Development Policy
- 23 Student Records Management Policy
- 24 Transition Arrangement Policy
- 25 Validation & Moderation Policy
- 26 Version Control Policy
- 27 VQF QMS Policy Statement

Forms and Templates

- 1 Agenda Template
- 2 Applicant Interview Questions
- 3 Assessment Plan
- 4 Assessment Record Sheet
- 5 Audit Schedule
- 6 Audit Schedule Planned Memo
- 7 Authority to Release Information
- 8 Authority to Use Information
- 9 Backup Schedule
- 10 Business Plan
- 11 Client Feedback Survey
- 12 Contractors Agreement Register
- 13 Corrective Action Record
- 14 Corrective Action Record - excel
- 15 Corrective Action Register
- 16 Declaration of Confidentiality
- 17 Declaration of Fit & Proper Person
- 18 Document Disposal Register
- 19 Ethical Marketing Permission Register
- 20 Evidence Quality Check
- 21 Feedback Summary
- 22 File Notes
- 23 Financials (excel)
- 24 Fit and Proper Person Register
- 25 Fit & Proper Person Statutory Declaration
- 26 Goals & Priorities (PowerPoint)
- 27 Incident Report Log
- 28 Induction Checklist New Staff
- 29 Induction Process Flowchart
- 30 Initial Consultation with Industry
- 31 Legislation Update Register
- 32 Management Review Report
- 33 Mapping Standards NVR to AQTF (PDF)
- 34 Marketing Authorisation
- 35 Marketing Materials Checklist
- 36 Mini Audit Schedule
- 37 Monitoring Checklist
- 38 Mutual Recognition Application
- 39 Mutual Recognition Register
- 40 New Scope Project Plan
- 41 Notice of Complaint Concern
- 42 Notification of Change Letter
- 43 Performance Development Workplan
- 44 Planning Review Schedule
- 45 Position Description Admin Officer
- 46 Position Description Business Development

Forms and Templates

- 47 Position Description Training Manager
- 48 Pre Training Audit
- 49 Pre Training Assessment
- 50 Professional Development Log
- 51 Professional Development VQF (PowerPoint)
- 52 Program Guide MCM40104 - Sample
- 53 Program Resources Checklist
- 54 Progression Survey 6 months
- 55 Provide Network System Administration Mapping
- 56 Qualification Grading Categories
- 57 Qualification on Scope Register
- 58 Qualification Register
- 59 Qualification Template
- 60 Quality Assurance Moderation
- 61 Request for Refund
- 62 Risk Management Assessment Plan (excel)
- 63 Risk Management Audit Report
- 64 RPL Application
- 65 RPL Assessment Register
- 66 Safety Awareness for Students
- 67 Shortlist Report Template
- 68 Staff Feedback Survey
- 69 Staff List
- 70 Staff Records Access
- 71 Staff Leave Request
- 72 Staff Training Development Application
- 73 Statement Attainment Register
- 74 Statement Attainment Template
- 75 Statement of Understanding
- 76 Strategic Plan
- 77 Student Change Details
- 78 Student Enrolment Form
- 79 Student Feedback Survey
- 80 Student Records Access
- 81 Trainer Acknowledgement Letter
- 82 Trainer Audit
- 83 Trainer Entrance Test
- 84 Trainer Skills Matrix
- 85 Trainer Supervision
- 86 Trainer Register
- 87 Training and Assessment Strategy
- 88 Training Plan - Diploma Business Management
- 89 Validation Assessment Evidence C/Sheet
- 90 Validation Assessment Tool
- 91 Validation & Moderation Plan
- 92 Version Control Register

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<http://www.skyneteducation.com.au/vet-quality-framework>

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