



## The 5 VRQA Guidelines - How To Meet Them CD

Systems, Policies, Procedures, Templates  
Included on our CD you will find:

The CD contains a primary file that explains the requirement for each guideline in an easy to follow document, which then refers to specifically developed documents & templates to help you meet compliance.

### *The 5 VRQA Guidelines - How To Meet Them CD*

is here in an 'easy to follow' format – Save your time and money in creating these documents!

The CD has been specifically developed to cover these areas:

1. Governance, Probity and Compliance with Statutory Requirements
2. Quality Assurance, Review and Evaluation Processes
3. Student Enrolment Records and Certification
4. Student Learning Outcomes and Welfare Services
5. Teaching, Learning and Assessment

The materials are provided in word format with more than **160 pages** of information and **30 plus documents** which can be installed on unlimited computers within your RTO including PowerPoint and Excel files. (TAFEs and consultants please refer to specific licensing conditions). There are NO ongoing fees. **\*\* Please review our Terms and Conditions section at bottom of website page - <http://www.skyneteducation.com.au/vrqa-guidelines>**

**There are two associated folders titled:**

1. **RTO Forms Policies and Procedures** which contains all the files (>30 files) which have been referred to within the primary file.
2. **Student Induction** which contains a PowerPoint presentation based on student induction.

### **Forms, Policies and Procedures**

1 Assessment Plan	12 Governance Structure	23 Staff Feedback Survey
2 Assessment Record Sheet	13 Induction Presentation	24 Staff Training Development Application
3 Business Plan	14 Letter of Offer	25 Strategic Plan
4 Client Feedback Survey	15 Management Review Report	26 Student Enrolment Application
5 Code of Practice	16 Notification Template	27 Student Feedback Survey
6 Corrective Action Record	17 Performance Development Workplan	28 Trainer Skills Matrix Template
7 Corrective Action Register	18 Plagiarism Policy and Procedure	29 Validation Assessment Evidence Cover Sheet
8 Declaration of Fit and Proper Person	19 Planning Review Schedule	30 Validation Assessment
9 Delivery and Assessment Strategy Template	20 Professional Development Log	31 Validation Moderation Plan
10 Feedback Summary	21 Quality Assurance Moderation	32 Version Control Register
11 Financials Proforma	22 Safety Awareness for Students	33 Workforce Development Policy

Please read our Terms and Conditions of using our Service & Products provided on our website:  
<http://www.skyneteducation.com.au/vrqa-guidelines>

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**Please Note:** We acknowledge **The Victorian Registration and Qualifications Authority** as the Copyright owner of the VRQA Guidelines. The work is copyright. All rights are reserved. In this document we have referenced the guidelines for ease of mapping to our evidence and associated files.

