



VQF Quality Management System CD Standards for Continuing Registration Systems, Policies, Procedures and Forms

Included in our CD you will find:

The **VQF Quality Management System** - this 80+ 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 100 (120 for initial registration) policies, procedures, forms, templates, registers. All files are easily customised and were developed in MS Word, Excel, 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 100 documents provided in the Continuing Registration CD.

For those clients preparing for registration, the CD includes all documents provided in the Continuing Registration CD plus additional files to support preparation for initial registration as a registered training organisation. The Initial Registration CD contains over 120 documents.

Contents of the VQF Quality Management System CD for Continuing Registration

VQF Quality Management System - Primary File VQF Self Assessment Audit Toolbox (optional)

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 Internal Audit Policy
- 13 Marketing Policy
- 14 Mutual Recognition Policy
- 15 Occupational Health & Safety Policy
- 16 Plagiarism & Cheating Policy
- 17 Privacy Policy
- 18 Qualifications Issuance Policy
- 19 Risk Management Policy
- 20 RPL Policy
- 21 Staff Development Policy
- 22 Student Records Management Policy
- 23 Transition Arrangement Policy
- 24 Validation & Moderation Policy
- 25 Version Control Policy

Forms and Templates

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

Forms and Templates

- 39 Pre Training Audit
- 40 Pre Training Assessment
- 41 Professional Development Log
- 42 Professional Development VQF (PowerPoint)
- 43 Program Guide MCM40104 - Sample
- 44 Program Resources Checklist
- 45 Progression Survey 6 months
- 46 Provide Network System Administration Mapping
- 47 Qualification Grading Categories
- 48 Qualification on Scope Register
- 49 Qualification Register
- 50 Qualification Template
- 51 Quality Assurance Moderation
- 52 Request for Refund
- 53 Risk Management Assessment Plan (excel)
- 54 Risk Management Audit Report
- 55 RPL Application
- 56 RPL Assessment Register
- 57 Safety Awareness for Students
- 58 Staff Feedback Survey
- 59 Staff Records Access
- 60 Staff Leave Request
- 61 Staff Training Development Application
- 62 Statement Attainment Register
- 63 Statement Attainment Template
- 64 Statement of Understanding
- 65 Strategic Plan
- 66 Student Enrolment Form
- 67 Student Feedback Survey
- 68 Student Records Access
- 69 Trainer Skills Matrix
- 70 Trainer Supervision
- 71 Trainer Register
- 72 Training and Assessment Strategy
- 73 Training Plan - Diploma Business Management
- 74 Validation Assessment Evidence C/Sheet
- 75 Validation Assessment Tool
- 76 Validation & Moderation Plan
- 77 Version Control Register

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

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