



Skynets Quality and Compliance Management System CD

Standards for RTOs 2015

Systems, Policies, Procedures and Forms

Included in our CD you will find:

The Skynet Quality & Compliance Management System Primary File: this 100+ page document is the Primary File and comprehensively steps through key sections of the 2015 Standards. The primary file then refers (via links) to over 90 policies, procedures, forms, templates, registers.
All files are easily customised and were developed in MS Word, Excel, PowerPoint.

Contents of Skynets Standards for RTOs 2015 Quality & Compliance Management System CD

Standards for RTOs 2015

Primary File: Skynet Quality & Compliance Management System

Policies and Procedures

- 1 Third Party Monitoring Brief - within primary file C2.4
- 2 Backup Policy
- 3 CEO Notification Policy
- 4 Code of Practice
- 5 Collection & Analysis Feedback Policy
- 6 Complaints, Concerns & Appeals Policy
- 7 Compliance Legislation Policy
- 8 Continuous Improvement Policy
- 9 Employee Recruitment Procedure
- 10 Fees, Charges & Refund Policy
- 11 Internal Audit Policy
- 12 Marketing Policy
- 13 National Recognition Policy
- 14 Plagiarism & Cheating Policy
- 15 Privacy Policy
- 16 Qualifications Issuance Policy
- 17 Risk Management Policy
- 18 RPL Policy
- 19 Staff Development Policy
- 20 Student Records Management Policy
- 21 Training & Assessment Policy
- 22 Transition Arrangement Policy
- 23 Validation & Moderation Policy
- 24 Version Control Policy

Forms and Templates

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

Forms and Templates

- 40 Pre Training Assessment
- 41 Professional Development Log
- 42 Principles of Assessment
- 43 Program Resources Checklist
- 44 Progression Survey 6 months
- 45 Qualification on Scope Register
- 46 Qualification Register
- 47 Quality Assurance Moderation
- 48 Risk Management Assessment Plan (excel)
- 49 Risk Management Audit Report
- 50 RPL Application
- 51 RPL Assessment Register
- 52 Rules of Assessment
- 53 Safety Awareness for Students
- 54 Staff Feedback Survey
- 55 Staff Records Access
- 56 Staff Leave Request
- 57 Staff Training Development Application
- 58 Statement Attainment Register
- 59 Statutory Declaration on Compliance
- 60 Statement of Understanding
- 61 Strategic Plan
- 62 Student Enrolment Form
- 63 Student Feedback Survey
- 64 Student Records Access
- 65 Trainer Skills Matrix
- 66 Trainer Supervision
- 67 Trainer Register
- 68 Training and Assessment Strategy Review
- 69 Training and Assessment Strategy
- 70 Validation Assessment Evidence C/Sheet
- 71 Validation Assessment Tool
- 72 Validation & Moderation Plan
- 73 Version Control Register

Please read our **Terms and Conditions of Using our Service & Products**. You must accept our Terms and Conditions in order to complete a successful order and for continuance of use of our products:

<http://www.skyneteducation.com.au/rto-standards-2015>

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