

### POLICY: QUALITY ASSURANCE

<b>POLICY NUMBER:</b>	EIT02	<b>VERSION:</b>	2.0
<b>DATE ADOPTED:</b>	26 September 2017	<b>DATE LAST REVIEWED:</b>	20 June 2017
<b>DATE OF NEXT REVIEW:</b>	20 June 2020	<b>REVIEW FREQUENCY:</b>	Three years
<b>AUTHORISED BY:</b>	Academic Board	<b>REVIEWED BY:</b>	CEO, College Manager, Accreditation & Compliance Manager
<b>POLICY OWNER</b>	College Manager		
<b>DOCUMENT MANAGEMENT:</b>	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
<b>COMMUNICATION</b>	<p>All relevant staff will be automatically notified by email when the reviewed policy has been authorized.</p> <p>Staff will also be notified in regular team meetings. All meetings will be minuted.</p>		
<b>Policy context:</b> This policy relates to:			
<b>STANDARDS FOR RTOS 2015</b>	Standard 2 – Clauses 2.1 -2.4		
<b>LEGISLATION OR OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• VET Quality Framework</li> </ul>		
<b>OTHER POLICIES</b>	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures</i></p>		
<b>FORMS AND OTHER DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• Validation meeting minutes, reports, outcomes etc</li> <li>• Client, employer and trainer &amp; assessor feedback <ul style="list-style-type: none"> <li>○ Student Management System, Survey Monkey, Moodle, Instructor/Assessor Feedback Forms, Progress Questionnaires</li> </ul> </li> <li>• Training and Assessment Strategies (TAS)</li> </ul>		
<b>DEFINITIONS</b>	<p>Refer to EIT Glossary of Terms</p> <p><i>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i></p>		



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<b>EVIDENCE</b>	See Internal EIT folders for locations of the above “Forms and Other Documents”
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<b>Policy Information:</b>	
<b>POLICY</b>	<b>EIT’s operations are quality assured.</b>
<b>SCOPE</b>	This policy applies to all VET Staff
<b>PROCEDURES</b>	<p>EIT will achieve this policy by</p> <ul style="list-style-type: none"> <li>• Ensuring we comply with the Standards for RTOs at all times;</li> <li>• Systematically monitoring our training and assessment strategies and practices;</li> <li>• Systematically evaluating and using the outcomes of the evaluations to continually improve EIT’s training and assessment strategies and practices;</li> <li>• Systematically monitoring independent third parties who are delivering services on EIT’s behalf to ensure:             <ul style="list-style-type: none"> <li>○ any services provided on EIT’s behalf by a third party are covered in a written contract; and</li> <li>○ services delivered are compliant with the Standards for RTOs at all times.</li> </ul> </li> </ul>
<b>PROCESS</b>	

**END OF DOCUMENT**