

# RTO Operations Policy

<b>POLICY NUMBER:</b>	RC-DSNR-PO-0002	<b>VERSION:</b>	1
<b>DATE ADOPTED/APPROVED:</b>	12.08.2015	<b>DATE LAST REVIEWED:</b>	12.08.2015
<b>DATE OF NEXT REVIEW:</b>	12.08.17	<b>REVIEW FREQUENCY:</b>	2 years
<b>AUTHORISED BY:</b>	David Donovan	<b>REVIEWED BY:</b>	Robyn Dupuis
<b>POLICY OWNER:</b>	Training Manager		
<b>REVIEW PROCESS:</b>	Training Manager and Compliance Coordinator		
<b>DOCUMENT MANAGEMENT:</b>	K:\RTO\Compliance\ASQA\SNR Policies 2015\SNR2		
<b>COMMUNICATION:</b>	Relevant staff will be notified by email when the policy has been authorised.		
<b>POLICY CONTEXT:</b>	This policy relates to:		
<b>NVR STANDARDS:</b>	SNR 2		
<b>LEGISLATION OR OTHER REQUIREMENTS</b>	National Vocation Education and Training Regulator Act 2011		
<b>OTHER POLICIES</b>	All DTEC overarching and supplementary policies		
<b>FORMS AND OTHER DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• Training and Assessment Strategy template</li> <li>• Third Party Procedure</li> <li>• Auspice Agreements</li> <li>• Internal Audit Template</li> <li>• Validation of assessments template</li> <li>• Moderation checklist template</li> </ul>		
<b>DEFINITIONS</b>	Third party Scope of registration		
<b>POLICY INFORMATION</b>			
<b>POLICY</b>	<p>i) DTEC ensures it complies with the SNRs at all times, including where services are being delivered on its behalf. This applies to all operations of an RTO within its scope of registration.</p> <p>ii) DTEC:</p> <p>a) Systematically monitors its training and assessment strategies and practices to ensure ongoing compliance with Standard 1; and</p> <p>b) Systematically evaluates and uses the outcomes of the evaluations to continually improve DTEC's training and assessment strategies and practices. Evaluation information includes, but is not limited to, quality/performance indicator</p>		

# RTO Operations Policy

	<p>data collected under Clause 7.5, validation outcomes, client, trainer and assessor feedback and complaints and appeals.</p> <p>iii) DTEC ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.</p> <p>iv) DTEC has sufficient strategies and resources to systematically monitor any services on its behalf, and uses these to ensure that the services delivered comply with the SNRs at all times.</p>
<b>SCOPE</b>	This policy is applicable to all staff and third parties.
<b>PROCEDURES</b>	<p>DTEC will achieve this policy by:</p> <ul style="list-style-type: none"> <li>• Scheduling regular internal audits</li> <li>• Minimum yearly reviews of the Training and Assessment Strategies</li> <li>• Maintaining current Auspice Agreements with any third parties</li> </ul>