

Training Accreditation Council Compliance Recognition Program

Attachment A

While individual RTOs determine the design of the QMS, at a minimum, the system must incorporate the following:

General	<p>The QMS is defined and documented, and ensures clear descriptions of the accountability of roles and responsibilities in relation to the RTOs participation in the CR Program.</p> <p>The QMS includes processes related to the RTOs participation in the CR program to ensure effective verification is undertaken, including but not limited to, guiding the following activities:</p> <ul style="list-style-type: none"> • designing, planning, monitoring and reviewing the RTO's performance against the <i>Standards for RTOs</i>, AQF and requirements of registration as a training provider under the <i>Vocational Education and Training Act 1996</i> and • the terms and conditions of participation within the CR Program.
Monitoring and internal review	<p>An internal review of the QMS is undertaken at least annually to evaluate the systems continuing suitability and effectiveness and to ensure adherence to the requirements of participation within the CR Program.</p> <p>The internal review is comprehensive and robust to identify strengths and weaknesses in the QMS and its implementation, including identification of opportunities to improve the effectiveness and efficiency of the RTOs participation in the CR Program.</p> <p>The internal review also takes into consideration of a range of evidence from a variety of sources gained through monitoring activities, including internal and external stakeholder feedback.</p>
Managing staff competence	<p>The RTO ensures competent personnel perform the RTOs functions including the determination of the QMS compliance with the <i>Standards for RTOs</i> and the AQF is made by a person or persons that hold the competency requirements for auditors as outlined in Schedule 1 of the <i>Standards for VET Regulators 2015</i>.</p> <p>The RTO maintains the ongoing competence and performance of staff and ensures personnel are aware of the relevance and importance of their activities and how they contribute to meeting the terms and conditions of the CR Program.</p>
Accountability and transparency	<p>The RTO ensures accountability and transparency in relation to their participation in the CR Program by:</p> <ul style="list-style-type: none"> • demonstrating quality management processes and decisions are consistently applied; • demonstrating decisions are evidence-based and are consistent with the principles of natural justice and procedural fairness; and • demonstrating outcomes of verification decisions lead to quality training and assessment outcomes, effectively managed transition arrangements and do not disadvantage students <p>Accurate and authorised information regarding the RTOs participation in the CR Program is made public.</p>
Reporting Obligations	<p>The RTO reports regularly and within set timeframes to the Council including annually in relation to the RTOs participation in the CR Program, and on request.</p>
Managing documents and records	<p>The RTO ensures documents and records relating to participation in the CR Program are effectively controlled and maintained.</p> <p>The RTO has a documented procedure that is consistently implemented and defines the controls for approval, review and updating, version control, distribution of and access to documents.</p>