

Governance and administration

VET policies and procedures

School RTO approval statement					
School RTO name	Redbank Plains State High School				
Policy start date	1/01/2025	QCAA school number	133	National provider number	46368
The principal as chief executive officer (CEO) approves: <ul style="list-style-type: none">• the policy, procedure and implementation requirements• all identified attachments to this policy and procedure• all modifications to the policy and procedure prior to implementation• the delegated Registered Training Organisation (RTO) Training Organisation officer/s to implement the policy and procedure• the allocation of time to ensure delegated officers carry out all components within the prescribed timelines and dates of all activities outlined in the quality calendar detailed through this policy and procedure• the RTO manager monitoring, evaluating and reviewing the application of this policy and procedure to ensure compliance at all times• QCAA analysing these documents when conducting audits• that email addresses provide the same acknowledgment as a signature.					
RTO manager			Principal		
Name	Amy Luxton		Name	Aimee Argiro	
Email	Aluxt2@eq.edu.au		Email	Abrow468@eq.edu.au	
Date	4/10/2024		Date	4/10/2024	
All additional delegated officers (add additional places to this table as required)					
Delegated officer	Diana Furlan		Delegated officer	Jake Currie	
Email	Dfurl4@eq.edu.au		Email	Jcurr227@eq.edu.au	
Date	4/10/2024		Date	4/10/2024	
Delegated officer	Mary Zaszlos		Delegated officer		
Email	Mzasz4@eq.edu.au		Email		
Date	4/10/2024		Date		

Section 1 Policy and procedure

Section 1 of this policy and procedure provides guidance on: (a) delegating authority to RTO officers, (b) managing the RTO's relationship with the regulator, (c) identifying the specific responsibilities of the principal and RTO manager or equivalent high managerial agent, and (d) managing the RTO's legislated compliance requirements relating to systematic monitoring of a quality-assured process and practice.

Relevant Standards: 1, 2, 3, 4, 5, 6, 7, 8 and Schedules 1 to 6.

Governance and administration

Governance and administration policy and procedure			
Policy	Governance	Administration	RTO officers
<p>The principal as CEO of the school RTO:</p> <ul style="list-style-type: none"> represents the RTO in all dealings with QCAA as delegate for ASQA, the national regulator provides leadership and advocates delivery of quality VET within the school curriculum ratifies all policy and procedure documents for RTO operations invests the RTO manager with sufficient authority to ensure the RTO complies with the Standards and regulatory requirements at all times. 	<ul style="list-style-type: none"> The principal ensures the RTO's organisational structure caters for effective implementation of: <ul style="list-style-type: none"> a documented quality management system (QMS) quality-assured operations of the RTO, including a coordinated set of policies and procedures roles and responsibilities, defined timelines and activities in the QMS calendar systematic monitoring of <ul style="list-style-type: none"> the RTO's assessment system its systematic validation of assessment the systematic monitoring and evaluation, including training and assessment strategies the RTO's practices and behaviours. The RTO manager reports directly to the principal on all matters relating to compliance with the Standards. 	<ul style="list-style-type: none"> The principal approves the RTO's policies and procedures. The RTO manager: <ul style="list-style-type: none"> establishes and implements the RTO's QMS calendar records and addresses all recommendations for improvement identified through analysis of data collected by the RTO administers all components of the RTO's QMS to ensure compliance with the Standards, including implementation of the checklists contained within the policy and procedure documents retains sufficient evidence of all past compliance activities or plans in accordance with each respective policy and procedure for internal and external audit purposes. 	<ul style="list-style-type: none"> The principal: <ul style="list-style-type: none"> ensures the safety and well-being of all students and officers ensures all RTO officers are suitably qualified to fulfil the duties and meet the responsibilities of their position provides each RTO officer sufficient time to complete their assigned duties and responsibilities. The RTO manager: <ul style="list-style-type: none"> oversees the RTO's complaints and appeals processes monitors each RTO officer's staff profile and continuing professional development to ensure ongoing compliance with the Standards monitors all marketing activities and materials monitors all information provided to current and prospective students and other stakeholders to ensure they are transparent and accurate at all times.

Quality assurance

Requirements of governance and administration		
The principal	RTO manager	RTO officers
<p>The principal:</p> <ul style="list-style-type: none"> • promotes and monitors educational and business practices that are focused on continually providing and improving services and student outcomes while minimising the risk of harm to students, officers and operations resulting from non-compliance • ensures the combined duties and responsibilities of delegated officers enable the RTO to operate in compliance with the Standards and regulatory requirements for RTOs at all times • ensures the RTO meets its legislative obligations through ongoing implementation of its QMS. 	<p>The RTO manager:</p> <ul style="list-style-type: none"> • identifies and implements business practices that focus on continually improving services and student outcomes • uses the outcomes of systematic evaluations, including the feedback of students, trainers, assessors and other stakeholders, to continually improve the RTO's training and assessment strategies and practices • informs the QCAA of substantial changes to the RTO's operations or any event that would significantly affect the RTO's ability to comply with the Standards within 90 days of the change occurring. 	<p>All RTO officers:</p> <ul style="list-style-type: none"> • acknowledge their individual responsibilities as delegated by the principal and specified in the RTO's policies and procedures • act at all times in accordance with the RTO's current policies and procedures • carry out all duties relevant to responsibilities delegated to them by the principal • identify and recommend to the RTO manager educational and business practices that focus on continually improving high quality services and student outcomes.

Requirements of systematic monitoring			
Quality-assured management system	Monitoring	Evaluation	Continuous improvements
<p>Dynamic and ongoing systematic monitoring of all RTO operational practice and processes confirming how all RTO officers are aware of and comply with all relevant criteria or requirements specified in the Standards and timelines.</p>	<p>The RTO has and can provide documented evidence that matches the quality calendar as approved for the following:</p> <ul style="list-style-type: none"> • accuracy of training and assessment strategy (TAS) program/s and assessment system aligned with current scope of registration • all policies and procedures • student data records • vocational competence, currency and professional development of all trainers and assessors • reporting. 	<ul style="list-style-type: none"> • Executive summary of current and recent performance and practice in accordance with the policies and procedures within the approved timelines. • Analysis of recommendations, outcomes or required changes for continuous improvements or timing of activities. 	<p>Records of:</p> <ul style="list-style-type: none"> • immediate action taken or planned timelines by the RTO to rectify any non-compliances • program development • implementation of best practice and/or • modification of current procedures.
Timing	<p>The QMS calendar is a dynamic record and is updated as required to reflect the RTO's day-to-day practices and is reviewed at least once annually to maintain compliance at all times.</p>		

Section 2 Governance and administration checklist

This checklist is used by the RTO manager to confirm that the RTO is meeting the requirements of the Standards in respect of compliant governance and administrative practices. It refers to areas specifically covered by the other policies and procedures. This list should be used to manage the completion of monitoring, evaluating and reviewing activities and reports.

Complete this checklist after monitoring policy requirements have been met in accordance with the RTO quality calendar.

Checking a 'No' indicates a potential non-compliance, and must be addressed by the relevant delegated officer taking remedial action.

Governance	Yes	No
The principal has delegated responsibility and sufficient authority to the RTO manager for all day-to-day operations of the RTO, ensuring compliance at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The RTO manager reports directly to the principal on all matters relating to compliance with the Standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The principal confirms that the RTO's organisational structure adequately supports the: <ul style="list-style-type: none"> quality-assured operations of the RTO including its policies and procedures RTO's assessment system RTO's systematic validation of assessment systematic monitoring of its TASs systematic monitoring of its practices and behaviours as outlined in the administration checklist that follows. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Administration	Yes	No
The principal has submitted a Chief Executive Statutory declaration to the QCAA.	<input type="checkbox"/>	<input type="checkbox"/>
The principal and RTO manager have submitted all Fit and Proper Person declarations to the QCAA.	<input type="checkbox"/>	<input type="checkbox"/>
The principal has authorised all RTO's policies and procedures, including a documented policy regarding student fee protection (if required).	<input type="checkbox"/>	<input type="checkbox"/>
The RTO's delegated officer has endorsed and implemented the school RTO's quality calendar.	<input type="checkbox"/>	<input type="checkbox"/>
The RTO's delegated officers have systematically analysed the RTO's practices and behaviours by: <ul style="list-style-type: none"> identifying and recording changes that improve the quality of services and student outcomes 	<input type="checkbox"/>	<input type="checkbox"/>
maintaining the schedule of quality assurance activities outlined in the RTO's quality calendar	<input type="checkbox"/>	<input type="checkbox"/>
systematically working through the monitoring process as it applies to the RTO's 12 policies and procedures and the RTO's quality calendar.	<input type="checkbox"/>	<input type="checkbox"/>
The principal has: <ul style="list-style-type: none"> informed the QCAA within 90 calendar days of any substantial changes and significant events 	<input type="checkbox"/>	<input type="checkbox"/>
ensured the RTO has public liability insurance that covers the scope of its training and assessment activities throughout the registration period	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Administration	Yes	No
<ul style="list-style-type: none"> provided the QCAA with an annual declaration of compliance with the Standards within communicated timelines 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ensured compliance with Commonwealth and state regulatory requirements relevant to its operations 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> as required, informed students, parents/carers and RTO officers of any changes to legislative and regulatory requirements that affect the RTO's services 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ensured the safety and wellbeing of all students and officers 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ensured all RTO officers are suitably qualified to fulfil the duties and meet the responsibilities of their position 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> provided each RTO officer sufficient time to complete their assigned duties and responsibilities. 	<input type="checkbox"/>	<input type="checkbox"/>
The RTO manager has: <ul style="list-style-type: none"> overseen the completion of all complaints and appeals processes 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> reviewed all trainers'/assessors' staff profiles in accordance with the school RTO's quality calendar 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> monitored all trainers'/assessors' professional development to ensure ongoing compliance with the Standards 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> monitored all marketing activities and materials and information provided to current and prospective students to ensure it is transparent and accurate. 	<input type="checkbox"/>	<input type="checkbox"/>

Confirmation	Yes	No
Record of systematic monitoring and evaluation of all operational policies and procedures		
Note: Section 3 of each of the following 12 policies and procedures must be dated and completed, and historical documents archived.		
1. Governance and administration — Relevant Standards: 1, 2, 3, 4, 5, 6, 7, 8, Schedules, AQF, Data Requirements, Fit and Proper Person Requirements and Student Identifier Scheme. Ensuring RTO operations are quality assured through implementing, monitoring and evaluating quality training and assessment, business and educational practices.	<input type="checkbox"/>	<input type="checkbox"/>
School RTO quality calendar — Relevant Standard: 2 Operational policies and procedures, TASs and practices, staff profiles and third-party arrangements are monitored, evaluated, reviewed and outcomes recorded as per the QMS calendar.	<input type="checkbox"/>	<input type="checkbox"/>
2. AQF issuance and replacement — Relevant Standard: 3 Issuance, replacement, records and registers.	<input type="checkbox"/>	<input type="checkbox"/>
3. Assessment system — Relevant Standard: 1 Coordinated set of documents that ensures quality assessments. Includes requirements for assessment tools, TAS documents, records of systematic monitoring and outcomes.	<input type="checkbox"/>	<input type="checkbox"/>
4. Complaints and appeals — Relevant Standard: 6 Publicly available policy. Register of complaints and appeals, outcomes, monitoring and mitigation records.	<input type="checkbox"/>	<input type="checkbox"/>
5. Data management and USI — Relevant Standards: 3, 7 Student enrolments, outcomes, quality indicator surveys, reporting timeliness, AVETMISS compliant format, data and USI verification, accuracy, retention and security.	<input type="checkbox"/>	<input type="checkbox"/>

Confirmation	Yes	No
6. Industry engagement — Relevant Standard: 1 RTO implements a range of strategies for industry engagement and systematically uses the outcomes to inform training and assessment practices.	<input type="checkbox"/>	<input type="checkbox"/>
7. Marketing — Relevant Standard: 4 Student handbooks, website, social media and prospectus accurately represent the services it provides. RTO code, code and title of any training product on scope, Nationally Recognised Training (NRT) logo used in accordance with conditions of use and third-party services clearly defined.	<input type="checkbox"/>	<input type="checkbox"/>
8. Student information — Relevant Standard: 5 Students are properly informed and protected. Subject selection documentation, SET plan, marketing material, complaints and appeals policy, student fee protection and TAS documents.	<input type="checkbox"/>	<input type="checkbox"/>
9. Validation — Relevant Standard: 1 Validation plan, procedures, records of actions and outcomes.	<input type="checkbox"/>	<input type="checkbox"/>
10. Third party arrangements — Relevant Standards: 1, 2, 4, 5, 6, 7, 8 Third party arrangements are documented, monitored and transparent to students, staff and QCAA.	<input type="checkbox"/>	<input type="checkbox"/>
11. Trainers and assessors — Relevant Standard: 1 Verifiable staff profiles with customised vocational competency evidence tailored to each unit, current industry skills relevant to the qualification, TAE40116 or current trainer and assessor credentials or higher qualifications and evidence of RTO ensured professional development (PD). Supervisory arrangements and monitoring.	<input type="checkbox"/>	<input type="checkbox"/>
12. Training and assessment strategy — Relevant Standards: 1, 2, 8 An up-to-date TAS document is in place for every qualification on scope. Systematically monitors the TAS and practices to ensure ongoing compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Section 3 Systematic monitoring

Completing Section 3 satisfies the requirement of the Standard for systematic monitoring.

The RTO manager will record the dates when monitoring activities occur, the outcomes of the monitoring process and any rectifications required to ensure ongoing compliance.

A 'No' indicates a non-compliance and must be reported to the RTO manager. Appropriate rectification must be recorded and actioned.

Relevant Standards: 2.1, 2.2

Systematic compliance monitoring checklist			
Date of successive monitoring activities	Name of person/s conducting successive monitoring activities		
17/02/2025	Amy Luxton, Jacob Currie		
24/03/2025	Amy Luxton		
28/07/2025	Amy Luxton		
20/10/2025	Amy Luxton		

Monitoring the application of this policy and procedure by the RTO		Record of last monitoring	
		Yes	No
School RTO approval statement (Page 1 of this document)	The following details are current and complete:		
	• school RTO name	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• the policy and procedure document is dated (start date)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• QCAA school number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• national provider number	<input type="checkbox"/>	<input type="checkbox"/>
	• principal's name and contact details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	• RTO manager's name and contact details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Policy and procedure (Section 1 of this document)	• all delegated officers' names and contact details.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	The current version of this policy and procedure has been made available to all RTO officers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	The RTO has current policies and procedures addressing all RTO compliance requirements.	<input type="checkbox"/>	<input type="checkbox"/>
	The RTO manager has endorsed and monitored the RTO's assessment system.	<input type="checkbox"/>	<input type="checkbox"/>
	The RTO manager has endorsed and monitored the RTO's systematic assessment validation process and schedule.	<input type="checkbox"/>	<input type="checkbox"/>
	The RTO manager has developed and implemented a process for systematically monitoring the RTO's practices and behaviours to identify areas for improvement in the services it provides and student outcomes achieved.	<input type="checkbox"/>	<input type="checkbox"/>

Monitoring the application of this policy and procedure by the RTO		Record of last monitoring	
		Yes	No
Governance and administration checklist (Section 2 of this document)	All items in the Governance and administration checklist have been satisfactorily completed in accordance with the quality calendar and filed electronically or in printed form.	<input type="checkbox"/>	<input type="checkbox"/>
	The outcomes of completing the Governance and administration checklist have been reviewed and recommendations made by the RTO executive team and filed by the RTO manager.	<input type="checkbox"/>	<input type="checkbox"/>
	All recommendations for improvement identified by the RTO delegated officers have been provided to RTO staff and other relevant stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>
	All recommendations for improvement identified by the RTO have been implemented.	<input type="checkbox"/>	<input type="checkbox"/>
	Section 2 of the Governance and administration checklist has been used for monitoring the quality assurance process.	<input type="checkbox"/>	<input type="checkbox"/>

RTO manager notes	
Comment on the last monitoring activity	Redbank Plains State High School
List any non-compliances	Redbank Plains State High School
List any rectifications	Redbank Plains State High School

Section 4 Explanation of terms

This policy and procedure contains words and expressions that have specific meaning.

Glossary	
Term	Meaning
Annual Declaration on Compliance	Standard 8.4 requires Queensland school RTOs to provide to the QCAA a completed Annual Declaration on Compliance. The <i>Annual Declaration on Compliance</i> form can be accessed on the QCAA Portal and is due on 31 March each year.
Application for renewal	To maintain registration all RTO's are required to apply for renewal of registration. The QCAA will notify school RTO's when they need to submit a renewal application. The <i>Application to Renew RTO Registration</i> form can be accessed on the QCAA Portal.
Business practices	These are the approved processes required by the organisation's officers to carry out the range of activities associated with its operations. These may include, but are not limited to: marketing, student fees, data management and certification.
Certification	The formal issuance of an AQF qualification to an individual who has successfully completed an accredited program of learning. See the Certification policy and procedure for more specific requirements associated with issuance of certificates.
Confirmation	Finalising the process of monitoring, reviewing and completing activities to ensure compliance with the quality management system checklists.
Continuous improvement	An ongoing effort to improve the RTO's products, services and processes. These improvements result from implementation of the RTO's quality management system, that is, the systematic and ongoing implementation of its policies, procedures and processes.
Data Provision Requirements	The <i>Data Provision Requirements 2012</i> require Queensland school RTOs to provide data and RTO information at any time as requested by the QCAA.
Delegated officer	A person delegated by the principal to undertake designated duties relating to the RTO's operations/activities. These duties are outlined in each applicable policy and procedure and combine to form the officer's job description.
Evaluate	Assess the findings of monitoring to identify recommendations for improvement.
Fit and Proper Persons	All executive RTO officers must meet the Fit and Proper Person Requirements specified in Schedule 3 of the Standards before commencing their executive/administrative role in the RTO.
High managerial agent	Any executive RTO officer other than the principal. This term usually refers to, but is not limited to, the RTO manager.
Monitor	The ongoing process of collecting and analysing relevant information to determine whether RTO practices are complying with the RTO's policies and procedures.
Persons of influence/influential representative	Where a school operates under the <i>Education (Accreditation of Non-State Schools) Act 2017</i> the members of its governing body are considered persons of influence. This includes any owner of an RTO. Any person of influence who is also recognised/appointed as a member of the RTO executive must meet the Fit and Proper Person Requirements.
Quality calendar	The annual schedule of all quality assurance activities outlined in the RTO's quality management system and which contribute to ongoing compliance to the Standards.
QMS	The RTO's Quality Management System (QMS) includes the RTO's policies and procedures endorsed by the principal. Processes that cluster policies and

Glossary	
Term	Meaning
	procedures relating to specific RTO operations or business practices can also be referred to in the QMS.
Regulator	All school RTOs registered through the QCAA must deal directly with QCAA on regulatory matters. The national VET regulator, ASQA, has delegated regulatory responsibilities for Queensland school RTOs to the QCAA.
Reviewing	The process of acknowledging and actioning recommendations resulting from completing monitoring and evaluating activities.
Scope of registration	The training products (qualifications and accredited courses) which an RTO is registered and can deliver to its students.
Substantial changes and significant events	<p>The RTO must notify QCAA within 90 days of the following:</p> <ul style="list-style-type: none"> • changes to the principal or high managerial agents such as the RTO manager • changes to legal name or type of legal entity • changes to ownership, directorship or control (including changes to parent companies/entities) • significant mergers or associations with other RTOs • anything that may affect the fit and proper person status of an influential representative of the RTO • changes to the RTO's business strategy (e.g. move to online delivery, assessment-only delivery, offshore delivery) • any other significant event.
Staff profile	Identifies how a trainer/assessor meets the requirements of the Standards, specifically 1.13 to 1.20. Refer to the Trainers and Assessors policy and procedure for further explanation of the requirements.
Standards	<i>Standards for Registered Training Organisations (RTOs) 2015</i> , including the six accompanying Schedules, stipulate the requirements RTOs must follow at all times, across all operations and activities.
Systematic monitoring	The process of collecting, analysing and using information to track progress towards maintaining compliance and consistency across the RTO's operations.
TAS	The Training and Assessment Strategy (TAS) is the approach an RTO adopts for delivery of a training package qualification or accredited course. Refer to the Training and assessment strategy policy and procedure for further explanation of the requirements of TASs.
TGA	training.gov.au (TGA) is the National Register on Vocational Education and Training (VET) in Australia. It is the authoritative source of Nationally Recognised Training (NRT) and RTO information, including each RTO's scope of registration at the qualification level.
Third-party arrangements	The written agreement between an RTO and an external individual or organisation outlining the arrangements for the delivery of training/assessment products and/or services by the third party on behalf of the RTO. See the Third-party arrangement policy and procedure for further explanation of the requirements.
VQF	<p>The VET Quality Framework (VQF) comprises the:</p> <ul style="list-style-type: none"> • <i>Standards for Registered Training Organisations</i> • <i>Australian Qualifications Framework</i> • <i>Fit and Proper Person Requirements</i> • <i>Financial Viability Risk Assessment Requirements</i> • <i>Data Provision Requirements</i>

Glossary	
Term	Meaning
	These are the legislative requirements covering an RTO's registration.

Attachment 1

Obligations of school RTO principals

The RTO must interpret and apply the [VET Quality Framework](#) (VQF) to its RTO operations. The RTO must ensure that it delivers a quality product for students, that enable them to perform to the standard expected in the workplace. Effective industry consultation is crucial to the development of a quality product.

Legal responsibility of the principal

A significant and ongoing commitment is required to operate the RTO. The principal (i.e. chief executive) signs a **Statutory declaration** stating that he or she:

- has read and understood the VQF
- accepts responsibility for ensuring the school RTO complies with the VQF and all other applicable conditions of registration
- will ensure that the school RTO will cooperate with QCAA as delegate for ASQA
- understands that QCAA may impose conditions on the registration of the school RTO.

QCAA Portal online forms

The following RTO forms can be accessed via the VET Application on the QCAA Portal

- *Application for initial RTO registration*
- *Application to renew RTO registration*
- *Notification of change to organisational details*
- *Application to withdraw RTO registration.*

The following RTO activities can be accessed via the VET application on the QCAA Portal:

- *Add a qualification to scope of registration*
- *Add unit/s of competency*
- *Remove a qualification from scope of registration*
- *Annual Declaration on Compliance*
- *Quality Indicators*
- *Ask a VET question.*

Attachment 2

RTO QMS calendar template 2025

Activities carried out throughout the year

Insert the following activities into the preferred calendar month to align or tailor to the internal school schedule and operations	Delegated officer/s <i>in addition to the RTOM</i>	Yes	No
<ul style="list-style-type: none"> Confirmation of systematic monitoring within Section 2 of this governance policy 	Mary Zaszlos Jake Currie	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Print and award qualifications and statements of attainment within 30 calendar days of the learner (with a verified USI) being assessed as meeting the requirements of the training product, or: <ul style="list-style-type: none"> on completion of a qualification or statement of attainment at the end of course when a student leaves the school when a student transfers to another school. 	Mary Zaszlos Jake Currie	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Maintain register of qualifications and statements of attainment issued. 	Mary Zaszlos Jake Currie	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Manage any late student enrolments or early departures — late enrolments must be in accordance with their SET plan and the appropriateness of the qualification and/or accredited course. 	Mary Zaszlos Jake Currie	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Monitor and respond to ongoing Training Package updates. 	Mary Zaszlos Jake Currie	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Update RTO details as required, via the QCAA Portal. 	Mary Zaszlos Jake Currie	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Register for QCAA VET workshops at www.qcaa.qld.edu.au/events. 	Mary Zaszlos Jake Currie	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Conduct VET staff meetings. 	Mary Zaszlos Jake Currie	<input type="checkbox"/>	<input type="checkbox"/>

• Schedule validation activities according to your validation plan.	Mary Zaszlos Jake Currie	<input type="checkbox"/>	<input type="checkbox"/>
• Schedule trainer and assessor professional development and release dates.	Mary Zaszlos Jake Currie	<input type="checkbox"/>	<input type="checkbox"/>
• Develop and/or review marketing materials before SET planning and student information evenings.	Mary Zaszlos Jake Currie	<input type="checkbox"/>	<input type="checkbox"/>

January

Activity	Delegated officer/s <i>in addition to RTOM</i>	Date completed
Review VET staff responsibilities		
<ul style="list-style-type: none"> • Conduct induction for VET staff. For new or returning VET staff: • Review policies and procedures to ensure RTO compliance and delegate officers where required. • Verify: <ul style="list-style-type: none"> – qualifications (originals or certified copies of qualifications, as well as any mapping required must be provided for RTO record keeping) – vocational competencies (at least to the level of every unit being delivered and assessed) – current industry skills – knowledge and skills in vocational training and learning – development of professional development (PD) plans/needs – updated industry engagement records to capture new trainers and assessors – supervision arrangements (if required). • Complete and verify trainer and assessor profile/s. • Meet with deputy principal (timetabling). • Update TAS document/s to reflect the current trainer/assessor. 	Mary Zaszlos Jake Currie	Student Free Days 2025
Provide advice to students		

Ensure all VET students have been provided with sufficient advice regarding the appropriateness for them of the qualification and/or accredited courses they are to be enrolled in (as per Standard 5.1). Meeting with: <ul style="list-style-type: none">• deputy principal (timetabling and SET plans)• heads of departments• qualification coordinators.	Mary Zaszlos Jake Currie	28/04/2025
Check all students enrolled have USIs		
Students enrolled in VET qualifications should acquire their Unique Student Identifier (USI), if they do not already have one, at the beginning of their enrolled course.	Mary Zaszlos Jake Currie	

February

Activity and typical resources	Delegated officer/s <i>in addition to RTOM</i>	Date completed
Check school RTO information		
Review school RTO information on training.gov.au .	Mary Zaszlos Jake Currie	[Choose date]
Submit <i>Notification of change to organisational details</i> if required. For example, changes must be notified: <ul style="list-style-type: none">• within 30 days, for changes to a third-party agreement• within 90 days, for a new principal, RTO manager or public enquiries officer.	Mary Zaszlos Jake Currie	[Choose date]
Prepare for Annual Declaration by reviewing the QMS		
Evaluate current RTO management system to ensure the school RTO is fully compliant with the Standards. Ensure your review covers these key areas: <ul style="list-style-type: none">• verification that timetabled VET teachers meet national legislated requirements• school RTO quality system calendar• RTO quality management checklist of all operational policies and procedures• review and approve each management tool• meet to discuss and sign off, as required by each document• TAS, trainer and assessor profiles, validation plan	Mary Zaszlos Jake Currie	[Choose date]

<ul style="list-style-type: none"> collection and verification of all USIs enrolled with the RTO. <p>Each document requires executive approval before implementation, and provides places for sign-off, e.g. on the front cover of each document. Some require sign-off from other personnel in addition to the executive.</p>		
Update VET data in Student Management app		
<ul style="list-style-type: none"> Enrol all new VET students, check for late enrolments or amendments. Maintain: <ul style="list-style-type: none"> USI verification register AQF issuance register complaints and appeals register other registers as required. Consult help links available in the Student Management app. 	Mary Zaszlos Jake Currie	Ongoing as required

March

Activity	Delegated officer/s <i>in addition to RTOM</i>	Date completed
Consider VET qualifications to be offered next year		
<p>Review:</p> <ul style="list-style-type: none"> current scope of registration quality indicator data analysis other student feedback suitability and availability of qualified trainers and assessors. 	Mary Zaszlos Jake Currie Line Manager	[Choose date]
Submit student interim or final outcomes		
Trainers and assessors submit interim or final outcome records to the RTOM for review.	Mary Zaszlos Jake Currie	[Choose date]
Update any new VET data in Student Management app		

Consult help links available in the Student Management app.	QCAA TA Mary Zaszlos Jake Currie	[Choose date]
Complete and submit the Annual Declaration on Compliance		
CEO submit Annual Declaration on Compliance through the VET app by 31 March to QCAA.	Amy Luxton	31/03/2025
Update student data records		
<p>In accordance with the annual QCAA Senior Education profile (SEP) calendar.</p> <p>Enter all VET student enrolment records into Student Management app by the end of Term 1.</p> <p>Records include qualifications, all units of competency that the student intends to complete, start and anticipated end dates, and an interim outcome.</p>	QCAA TA Mary Zaszlos Jake Currie	2/04/2025

April

Activity	Delegated officer/s in addition to RTOM	Date completed
Review current scope of registration		
Check your registration on TGA and the QCAA Portal at the beginning of Term 2.	QCAA TA Mary Zaszlos Jake Currie	28/04/2025
Implement validation plan		
Carry out validation plan activities as scheduled for Term 2.	Mary Zaszlos Jake Currie	2/05/2025
Apply for new qualifications to be offered next year		
Review resources: <ul style="list-style-type: none"> • marketing policy and procedures • RTO scope of registration • current TAS documents • trainer and assessor information • industry engagement policy and procedures. 	Mary Zaszlos Jake Currie	[Choose date]
Implement systematic monitoring and quality assurance of training and assessment strategies and practices		
Check modification history of Training Packages to see if there have been any changes and follow transition procedures, as required.	Mary Zaszlos Jake Currie	[Choose date]
Prepare Quality indicator report/s		
Collate data from student survey reports from the previous year.	Mary Zaszlos Jake Currie	[Choose date]

May

Activity	Delegated officer/s <i>in addition to RTOM</i>	Date completed
Implement systematic monitoring and quality assurance of assessment		
Meet with other trainers and assessors for validation processes.	Mary Zaszlos Jake Currie	[Choose date]
Review resources: <ul style="list-style-type: none">• trainer and assessor policy and procedures• industry engagement policy and procedures• assessment validation policy and procedures• TAS documents and supporting assessment evidence gathering documentation• validation plan.		
Check and finalise Quality indicator report/s		
Check and finalise student survey reports from previous year.	Mary Zaszlos Jake Currie	[Choose date]

June

Activity	Delegated officer/s <i>in addition to RTOM</i>	Date completed
Review staffing and quality assurance processes for Term 3		
Review resources: <ul style="list-style-type: none">• trainer and assessor policy and procedures• assessment validation policy and procedures.	Line Manager Deputy Principal	23/06/2025
Issue mid-year certification, if required		
<ul style="list-style-type: none">• Only issue qualifications or Statements of Attainment to students who have a verified USI.• Update qualifications register for qualifications and Statements of Attainment issued.	QCAA TA Mary Zaszlos Jake Currie	[Choose date]
Review resources: <ul style="list-style-type: none">• certification and the USI policy and procedures• register of qualifications and statements of attainment issued.		
Complete and submit Quality indicator report/s		
Due by 30 June to QCAA. Follow the instructions emailed to RTO managers by QCAA (usually sent in May).	QCAA TA Mary Zaszlos Jake Currie	30/06/2025
Submit student interim or final outcomes		
Trainers and assessor submit interim or final outcome records to the RTOM for review.	Mary Zaszlos Jake Currie	[Choose date]
Update any new VET data in Student Management app		

Consult help links available in the Student Management app.	QCAA TA Mary Zaszlos Jake Currie	[Choose date]
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July

Activity	Delegated officer/s in addition to RTOM	Date completed
Update any new VET data in Student Management app		
Consult help links available in the Student Management app.	QCAA TA Mary Zaszlos Jake Currie	[Choose date]
Dispose of retained student assessment from previous year		
Ensure disposal is in accordance with <i>ASQA general direction — Retention requirements for completed student assessment items</i> .	Mary Zaszlos Jake Currie	[Choose date]
Prepare subject selection information for students		
<p>Include:</p> <ul style="list-style-type: none"> • information booklets • web information for subject information sessions • information for next year. <p>Ensure that:</p> <ul style="list-style-type: none"> • all advertising meets the requirements of Standard 5 • all information provided to students (and parents) meets the requirements of Standard 4. 	Line Manager Deputy Principal	14/07/2025
<p>Review resources:</p> <ul style="list-style-type: none"> • student information prior to enrolment, e.g. Blue cards for sport and recreation VET students. 		

Activity	Delegated officer/s <i>in addition to RTOM</i>	Date completed
Review your RTO internal documentation, including: <ul style="list-style-type: none"> • marketing policy and procedures • RTO manager-approved marketing and advertising material • student information policy and procedures • current training and assessment strategies • current VET information on student drive (and website). 		
Review current scope of registration		
Check your registration on TGA and the QCAA Portal at the beginning of Term 3.	Mary Zaszlos Jake Currie	[Choose date]
Implement validation plan		
Carry out validation plan activities as scheduled for Term 3.	Mary Zaszlos Jake Currie	[Choose date]
Update student data records		
In accordance with the annual QCAA Senior Education profile (SEP) calendar. Check that VET student records are adjusted in Student Management app to take into account any qualifications or units of competency that have reached the end of their transition period.	QCAA TA Mary Zaszlos Jake Currie	23/07/2025

August

Activity	Delegated officer/s <i>in addition to RTOM</i>	Date completed
Implement systematic monitoring of RTO compliance — operations and quality management system		
Review resources: <ul style="list-style-type: none"> • school RTO quality checklist • relevant policies and procedures • current subject selection information • current TAS documents • current information for VET on student drive (and/or website). 	Mary Zaszlos Jake Currie	[Choose date]
Implement systematic monitoring of RTO compliance — human resources		
Review resources: <ul style="list-style-type: none"> • trainers and assessor's policy and procedures • trainer and assessor profiles • staff PD plans. 	Mary Zaszlos Jake Currie Line Manager Deputy Principal	[Choose date]
Implement systematic monitoring of RTO compliance — training and assessment strategies and practices		
Review staffing and quality assurance processes for Term 4.	Mary Zaszlos Jake Currie	[Choose date]
Review resources in accordance with the QMS policies and procedures <ul style="list-style-type: none"> • TAS documents • trainers and assessor's profiles • assessment documentation • policy and procedures — industry engagement and assessment validation as required. 		

September

Activity	Delegated officer/s <i>in addition to RTOM</i>	Date completed
Submit student interim or final outcomes		
Trainers and assessors submit interim or final outcome records to the RTOM for review.	Mary Zaszlos Jake Currie	[Choose date]
Update any new VET student data in Student Management app		
Consult help links available in the Student Management app.	QCAA TA	[Choose date]
Check modification history of Training Packages		
Identify any changes.	Mary Zaszlos Jake Currie	[Choose date]
Review resources: <ul style="list-style-type: none"> • transitioning policy and procedures • marketing policy and procedures • QCAA changing RTO scope of registration • trainer and assessor's policy and procedures • current TAS documents • current trainer and assessor records, e.g. trainer and assessor profile • staff PD plans. 		

October

Activity	Delegated officer/s in addition to RTOM	Date completed
Update any new VET data in Student Management app		
Consult help links available in the Student Management app.	QCAA TA	[Choose date]
Prepare learner surveys		
Review resources: <ul style="list-style-type: none"> • relevant policy and procedures • learner survey https://www.acer.edu.au/aqis/resources-manuals • QCAA Quality indicators factsheet. 	Mary Zaszlos Jake Currie	[Choose date]
Implement systematic monitoring and evaluation		
Review school RTO quality management system checklist.	Mary Zaszlos Jake Currie	[Choose date]
Review current scope of registration		
Check your registration on TGA and the QCAA Portal at the beginning of Term 4.	QCAA TA Mary Zaszlos Jake Currie	7/10/2025
Implement validation plan		
Carry out validation plan activities as scheduled for Term 4.	Mary Zaszlos Jake Currie	[Choose date]
Conduct quality indicators student survey		
<ul style="list-style-type: none"> • Determine appropriate dates for distribution and collection for Years 10, 11 and 12. • Distribute • Collect • Record • Analyse 	Mary Zaszlos Jake Currie	[Choose date]

November

Activity	Delegated officer/s <i>in addition to RTOM</i>	Date completed
Issue early end-of-year certification		
<ul style="list-style-type: none">Only issue qualifications or Statements of Attainment to students who have a verified USI.Update qualifications register for qualifications and Statements of Attainment issued.	QCAA TA Mary Zaszlos Jake Currie	3/11/2025
Review resources: <ul style="list-style-type: none">certification and the USI policy and procedures.		
Implement systematic monitoring of training and assessment strategies and practices		
Review staffing and quality assurance processes for next year.	Mary Zaszlos Jake Currie QCAA TA	24/11/2025
Review resources: <ul style="list-style-type: none">RTO quality management system checklist or all operational policy and proceduresTAS documentstrainer and assessor profiles.	Mary Zaszlos Jake Currie	24/11/2025
Undertake learner surveys		
<ul style="list-style-type: none">Distribute learner surveys to Years 10, 11 and 12 according to your schedule.Collect completed learner surveys from Year 10, 11 and 12 students.	Mary Zaszlos Jake Currie	10/11/2025
Analyse quality indicator data		

Activity	Delegated officer/s <i>in addition to RTOM</i>	Date completed
Review resources: <ul style="list-style-type: none"> • consolidation of learner survey responses in preparation for population of the quality indicator report template • Student Management app data outcome records. 	Mary Zaszlos Jake Currie	26/11/2025

Activity	Delegated officer/s <i>in addition to RTOM</i>	Date completed
Update student data records		
<p>In accordance with the annual QCAA Senior Education profile (SEP) calendar.</p> <p>All VET student records must be entered into Student Management app by the last QCAA reporting date for the current calendar year.</p> <p>Records include qualification, all units of competency that the student intends to complete, start date and anticipated or actual end dates, and an interim or final outcome.</p>	QCAA TA	26/11/2025

December

Activity	Delegated officer/s in addition to RTOM	Date completed
Retain student data		
Securely retain all completed assessment items for each VET student for current year cohort.	Mary Zaszlos Jake Currie	8/12/2025
Review ASQA general direction — Retention requirements for completed student assessment items.		
Issue end-of-year certification		
<ul style="list-style-type: none">Only issue qualifications or Statements of Attainment to students who have a verified USI.Update register for qualifications and Statements of Attainment issued.	QCAA TA Mary Zaszlos Jake Currie	8/12/2025
Review resources: <ul style="list-style-type: none">certification and the USI policy and proceduresregister of qualifications and Statements of Attainment issued.		
Provide advice to students		
Ensure all VET students for the following year have been provided with sufficient advice about the appropriateness for them of each qualification and/or accredited courses they are to be enrolled in.	Mary Zaszlos Jake Currie Line Manager Deputy Principal	12/12/2025
Review resources: <ul style="list-style-type: none">SET plansubject selection informationmarketing policy and procedurestudent information policy and procedures.		
Prepare for next year.		



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