

## Full vetr Resource Pack – Contents

*(Note some templates are listed multiple times when included in multiple packs)*

- Appeals Record
- Application for Enrolment Form Template
- Approved Personnel HR Checklist
- Assessment Tools Templates Pack
  - Appeals Record
  - Appeals Register
  - Competency Mapping - Assessment Tools Mapping Template (Pre & Post 2012 Unit of Competency formats)
  - Assessment Plan Template (Learning & assessment pathway and RPL pathway formats)
  - Assessment Policy Statement
  - Assessment Tool – Whole Tool Template
  - Assessment Tool Validation Report
  - Assessor Guide Template
  - Final Assessment – Record of Outcome Template (Learning & assessment pathway and RPL pathway formats)
  - Questioning Assessment Task Template
  - Observation Assessment Task Template
  - Product Assessment Task Template
  - Recognition (RPL) Tool – Whole Tool Template
  - Third Party Report Template
  - Unpacking a Unit of Competency Tool (Pre & Post 2012 Unit of Competency formats)
  - Work Placement Booklet Template
- Attendance Record
- Australian Privacy Principles Implementation Guide for RTOs
- Australian Privacy Principles Internal Review Tool
- Australian Privacy Principles Notice
- Child Safety Policy
- Competency Mapping Tools
  - Learning Resources Mapping Template (Pre & Post 2012 Unit of Competency formats)
  - Assessment Tools Mapping Template (Pre & Post 2012 Unit of Competency formats)
- Complaints & Appeals Registers
- Complaints Record
- Consent to Use Form
- Consultation Record
- Contact Record
- Continuous Improvement Record
- Continuous Improvement Register
- Deferring, Transferring, Discontinuing Form
- Disability Standards for Education Internal Review Tool
- Enrolment Application (Pre-Training Review) Record
- Enrolment Non-Acceptance Notice
- Governance, Strategy & Risk Pack
  - Governance Framework, including Governance, CEO Statement & Risk Policies
  - Child Safety and Wellbeing Policy
  - Conflict of Interest Policy
  - Whistleblowing Policy
  - Conflict of Interest Register
  - Risk Register
  - Whistleblower Register
  - Stakeholder Engagement & Communications Plan
  - Risk Management Plan
  - Strategic Planning Tool
  - Strategic Plan Template
  - Sustainability Plan
  - Annual Governance Review
  - Annual Risk Review

- Conflict of Interest Disclosure Record
- Decision-making Risk Analysis Template
- Induction Record - Governing Persons
- Internal Audit Tool - Conflict of Interest and Whistleblower Processes
- Internal Audit Tool - Governance Process
- Internal Audit Tool - Risk Process
- Investigation Report
- Performance and Outcome Monitoring - Conflict of Interest and Whistleblower Processes
- Performance and Outcome Monitoring - Governance Process
- Performance and Outcome Monitoring - Risk Process
- Revised SRTO Strategic Execution Plan
- Risk Assessment Record
- Risk Culture Survey
- Risk Matrix
- Strategic Evaluation
- Incident Report
- Induction Record
- Industry Engagement Pack
  - Industry Engagement Policy Statement
  - Services Review Schedule
  - Industry Engagement Report
  - Industry Placement Report
  - Industry Engagement Register
- Industry Placement Record
- Internal Review Support Pack
  - Australian Privacy Principles Internal Audit Tool
  - Continuous Improvement Register
  - Disability Standards for Education Internal Review Tool
  - Marketing Internal Review Tool
  - Online Learning WCAG 2.0 Internal Review Tool
  - Service Review Report
  - Standards for RTOs 2015 Internal Review Tool
  - Strategic Planning Tool
  - Testamur Compliance Internal Audit Tool
  - Website Internal Review Tool
- Intervention Strategy Record
- Learning Resources Templates Pack
  - Attendance Record
  - Competency Mapping - Learning Resources
  - Learning Activity Template
  - Learning Guide Template
  - Presentation Template
  - Session Plan
  - Trainer Guide Template
  - Unpacking a Unit of Competency Template
- Management Registers Support Pack
  - Action Plan
  - Appeals Register
  - Approved Personnel Register
  - Complaints Register
  - Document Register
  - Continuous Improvement Register
  - Industry Engagement Register
  - Marketing Register
  - NSW Smart & Skilled Financial Cap RTO Estimator
  - Professional Development Register
  - Third Party Agreements Register
  - Third Party Partner – Details Register
  - Training Products Register
  - WHS Register
- Marketing Collateral Approval Form

- Marketing Internal Review Tool
- Marketing Support Pack
  - Marketing Policy example
  - Marketing Internal Review Tool for RTOs
  - Website Internal Review Tool for RTOs
  - Marketing Collateral Approval Form
  - Marketing Register format
- NSW Smart & Skilled Implementation Pack
  - Access & Equity Statement, also addressing Disability Education Standards 2005 requirements
  - APP Privacy Statement, addressing Australian Privacy Principles requirements
  - Child Safety Policy
  - Consumer Protection Statement
  - Continuing Professional Development Statement
  - Recognition of Prior Learning Statement
  - Fees & Refunds Policy
  - NSW Smart Skilled Student Consent, Application Eligibility Assessment Form
  - Deferring Transferring Discontinuing Form
  - RTO Estimator, to support RTOs in meeting requirement to develop their own process for tracking Standard Subsidies against their relevant Financial Cap
- Personnel Competencies Resource
  - Personnel Competencies Policy Statement
  - Continuing Professional Development Policy Statement
  - Personnel Competencies Matrix – Trainer and Assessor VET Skills Component
  - Personnel Competencies Matrix – Trainer and Assessor Industry Vocational Component
  - Personnel Competencies Matrix – Validation Personnel
  - Personnel Competencies Matrix – Resources Development Personnel
  - Register of Trainers and Assessors
  - Continuing Professional Development Log
  - Continuing Professional Development Plan
- Policy Positions Support Pack
  - Policy Positions
  - Risk Management Matrix
- Records Access or Update Request Form
- Register of Trainers and Assessors
- Risk Management Matrix
- Service Review Report
- Standards for RTOs 2015 Internal Review Tool
- Statement of Fees
- Strategic Planning Tool
- Student Course Agreements Pack
  - Student Course Fees Agreement
  - Overseas Student Course Agreement
- Student File Audit
- Study Tips Guide
- Testamur Documentation Forms Pack
  - Document Re-Issue Request
  - Document Verification Request
  - Testamur Compliance Internal Review Tool
  - Testamur Issuance Checklist
- Third Party Report Template
- Training & Assessment Strategy Pack
  - Training & Assessment Strategy Policy Statement
  - Service Review Report
  - Service Review Schedule
  - Training & Assessment Strategy Template with key points for consideration
- Validation Practices Support Pack
  - Validation Policy Statement
  - Unpacking a Unit of Competency Tool (Pre & Post 2012 Unit of Competency formats)
  - Competency Mapping for Learning Resources (Pre & Post 2012 Unit of Competency formats)
  - Competency Mapping for Assessment Tools (Pre & Post 2012 Unit of Competency formats)
  - Validation Plan Template (including notes and tips for key planning aspects)

- Assessment Tool Validation Report
- Assessment Judgement Validation Report
- VIC Skills First Implementation Pack
  - Register of Trainers and Assessors
  - Student Advice & Pre-Training Review Policy
  - Pre-Training Review Record Form
  - VIC Skills First Student Declaration Form
  - Child Safety Policy, aligned to new Victorian Child Safe Standards requirements
  - Skills First Quality Charter – Statement of Commitment
  - CEO Statement
  - Evidence Policy
  - Fees & Refunds Policy
  - Statement of Fees
  - Third Party Partnerships Policy
  - Apprenticeships & Traineeships Policy
  - Online Service Standards
  - Digital Literacy Self-Assessment
  - Online Learning WCAG 2.0 Internal Review Tool
- Website Internal Review Tool
- Work Placement Booklet