

Full vetr Resource Pack – Contents

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

- Application for Enrolment Form Template
- Application & Pre-enrolment Pack
 - Student Advice, Selection, Enrolment & Induction Policy
 - Information Provision Policy
 - Application for Enrolment Form
 - Course Guide Template
 - Credit Transfer Monitoring Checklist
 - Credit Transfer Not Awarded Notification
 - Credit Transfer RPL Application Form
 - Delegation of Authority
 - Enrolment Application Non-acceptance Notification
 - Foundation Skills Assessment Report
 - Internal Audit Tool - Pre-enrolment Application Processes
 - Performance and Outcome Monitoring - Application & Pre-enrolment Processes
 - Pre-Enrolment Application Monitoring Checklist
 - Pre-Enrolment Review Record
 - RPL Monitoring Checklist
 - Stakeholder Survey - Credit Transfer
 - Stakeholder Survey - Recognition of Prior Learning
- AQF Certification Documentation Pack
 - Issuance of AQF Certification Documentation Policy
 - AQF Certification Documentation Issuance Checklist
 - Confirmation of Documentation Record
 - Document Re-Issue Request
 - Document Verification Request
 - Performance and Outcome Monitoring - Issuance of AQF Certification Documentation
 - Internal Audit Tool - Issuance of AQF Certification Documentation
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- Assessment Pack
 - Assessment Policy
 - Validation Policy
 - Appeals Policy
 - Validation Program
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 - Appeals Record
 - Unpacking a Unit of Competency - 2012 (Current) Format - Template
 - Unpacking a Unit of Competency - Pre 2012 UoC Format - Template
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 - Recognition (RPL) Tool - Whole Tool Template
 - Assessor Guide Template
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 - Observation - Assessment Task Template
 - Observation & Interview - Assessment Task Template
 - Other Party Observation Report Template
 - Product - Assessment Task Template
 - Product & Interview - Assessment Task Template
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 - Work Placement Booklet Template
 - Final Assessment - Record of Outcome
 - Competency Mapping - Assessment Tool - 2012 (Current) Format - Template
 - Competency Mapping - Assessment Tool - Pre 2012 UoC Format - Template
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 - Assessment Tool Validation Report
 - Assessment Judgement Validation Report
 - Assessor Observation Evaluation Checklist
 - Assessment Monitoring Checklist
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- Validation Monitoring Checklist
- Performance and Outcome Monitoring - Assessment
- Performance and Outcome Monitoring - Complaints and Appeals Processes
- Performance and Outcome Monitoring - Validation
- Internal Audit Tool - Assessment Processes
- Internal Audit Tool - Complaints and Appeals Processes
- Stakeholder Survey - Assessment
- Stakeholder Survey - Assessors - Assessment Judgements
- Stakeholder Survey - Complaint Appeal Post-resolution
- Stakeholder Survey - Complaints Appeals
- Validation Reflection Attendance Record
- Australian Privacy Principles Implementation Guide for RTOs
 - APP Action Plan
 - APP Notice
 - Privacy Policy
 - Retention and Disposal Schedule
 - Records Access or Update Request Form
 - Records Access Request – Refusal Notice
 - Records Update Request - Refusal Notice
 - Data Breach Response Plan
- Child Safety & Wellbeing Pack
 - Child Safety and Wellbeing Policy
 - Risk Management Planning Items
 - Child Safe Checklist
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 - Approved Personnel HR Checklist
 - Accident Incident Near Miss Report
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 - Performance and Outcome Monitoring - Child Safe Environment Processes
 - Stakeholder Survey - Child Safe Environments
 - Internal Audit Tool - Child Safe Environments Processes
- Complaints & Appeals Pack
 - Complaints Policy
 - Appeals Policy
 - Complaints Register
 - Appeals Register
 - Complaints Record
 - Appeals Record
 - Post-resolution Survey
 - Performance and Outcome Monitoring - Complaints and Appeals Process
 - Internal Audit Tool - Complaints and Appeals Process
- Continuous Improvement Record
- Continuous Improvement Register
- Conflict of Interest Pack
 - Conflict of Interest Policy
 - Whistleblowing Policy
 - Performance and Outcome Monitoring - Conflict of Interest and Whistleblower Process
 - Conflict of Interest Disclosure Form
 - Conflict of Interest Register
 - Whistleblower Register
 - Investigation Report
 - Internal Audit Tool - Conflict of Interest and Whistleblower Process
 - Stakeholder Survey - Conflict of Interest
 - Stakeholder Survey - Whistleblower Post-resolution
- Enrolment Application Review Record
- 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 and Opportunity Registers

- Whistleblower Register
- Stakeholder Engagement & Communications Plan
- Risk Management Plan
- Strategic Planning Tool
- Strategic Plan Template
- Sustainability Plan
- Financial Plan
- Business Continuity Plan
- Generative AI Implementation Strategy
- 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
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- Performance and Outcome Monitoring - Conflict of Interest and Whistleblower Processes
- Performance and Outcome Monitoring - Governance Process
- Performance and Outcome Monitoring - Risk Process
- Revised SRTTO Strategic Execution Plan
- Risk Assessment Record
- Risk Culture Survey
- Risk Matrix
- Strategic Evaluation
- Management Registers Support Pack
 - Action Plan
 - Appeals Register
 - Complaints Register
 - Conflict of Interest Register
 - Continuing Professional Development Register
 - Continuing Professional Development Plan
 - Continuous Improvement Register
 - Document Register
 - Industry Engagement Register
 - Marketing Registers
 - NSW Smart & Skilled Financial Cap RTO Estimator
 - Quality Objectives Register
 - Risk & Opportunity Registers
 - Services Review & Internal Audit Schedule
 - Third Party Agreements Register
 - Third Party Partner – Details Register
 - Training Products Register
 - Validation Plan
 - VET Personnel Register
 - Whistleblower Register
 - WHS Register
- Marketing Pack
 - Advertising and Marketing Policy
 - Consumer Protection Policy
 - Information Provision Policy
 - Marketing Plan
 - Marketing Registers
 - Advertising Marketing Collateral Review Checklist
 - Consent to Use
 - Course Guide Template
 - Internal Audit Tool - Marketing Compliance
 - Internal Audit Tool - Student Recruitment and Marketing Processes
 - Internal Audit Tool - Web Content WCAG 2.2
 - Internal Audit Tool - Website Compliance
 - Marketing Collateral Approval Form

- Social Media Post Checklist
- Stakeholder Survey - Student Recruitment and Marketing
- Stakeholder Survey - Website
- Policy Positions Pack
 - Policy Positions Manual
- Quality, Monitoring & Evaluation Pack
 - Quality Policy
 - Monitoring and Evaluation Plan
 - Audit Program
 - Annual M&E Report
 - Continuous Improvement Register
 - Improvement Record
 - Annual Reviews:
 - Annual Governance Review
 - Annual Management Review
 - Annual QMS Review
 - Annual Risk Review
 - Monitoring Tools:
 - Advertising Marketing Collateral Review Checklist
 - Approved Personnel HR Checklist
 - AQF Certification Documentation Issuance Checklist
 - Assessment Monitoring Checklist
 - Assessor Observation Evaluation Checklist
 - Child Safe Checklist
 - Course Services Delivery Checklist
 - Key Risk Indicators Monitoring Checklist
 - Pre-Enrolment Application Monitoring Checklist
 - Records Evidence Checklist
 - Social Media Post Checklist
 - Student Records Checklist
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 - WHS Inspection Checklist
 - Work Environment Checklist
 - Workforce Capacity Review Report
 - Internal Audit Tools:
 - Audit Plan Template
 - Opening Meeting Record
 - Closing Meeting Record
 - Document Request Form
 - Internal Audit Tool - Access, Equity, Student Support & Wellbeing Processes
 - Internal Audit Tool - Assessment
 - Internal Audit Tool - Child Safe Environments Processes
 - Internal Audit Tool - Complaints and Appeals Processes
 - Internal Audit Tool - Conflict of Interest and Whistleblower Processes
 - Internal Audit Tool - Course Services Review
 - Internal Audit Tool - Disability Standards for Education
 - Internal Audit Tool - Financial Management Processes
 - Internal Audit Tool - Governance Process
 - Internal Audit Tool - Interview Template
 - Internal Audit Tool - Issuance of AQF Certification Documentation
 - Internal Audit Tool - Marketing Compliance
 - Internal Audit Tool - Pre-enrolment Application Processes
 - Internal Audit Tool - Privacy
 - Internal Audit Tool - Quality Process
 - Internal Audit Tool - Records Management Processes
 - Internal Audit Tool - Revised Standards for RTOs
 - Internal Audit Tool - Risk Process
 - Internal Audit Tool - Stakeholder Engagement Processes
 - Internal Audit Tool - Standards for RTOs 2015
 - Internal Audit Tool - Student Recruitment and Marketing Processes
 - Internal Audit Tool - Template
 - Internal Audit Tool - Third-party Arrangement Processes

- Internal Audit Tool - Training Processes
 - Internal Audit Tool - Validation Process
 - Internal Audit Tool - VET Personnel Processes
 - Internal Audit Tool - Web Content WCAG 2.2
 - Internal Audit Tool - Website Compliance
 - Internal Audit Tool - Work Health and Safety Processes
 - Internal Audit Tool - Workforce Management Processes
 - Internal Audit Tool - Working under Direction Arrangements Process
- Stakeholder Surveys - by operational area for ease of use:
 - Course Services Delivery Reflection
 - Internal Audit Reflection
 - Stakeholder Survey - Access, Equity, Student Support & Wellbeing
 - Stakeholder Survey - Assessors - Assessment Judgements
 - Stakeholder Survey - Assessment
 - Stakeholder Survey - Child Safe Environments
 - Stakeholder Survey - Complaints Appeals
 - Stakeholder Survey - Complaint Appeal Post-resolution
 - Stakeholder Survey - Conflict of Interest
 - Stakeholder Survey - Course Services Review
 - Stakeholder Survey - Disability Standards for Education
 - Stakeholder Survey - Financial Management
 - Stakeholder Survey - Governance
 - Stakeholder Survey - Issuance of AQF Certification Documentation
 - Stakeholder Survey - Personnel Requirements
 - Stakeholder Survey - Pre-enrolment Application
 - Stakeholder Survey - Privacy
 - Stakeholder Survey - Quality
 - Stakeholder Survey - Records Management
 - Stakeholder Survey - Risk Culture
 - Stakeholder Survey - Stakeholder Engagement
 - Stakeholder Survey - Student Recruitment and Marketing
 - Stakeholder Survey - Third-party Arrangements
 - Stakeholder Survey - Training
 - Stakeholder Survey - Website
 - Stakeholder Survey - Whistleblower Post-resolution
 - Stakeholder Survey - Work Environment Post-placement
 - Stakeholder Survey - Work Health and Safety
 - Stakeholder Survey - Workforce Management
 - Stakeholder Survey - Working under Direction
 - Validation Reflection
 - Employer Survey - Overall
 - Industry Community External Stakeholder Survey - Overall
 - Personnel Survey - Overall
 - Student Survey - Overall
- Stakeholder Engagement Pack
 - Stakeholder Engagement Policy
 - Stakeholder Analysis
 - Stakeholder Engagement & Communication Plan
 - Stakeholder Engagement Register
 - Stakeholder Engagement Report
 - Industry Work Release Record
 - Internal Audit Tool - Stakeholder Engagement Processes
 - Performance and Outcome Monitoring - Stakeholder Engagement Processes
 - Stakeholder Survey - Assessment
 - Stakeholder Survey - Stakeholder Engagement
 - Stakeholder Survey - Training
- Strategic Planning Tool
- Student Support Services Guide
- Student Support Pack
 - Student Support Services Guide
 - Study Tips Guide
 - Access, Equity, Welfare, Wellbeing and Student Support Policy

- Consultation Record
- Course Guide Template
- Course Services Delivery Checklist
- Internal Audit Tool - Access, Equity, Student Support & Wellbeing Processes
- Internal Audit Tool - Course Services Review
- Intervention Strategy Record
- Performance and Outcome Monitoring - Student Support
- Stakeholder Survey - Inclusive Practices
- Support Services Monitoring Checklist
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 - Training Policy
 - Attendance Record
 - Competency Mapping - Learning Resources - 2012 (Current) UoC Format - Template
 - Competency Mapping - Learning Resources - Pre 2012 UoC Format - Template
 - Contact Record
 - Course Services Delivery Checklist
 - Course Services Delivery Reflection
 - Deferring Transferring Discontinuing Form
 - Evaluation Planning Form
 - Internal Audit Tool - Course Services Review
 - Internal Audit Tool - Training Processes
 - Learning Activity Template
 - Learning Guide - Template
 - Learning Resources Quality Assurance Checklist
 - Pre-Placement Risk Assessment Checklist
 - Presentation Template
 - Session Plan
 - Stakeholder Survey - Training
 - Student Cohort Analysis Tool
 - Student Progress Monitoring Tool
 - Trainer Guide - Template
 - Trainer Observation Evaluation Checklist
 - Training and Assessment Strategy Template
 - Training Products Register
 - Unpacking a Unit of Competency - 2012 (Current) Format - Template
 - Unpacking a Unit of Competency - Pre 2012 UoC Format - Template
 - WHS Inspection Checklist
 - Work Environment Checklist
 - Work Integrated Learning Monitoring Tool
 - Work Placement Agreement
 - Work Placement Booklet Template
- Validation Pack
 - Validation Policy
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 - VET Personnel Requirements Matrix - Validation
 - Validation Monitoring Checklist
 - Assessment Tool Validation Report
 - Assessment Judgement Validation Report
 - Assessor Observation Evaluation Checklist
 - Performance and Outcome Monitoring - Validation Process
 - Internal Audit Tool - Validation Process
 - Stakeholder Survey - Assessors - Assessment Judgements
 - Validation Reflection
- VET Personnel Requirements Pack
 - VET Personnel Requirements Policy
 - Continuing Professional Development Policy
 - Whistleblowing Policy
 - Conflict of Interest Policy
 - Workforce Plan
 - CPD Plan Summary
 - CPD Planning Tool

- Approved Personnel HR Checklist
- Conflict of Interest Disclosure Form
- Confirmation of Documentation Record
- Conflict of Interest Register
- Continuing Professional Development Register
- Continuing Professional Development Log
- CPD Report
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- Industry Work Release Record
- Supervision Plan
- Supervision Schedule
- Supervision Record
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- Third Party Arrangements Register
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- Performance and Outcome Monitoring - Working under Direction Arrangements Process
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