

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
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 - Stakeholder Survey - Recognition of Prior Learning
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 - AQF Certification Documentation Issuance Checklist
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 - Validation Policy
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- Performance and Outcome Monitoring - Complaints and Appeals Processes
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- Internal Audit Tool - Complaints and Appeals Processes
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- Australian Privacy Principles Implementation Guide for RTOs
 - APP Action Plan
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 - Retention and Disposal Schedule
 - Records Access or Update Request Form
 - Records Access Request – Refusal Notice
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 - Data Breach Response Plan
- Child Safety & Wellbeing Pack
 - Child Safety and Wellbeing Policy
 - Risk Management Planning Items
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 - Internal Audit Tool - Child Safe Environments Processes
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 - Whistleblowing Policy
 - Performance and Outcome Monitoring - Conflict of Interest and Whistleblower Process
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 - Conflict of Interest Register
 - Whistleblower Register
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 - Internal Audit Tool - Conflict of Interest and Whistleblower Process
 - Stakeholder Survey - Conflict of Interest
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- Enrolment Application Review Record
- Governance, Strategy & Risk Pack
 - Governance Framework, including Governance, CEO Statement & Risk Policies
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- Stakeholder Engagement & Communications Plan
- Risk Management Plan
- Strategic Planning Tool
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 - Continuing Professional Development Plan
 - Continuous Improvement Register
 - Document Register
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 - 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
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 - 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
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 - 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
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 - Policy Positions Manual
- Quality, Monitoring & Evaluation Pack
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 - Monitoring and Evaluation Plan
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 - Annual Reviews:
 - Annual Governance Review
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 - Approved Personnel HR Checklist
 - AQF Certification Documentation Issuance Checklist
 - Assessment Monitoring Checklist
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 - Child Safe Checklist
 - Course Services Delivery Checklist
 - Key Risk Indicators Monitoring Checklist
 - Pre-Enrolment Application Monitoring Checklist
 - Records Evidence Checklist
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 - 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
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 - Internal Audit Tool - Issuance of AQF Certification Documentation
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 - 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
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 - Stakeholder Survey - Conflict of Interest
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 - Stakeholder Survey - Financial Management
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 - Stakeholder Survey - Records Management
 - Stakeholder Survey - Risk Culture
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 - Stakeholder Survey - Training
 - Stakeholder Survey - Website
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 - Stakeholder Survey - Working under Direction
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 - Industry Community External Stakeholder Survey - Overall
 - Personnel Survey - Overall
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 - Stakeholder Engagement Policy
 - Stakeholder Analysis
 - Stakeholder Engagement & Communication Plan
 - Stakeholder Engagement Register
 - Stakeholder Engagement Report
 - Industry Work Release Record
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 - 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
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- Performance and Outcome Monitoring - Student Support
- Stakeholder Survey - Inclusive Practices
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 - Competency Mapping - Learning Resources - 2012 (Current) UoC Format - Template
 - Competency Mapping - Learning Resources - 2012 to 30 June 2025 UoC Format - Template
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 - Course Services Delivery Checklist
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 - Internal Audit Tool - Training Processes
 - Learning Activity Template
 - Learning Guide - Template
 - Learning Resources Quality Assurance Checklist
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 - Student Cohort Analysis Tool
 - Student Progress Monitoring Tool
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 - Work Environment Checklist
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 - Work Placement Agreement
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- Conflict of Interest Policy
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