Full vetr Resource Pack – Contents

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

- AI Adoption Pack
    - AI Implementation Checklist - Foundations v1
    - AI Policy v2
    - AI Register v1
    - AI Screening Tool (NAIC)
    - AI-generated Content Checklists v1
    - APP Notice Template v1
    - Application for Enrolment Form - Example AI Inclusions v1
    - Assessment Policy - Example AI Inclusions v1
    - Assessment Task - Example AI Inclusions v1
    - Generative AI Implementation Strategy v2.1
    - Internal Audit Tool - AI Adoption v2
    - Privacy Checklist - Use of AI v1
    - Privacy Impact Assessment Tool v1
    - Privacy Policy with example AI Inclusions v1
    - Responsible AI Adoption – Implementation Check v1
    - Risk Assessment Record v1
    - Risk Matrix - AI Adoption v1
    - Stakeholder Impact Analysis - AI Implementation v1
    - Stakeholder Survey - Use of AI v1
    - Use of AI Checklists v2
- 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
    - Stakeholder Survey - Issuance of AQF Certification Documentation
- Assessment Pack
    - Assessment Policy
    - Validation Policy
    - Appeals Policy
    - Validation Program
    - Appeals Register
    - Appeals Record
    - Unpacking a Unit of Competency - 2012 (Current) Format - Template

- o Unpacking a Unit of Competency - Pre 2012 UoC Format - Template
- o Assessment Tool - Whole Tool Template
- o Recognition (RPL) Tool - Whole Tool Template
- o Assessor Guide Template
- o Assessment Plan
- o Observation - Assessment Task Template
- o Observation & Interview - Assessment Task Template
- o Other Party Observation Report Template
- o Product - Assessment Task Template
- o Product & Interview - Assessment Task Template
- o Questioning - Assessment Task Template
- o Work Placement Booklet Template
- o Final Assessment - Record of Outcome
- o Competency Mapping - Assessment Tool - 2012 (Current) Format - Template
- o Competency Mapping - Assessment Tool - Pre 2012 UoC Format - Template
- o Assessment Tool Trial Report
- o Assessment Tool Validation Report
- o Assessment Judgement Validation Report
- o Assessor Observation Evaluation Checklist
- o Assessment Monitoring Checklist
- o RPL Monitoring Checklist
- o Validation Monitoring Checklist
- o Performance and Outcome Monitoring - Assessment
- o Performance and Outcome Monitoring - Complaints and Appeals Processes
- o Performance and Outcome Monitoring - Validation
- o Internal Audit Tool - Assessment Processes
- o Internal Audit Tool - Complaints and Appeals Processes
- o Stakeholder Survey - Assessment
- o Stakeholder Survey - Assessors - Assessment Judgements
- o Stakeholder Survey - Complaint Appeal Post-resolution
- o Stakeholder Survey - Complaints Appeals
- o Validation Reflection Attendance Record
- Australian Privacy Principles Implementation Guide for RTOs
  - o APP Action Plan
  - o APP Notice
  - o Privacy Policy
  - o Retention and Disposal Schedule
  - o Records Access or Update Request Form
  - o Records Access Request – Refusal Notice
  - o Records Update Request - Refusal Notice
  - o Data Breach Response Plan
- Child Safety & Wellbeing Pack
  - o Child Safety and Wellbeing Policy
  - o Risk Management Planning Items
  - o Child Safe Checklist
  - o Induction Record
  - o Approved Personnel HR Checklist
  - o Accident Incident Near Miss Report
  - o Investigation Report
  - o Performance and Outcome Monitoring - Child Safe Environment Processes
  - o Stakeholder Survey - Child Safe Environments
  - o Internal Audit Tool - Child Safe Environments Processes
- Complaints & Appeals Pack
  - o Complaints Policy
  - o Appeals Policy
  - o Complaints Register
  - o Appeals Register
  - o Complaints Record
  - o Appeals Record
  - o Post-resolution Survey
  - o Performance and Outcome Monitoring - Complaints and Appeals Process
  - o 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
- ECEC Training Check Pack
    - Early Childhood Education & Care Training Monitoring Checklist
    - Internal Audit Tool – ECEC Training
- 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
    - 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
- 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
    - Governance Registers
    - Industry Engagement Register
    - Marketing Registers

- o NSW Smart & Skilled Financial Cap RTO Estimator
- o Quality Objectives Register
- o Risk & Opportunity Registers
- o Services Review & Internal Audit Schedule
- o Third Party Agreements Register
- o Third Party Partner – Details Register
- o Training Products Register
- o Validation Plan
- o VET Personnel Register
- o Whistleblower Register
- o WHS Register
- Marketing Pack
  - o Advertising and Marketing Policy
  - o Consumer Protection Policy
  - o Information Provision Policy
  - o Marketing Plan
  - o Marketing Registers
  - o Advertising Marketing Collateral Review Checklist
  - o Consent to Use
  - o Course Guide Template
  - o Internal Audit Tool - Marketing Compliance
  - o Internal Audit Tool - Student Recruitment and Marketing Processes
  - o Internal Audit Tool - Web Content WCAG 2.2
  - o Internal Audit Tool - Website Compliance
  - o Marketing Collateral Approval Form
  - o Social Media Post Checklist
  - o Stakeholder Survey - Student Recruitment and Marketing
  - o Stakeholder Survey - Website
  - o AI-generated Content Checklists v1
  - o Use of AI Checklists v2
- Policy Positions Pack
  - o Policy Positions Manual
- Quality, Monitoring & Evaluation Pack
  - o Quality Policy
  - o Monitoring and Evaluation Plan
  - o Audit Program
  - o Annual M&E Report
  - o Continuous Improvement Register
  - o Improvement Record
  - o Management Registers Pack (all registers included)
  - o Annual Reviews:
    - Annual Governance Review
    - Annual Management Review
    - Annual QMS Review
    - Annual Risk Review
  - o Monitoring Tools:
    - Advertising Marketing Collateral Review Checklist
    - AI Implementation Checklist – Foundations
    - AI-generated Content Checklists
    - Approved Personnel HR Checklist
    - AQF Certification Documentation Issuance Checklist
    - Assessment Monitoring Checklist
    - Assessor Observation Evaluation Checklist
    - Child Safe Checklist
    - Course Services Delivery Checklist
    - Cultural Safety Considerations
    - Facilitation Reflection
    - Inclusive Delivery Practices Checklist
    - Internal Audit Reflection
    - Key Risk Indicators Monitoring Checklist
    - Personnel HR Checklist
    - Pre-Enrolment Application Monitoring Checklist

- Privacy Checklist - Use of AI
- Records Evidence Checklist
- RPL Monitoring Checklist
- Social Media Post Checklist
- Student Monitoring Record
- Student Records Checklist
- Use of AI Checklists
- Using Other Parties Monitoring Checklist
- Validation Monitoring Checklist
- 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
  - Cultural Safety Action Plan
  - Cultural Safety Considerations
  - Cultural Safety Policy
  - Disability Inclusion Action Plan
  - Inclusive Delivery Practices Checklist
  - Internal Audit Tool - Access, Equity, Student Support & Wellbeing Processes
  - Internal Audit Tool - Course Services Review
  - Intervention Strategy Record
  - Mental Health Action Plan
  - Performance and Outcome Monitoring - Student Support
  - Stakeholder Survey - Inclusive Practices
  - Student Monitoring Record
  - Student Support Plan
  - Support Services Monitoring Checklist
  - Student Wellbeing Strategy
- Study Tips Guide
- Training Pack
  - Training Policy
  - Attendance Record

- o Competency Mapping - Learning Resources - 2025 (Current) UoC Format - Template
- o Competency Mapping - Learning Resources - 2012 UoC Format - Template
- o Competency Mapping - Learning Resources - Pre 2012 UoC Format - Template
- o Contact Record
- o Course Guide Template
- o Course Services Delivery Checklist
- o Course Services Delivery Reflection
- o Deferring Transferring Discontinuing Form
- o Evaluation Planning Form
- o Internal Audit Tool - Course Services Review
- o Internal Audit Tool - Training Processes
- o Learning Activity Template
- o Learning Guide - Template
- o Learning Resources Quality Assurance Checklist
- o Pre-Placement Risk Assessment Checklist
- o Presentation Template
- o Session Plan
- o Stakeholder Survey - Training
- o Student Cohort Analysis Tool
- o Student Progress Monitoring Tool
- o Trainer Guide - Template
- o Trainer Observation Evaluation Checklist
- o Training and Assessment Strategy Template
- o Training Products Register
- o Unpacking a Unit of Competency - 2012 (Current) Format - Template
- o Unpacking a Unit of Competency - Pre 2012 UoC Format - Template
- o WHS Inspection Checklist
- o Work Environment Checklist
- o Work Integrated Learning Monitoring Tool
- o Work Placement Agreement
- o Work Placement Booklet Template
- Validation Pack
  - o Validation Policy
  - o Validation Program
  - o VET Personnel Requirements Matrix - Validation
  - o Validation Monitoring Checklist
  - o Assessment Tool Validation Report
  - o Assessment Judgement Validation Report
  - o Assessor Observation Evaluation Checklist
  - o Performance and Outcome Monitoring - Validation Process
  - o Internal Audit Tool - Validation Process
  - o Stakeholder Survey - Assessors - Assessment Judgements
  - o Validation Reflection
- VET Personnel Requirements Pack
  - o VET Personnel Requirements Policy
  - o Continuing Professional Development Policy
  - o Whistleblowing Policy
  - o Conflict of Interest Policy
  - o Workforce Plan
  - o CPD Plan Summary
  - o CPD Planning Tool
  - o Approved Personnel HR Checklist
  - o Conflict of Interest Disclosure Form
  - o Confirmation of Documentation Record
  - o Conflict of Interest Register
  - o Continuing Professional Development Register
  - o Continuing Professional Development Log
  - o CPD Report
  - o Incident Report
  - o Induction Record
  - o Industry Work Release Record
  - o Supervision Plan

- o Supervision Schedule
- o Supervision Record
- o Trainer Observation Evaluation
- o Third Party Arrangements Policy
- o Third Party Arrangements Register
- o Third Party Partner Personnel Details Register
- o VET Personnel Register
- o VET Personnel Requirements Matrix - Credential
- o VET Personnel Requirements Matrix - Industry Vocational
- o VET Personnel Requirements Matrix - Industry Expert
- o VET Personnel Requirements Matrix - Validation
- o Performance and Outcome Monitoring - Conflict of Interest and Whistleblower Process
- o Performance and Outcome Monitoring - VET Personnel Processes
- o Performance and Outcome Monitoring - Working under Direction Arrangements Process
- o Internal Audit Tool - Conflict of Interest and Whistleblower Process
- o Internal Audit Tool - VET Personnel Processes
- o Internal Audit Tool - Working under Direction Arrangements Process
- Work Placement Booklet
- Working under Direction Pack
  - o VET Personnel Requirements Policy
  - o Continuing Professional Development Policy
  - o CPD Plan Summary
  - o CPD Planning Tool
  - o Confirmation of Documentation Record
  - o Supervision Plan
  - o Supervision Schedule
  - o Supervision Record
  - o Trainer Observation Evaluation
  - o VET Personnel Requirements Matrix - Credential
  - o VET Personnel Requirements Matrix - Industry Expert
  - o VET Personnel Requirements Matrix - Industry Vocational
  - o Performance and Outcome Monitoring - Working under Direction Arrangements Process
  - o Internal Audit Tool - Working under Direction Arrangements