



Policy Positions

October 2025

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1. Scope

This Policy Manual applies to all operations and personnel involved in the activities of XYZ RTO as a Registered Training Organisation (RTO). This manual, made available to all personnel on appointment, must be used as a point of reference for all personnel to remain familiar with XYZ RTO policy and general RTO requirements.

XYZ RTO legal entities bound by this Policy Manual are:

- <<Legal name>> trading as <<trading name>> Registration Code: <<Insert Registration Code>>
- <<Legal name>> trading as <<trading name>> Registration Code: <<Insert Registration Code>>

The current version of this manual is available to all personnel at:

<<Insert Location>>