



**TYPE OF DOCUMENT: POLICY**

**TITLE: MANAGEMENT OF THE REGISTERED TRAINING ORGANISATION (RTO)**

**DOCUMENT NUMBER: POL22**

**VERSION NUMBER: 2.0**

### **POLICY STATEMENT**

Perth Boat School will ensure that it maintains sound and ethical operations enabling its ongoing profitability and growth. The Manager of Perth Boat School is the designated responsible person for Perth Boat School.

In accordance with the requirements of the Australian Quality Training Framework (AQTF 2007), The Manager of Perth Boat School will:

- a) ensure that Perth Boat School complies with the Standards for Registered Training Organisations across all of its operations and in all of its training and/or assessment activities, including those undertaken by other persons or bodies on its behalf.
- b) ensure that Perth Boat School provides for examination of documentation and reasonable access to all areas, records (including internal audit reports) and staff as required by the registering body for the purposes of audit;
- c) monitor compliance with the Standards for Registered Training Organisations, for review and as a basis for improvement;
- d) apply to the State or Territory registering body that has registered it for any extension to scope of registration;
- e) apply to the State or Territory registering body that has registered it, of all operations within its scope of registration including operations in other States or Territories and outside Australia;
- f) advise the State or Territory registering body that has registered it that Perth Boat School has commenced operations in any other State or Territory within 21 days of commencing the interstate operations; and/or within 3 months of ceasing delivery and/or assessment in a location outside the state or territory of registration
- g) provide the State or Territory registering body that has registered it with accurate and timely information regarding registration and compliance (including major changes to Perth Boat School's system or staffing profile, relocation of Perth Boat School, financial difficulties and transfer of client records).



## **MANAGEMENT OF THE REGISTERED TRAINING ORGANISATION (RTO)**

### **1.0 INTRODUCTION**

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF 2007). As such Perth Boat School is required to have a designated person with direct access to the chief executive who has defined responsibility and authority to manage the operations of Perth Boat School. Perth Boat School is also required to have documented procedures in place for this function.

Perth Boat School is committed to providing the best practice, professional products and services to its clients and acknowledges it can only succeed in this with effective and efficient quality processes.

### **2.0 PRINCIPLES:**

The following principles underpin this policy:

- Perth Boat School is determined to preserve its impeccable record for professionalism and integrity.

### **3.0 SUPPORTING DOCUMENTATION**

Perth Boat School documentation which supports the implementation of this Policy includes:

- TAC forms – available on the TAC website.



#### 4.0 PROCEDURES:

<b>RTO REGISTRATION AND MANAGEMENT</b>
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<b>Step One: Compliance with AQTF</b>
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- 1 The Manager of of Perth Boat School will ensure compliance with the AQTF Standards for Registered Training Organisations, through:
  - o internal and external auditing
  - o networking
  - o professional development
  - o continuous improvement processes
  - o stakeholder feedback
  - o regular reviews
- Perth Boat School internal auditing processes will include auditing partnership/contractual arrangements in line with AQTF.
- The Manager of of Perth Boat School will ensure that all qualifications and units of competency on its scope of registration reflect the latest version of the relevant Training Package qualifications and packaging rules.

<b>Step Two: Cooperation and compliance with External Auditing requirements</b>
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- 1 The Manager of of Perth Boat School will ensure that external auditors have full access to all documentation, equipment and persons relevant for auditing activities, including previous internal auditing documentation.
- 2 As part of the Audit process (see Audit policy) The Manager of of Perth Boat School will review audit reports for compliance and as a basis for continuous improvement.
- 3 The Manager of of Perth Boat School monitor Perth Boat School status and AQTF compliance.
- 4 Outcomes of external auditing will feed into continuous improvement processes.

<b>Step Three: Perth Boat School Scope of Registration</b>
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1. The Manager of of Perth Boat School will determine an appropriate scope of registration for the Perth Boat School through business planning processes.
2. The Manager of of Perth Boat School will use appropriate forms and processes for the application of extensions or modifications to scope, as available from the TAC Website.
3. The Manager of of Perth Boat School will ensure all learning and assessment support materials are available for the conduct of learning and assessment activities against each unit of competency or qualification on Perth Boat School's scope of registration, prior to application for an extension of scope.



**Step Four: RTO Operations notification**

1. The Manager of of Perth Boat School will advise the TAC, providing full details of all of its operations in relation to Perth Boat School's scope of registration. This will be conducted through formal written correspondence with TAC.
2. The Manager of of Perth Boat School will maintain full profile details of all trainers and assessors (including contractors)