



<b>TYPE OF DOCUMENT:</b>	<b>POLICY</b>
<b>TITLE:</b>	<b>BUSINESS PLANNING</b>
<b>DOCUMENT NUMBER:</b>	<b>POL06</b>
<b>VERSION NUMBER</b>	<b>2.0</b>

### **POLICY STATEMENT**

**Perth Boat School is committed to ensuring the successful strategic planning and management of the business, including the management of training and assessment activities and business developments.**

**As such, Perth Boat School will ensure that it develops, complies, maintains and monitors a business plan for all operations each year.**

**In doing so, Perth Boat School will:**

- \* implement and maintain written procedures for the development and review of the Perth Boat School Business Plan; and**
- \* develop a Business Plan for the Perth Boat School which is consistent with its scope of registration and scale of operation.**

## **BUSINESS PLANNING**

### **1.0 INTRODUCTION**

Perth Boat School, as a registered training organisation (RTO), is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF). As such, Perth Boat School is required to have a written business plan for its business that is consistent with its scope of registration and scale of operations.

### **2.0 POLICY PRINCIPLES :**

- A strategic and operational business plan will be reviewed and/or developed against all areas of operations at least every year.
- The current business plan will serve as a business development tool, and will be seen as a living document.

### **3.0 SUPPORTING DOCUMENTATION**

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

- F06\_01 Business Plan



#### 4.0 PROCEDURES :

<b>RTO BUSINESS PLAN</b>	<b>06 - 01</b>
--------------------------	----------------

##### **Step One - Development of business plan**

1. The Director & Manager of Perth Boat School will develop the business plan, using the business plan template in accordance with Perth Boat School business objectives, AQTF requirements and in conjunction with the stakeholders.
2. The Manager of Perth Boat School will ensure implementation, maintenance and compliance with the Business plan.