



Australian Leading Institute of Technology

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No.6.1.10: VET Governance Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	Standards for RTOs 2015 – Standard: 7.1; 7.2; 7.3; 7.4; 7.5;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

The purpose of this policy and procedure is to ensure that;

- This policy and procedure outlines ALIT’s strategic approach to quality management and continual improvement, which is guided by its Mission and Vision with a strong commitment to quality and excellence in the VET sector.
- ALIT has a current, valid copy of the legislation and regulations available
- The CEO of ALIT has appropriate information and access to the legislative processes required to meet applicable standards
- The CEO of ALIT has appropriate support from all the ALIT staff and committee members to perform and meet applicable standards
- The CEO of ALIT has appropriate support from the staff responsible for the administration of ALIT
- The CEO of ALIT is responsible for the ALIT management. This includes the management of operations ensuring suitability of policies to monitor and manage compliance with legislation and regulations; identify issues and develop appropriate responses.

- The CEO of ALIT is to ensure that the staff members have delegated responsibilities for the management and operations, and that they have enough authority to meet their responsibilities daily.
- The ALIT staff are aware of, have access to, and understand their responsibilities to meet applicable standards.

Objectives

The objective of this policy and procedure for ALIT is to ensure that:

- ALIT personnel are aware of their responsibilities and obligations
- ALIT has suitable and appropriate VET Governance system in place
- ALIT has proper policy framework to comply with the VET Governance Guidelines

Scope

ALIT VET Governance Policy and Procedure supports the development of a quality culture in which all staff assume responsibility for quality and engage in quality management at all levels and areas of ALIT.

This policy has been aligned with Australian and New Zealand Standard AS/NZS ISO 9001:2008 (Quality Management Systems) and AS/NZS ISO 9004:2009 (A Quality Management Approach).

The Management Committee of ALIT will review these protocols from time to time and protocols will be changed as the committee considers appropriate.

General Processes

1. Policy alignment

ALIT will explicitly demonstrate how it ensures the decision making of senior management is informed by the experiences of its Training Consultants (Trainers and Assessors).

The ALIT ensures that its Executive Officers or High Managerial Agent:

- are vested with sufficient authority to ensure the ALIT complies with the ALIT Standards at all times
- meet each of the relevant criteria specified in the Fit and Proper Person Requirements in Schedule 3.

2. ALIT's Plan, Implement, Review, and Improve (PIRI) Framework

The PIRI principles are implemented through a cyclical process of:

- Planning, including setting a new strategic direction or a key improvement to current practice, based on internal and/or external reviews
- Implementing the plan and monitoring the results against agreed performance measures
- Reviewing performance against the data reported and then re-planning
- Improvement based on review as well as sustaining those areas of good practice identified as working well during implementation

3. Compliance and Governance Checks

ALIT ensures it complies with ALIT Standards at all times, including where services are being delivered on its behalf. This applies to all operations of an ALIT within its scope of registration.

ALIT will achieve this policy by;

a) A current and valid legislation and regulations register

Responsibility: ALIT has a current, valid copy of the legislation and regulations register available. This register is maintained by the CEO and reviewed in three-month intervals.

Location: Google Drive

b) CEO is aware of legislative processes

Responsibility: The CEO of ALIT participates in all ALIT's committees and groups and contributes in a number of VET sector conferences and gatherings. ALIT's CEO also reviews the Legislation and Regulations Register on an ongoing basis and therefore has appropriate information and access to the legislative processes required to meet applicable standards.

Frequency: Ongoing basis

c) Support from ALIT Staff, CEO, management and stakeholders

Responsibility: CEO, CEO.

Frequency: Ongoing basis

4. ALIT's Governance Framework for Boards, committees and groups

- Leadership
- Competence
- Values

- Integrity
- Transparency
- Accountability
- Respect
- Commitment
- Fairness

5. ALIT Trainers Meetings (ALIT TM)

ALIT's Trainers/ assessors meet on a regular basis throughout the year, providing a forum for VET stakeholders to discuss issues of common concern and share valued experience and knowledge.

The functions of the committee are to;

- Ensure that all courses and academic materials meet all regulatory, compliance and quality requirements
- Validate student assessment outcomes to ensure these meet performance criteria
- Ensure that the Training & Assessment Strategy (TAS) meets all regulatory requirements and is compliant
- Examine the suitability of content and structures to ensure programs are consistent with required capabilities and are meeting the developmental and skill/knowledge needs
- Advise on methods of delivery that are most appropriate for course content

Members:

- CEO
- CEO/PEO
- VET Trainers/ assessors

6. Yearly Planner for ALIT

ALIT provides an annual declaration on compliance with these Standards to the VET [Vocational Education and Training] regulator and in particular whether it:

- currently meets the requirements of the Standards across all its scope of registration and has met the requirements of the Standards for all AQF [Australian Qualifications Framework] certification documentation it has issued in the previous 12 months

- has training and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.

ALIT follows its yearly planner for the following activities;

- Uploading and downloading VSN
- Continuous Improvement
- Validation and moderation sessions
- VET meetings
- Standards review
- Meeting and sharing “Compliance requirements and changes”
- Staff management

Procedures

Sr.No	Procedure Steps	Responsibility	Reference
1		Trainer, CEO	
2	Corrective actions should be taken regarding the matters discussed in this policy	CEO	

Version Control:

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