



MEMBERS LUNCHBOX WEBINARS

Lunch and learn!

How to take the stress out of compliance with Melissa Foote on Monday 25th November 2024

PLEASE NOTE: Portions of the chat log received prior to the start of the Presentation have been removed for editing purposes.

- 11:53:21 From Bronwyn Griffin
Good morning, everyone. Welcome to today's Members Lunch Box Webinar – How to take the stress out of compliance Presented by Melissa Foote.
- There is currently no audio playing. We will be conducting audio tests for attendees at 15mins, 10mins, & 5mins prior to the webinar starting at 12:00pm (AEST:QLD). -Thankyou
- 11:58:48 From Bronwyn Griffin
As a friendly reminder, when you're using the chat box today, please remember to click the drop-down box next To: and select either "All panellists and attendees" OR "everyone" (depending on your Zoom version). This will ensure that all participants can see your questions and comments. -Thankyou
- :
- Thanks and Regards,
- 12:04:08 From Chelsea McTaggart
Yes we are small only 5 staff
- 12:06:14 From Donar Firman
Using Gantt chart
- 12:07:14 From Nizar Ali
👍
- 12:07:17 From Syed Warisi
Yes I do
- 12:07:20 From Shilpi Grover
Yes
- 12:07:23 From Markus Beuke
👍
- 12:07:24 From Abul Hasnat Mohammad Saiduzzaman
100%
- 12:07:27 From Paul Harrington
Yes
- 12:07:27 From Miroslav Cincura
Agree

12:07:30	From Tanbir Joarder Yes
12:07:30	From Oajiha Alam Yes
12:07:30	From salwan amara 👍
12:07:33	From Manpreet Kaur Yes
12:07:34	From Mahedi Hasan Yes
12:07:37	From Joanne James 👍
12:07:39	From Alan Chelvan Yes
12:07:43	From Sanober Mahmood 👍
12:08:02	From Wendy Stuart 👍
12:08:52	From Cesar Arias 😊👍
12:09:50	From Richard Pajenado 👍
12:10:10	From Arif Khadem I'm always involved in conducting Industry Consultation.
12:13:28	From Arif Khadem It's like a dictionary!
12:13:48	From Nizar Ali This looks very well-organized; I assume it must have required many hours of work.
12:14:19	From Nhu Tran thos look very hood
12:14:41	From Sushil Bansal Good Afternoon Everyone
12:14:41	From Nhu Tran this is good
12:14:46	From Arif Khadem

What's the mystery behind blurring all the End Dates?

- 12:14:56 From Benedict Gunawan
I miss the application name, what is the app name? is there any similar one for windows PC?
- 12:15:42 From Shamsia Chowdhury
Hi
- 12:16:53 From Chelsea McTaggart
Benedict it was called Daylight 3, but yer for Mac.
- 12:18:58 From Leonie Davis - Velg Training
Hi Guys - a quick check on google suggests alternatives such as:
<https://slashdot.org/software/p/Daylight/alternatives>
- 12:19:14 From Arif Khadem
They're the hearts and souls of any RTO.
- 12:19:39 From Leonie Davis - Velg Training
Asana and Jira are also good project management style tools that could be similarly used
- 12:19:41 From Benedict Gunawan
Thank you.
- 12:19:54 From Chi Wa Chan
Hi this is Chi Wa from Northwest College. Sorry for being a bit late.
- 12:20:09 From Velg Training
Welcome Chi
- 12:20:43 From sukhmander Sidhu
does someone uses Microsoft Purview? And is it better than Asana or Jira?
- 12:24:47 From salwan amara
Sorry got disconnected
- 12:26:11 From sukhmander Sidhu
I can't find the daylight app on web
- 12:28:14 From Awlad Alam Mahmud
😊
- 12:30:41 From Leonie Davis - Velg Training
@Sukhmander : <https://apps.apple.com/us/app/daylite/id965269916> I'm not an apple user but looks like it's an app from the app store.
- 12:34:19 From Shivaun Thorne
Novacore, is an RTO standards system
- 12:34:19 From Courtney Locane
nothing as organised as this
- 12:34:20 From Nichollette East

I use MS Outlook Tasks to remind me of policy and procedures review etc

- 12:34:21 From RUI ZHANG
Hubspot
- 12:34:23 From RUI ZHANG
Jotform
- 12:34:35 From Heath Hotham
Cloudassess
- 12:34:35 From Robert Bikesic
MS Planner
- 12:34:37 From Chelsea McTaggart
We just use outlook calander and teams
- 12:34:38 From Sanober Mahmood
Monday.com
- 12:34:39 From Kelly Robinson
We use planner and create Tiles/tasks with dates and staff linked
- 12:34:45 From David McCluskey
Great Advice
- 12:34:47 From Leonie Davis - Velg Training
Jira, Slack, HubSpot, Airtable
- 12:34:50 From Stuart Pickering
Office 365 cloud based sharing
- 12:34:50 From Kelly Robinson
MS planner*
- 12:35:19 From Sam Booth
Nothing as this is the first time I have seen this. Well organized
- 12:35:27 From Tanya Brookes
nothing as orginiaxed as this
- 12:35:36 From Sam Booth
No
- 12:35:38 From Heath Hotham
Yes
- 12:35:41 From Parvinder Singh
No
- 12:35:44 From Velg Training
Question: - Do you have a process in place to automate your compliance on a rotating schedule?

- 12:35:45 From Joanne James
No
- 12:35:47 From Carolyn Cherry
Yes
- 12:35:57 From Sam Booth
This would like it will help in this area.
- 12:36:25 From Michelle Curro
It's similar to this system with the calendar, but not the great templates you have shown!
- 12:36:34 From Benedict Gunawan
atm manual - using spreadsheet, excel/ google sheet and google calendar
- 12:36:35 From Courtney Locane
Risk based first
- 12:37:02 From Markus Beuke
I use a simplified excel version with monthly schedules split into the standards and manual staff reminders and recording system.
- 12:37:44 From sukhmander Sidhu
Can you please shed some light on how manager contracts? How they can impact compliance?
*Question was answered by **Melissa Foote** during the presentation.*
- 12:37:54 From sukhmander Sidhu
*manage
- 12:38:31 From Arif Khadem
Unfortunately, no overtime is paid when staff work outside of their usual workload as mentioned in this slide.
- 12:38:46 From Jenny Treasure
Is there an organisation that can create the foundations of the CI system, which we then manage moving forward.
*Question was answered by **Melissa Foote** during the presentation.*
- 12:39:48 From Anandan Murugesan
Great. very informative.
- 12:40:13 From Michelle Curro
Melissa, who would you recommend is charge of dismissing a task (i.e. to ensure that it has been fully completed)?
*Question was answered by **Melissa Foote** during the presentation.*
- 12:40:51 From Joylene Monsoor
Manage...
- 12:42:51 From Asmah Mohamed
sorry for being late.

- 12:43:37 From Md Rakibul Hasan
Are we going to get recorded link and pdf and certificate today?
- 12:43:44 From Velg Training
The webinar is being recorded @Asmah so you will be able to catch up at a later time.
- 12:44:08 From Md Rakibul Hasan
Certificate
- 12:44:31 From Velg Training
Electronic Resources including your Statement of Attendance for today's session will be sent out within 48 hours
- 12:44:51 From Velg Training
Electronic Resources include: recording, PowerPoints and Chat Q&A
- 12:45:42 From Md Rakibul Hasan
Is it look like certificate?
- 12:46:21 From Velg Training to Md Rakibul Hasan And all panelists:
The Statement of Attendance is a PDF document verifying your attendance at today's webinar
- 12:47:26 From Zareer Wadia
please excuse me as I have a class to continue, thanks for a very interesting webinar.
- 12:47:29 From Md Ziaur Rahman Rahman
Thank you
- 12:47:50 From Joanne James
Interesting webinar Thankyou
- 12:48:09 From Tarquinn Goodwin
If your RTO is already on a 7 year ASQA audit cycle, would the RTO already have self-delegation status?
- 12:48:55 From Leonie Davis - Velg Training
@Tarquinn: <https://www.asqa.gov.au/rtos/asqa-delegations>
- 12:49:08 From sukhmander Sidhu
Yes
- 12:49:13 From sukhmander Sidhu
thank you so much
- 12:49:37 From Sushila Richardson
How do you manage pushback from your RTO staff on compliance tasks?
- 12:49:56 From Kelly Robinson
There is a compliance system I am looking into at the moment called Octossure

- 12:50:32 From Shilpi Grover
I've also heard about Octossure
- 12:50:43 From Tarquinn Goodwin
@Leonie
Thank you
- 12:50:43 From Kireet Joshi
Try out Vivacity, Novacore
- 12:50:44 From neil obrien
very well detailed
- 12:50:47 From sukhmander Sidhu
would you recommend the version control as comprehensively or to be managed for each part of the RTO such as T&A, resources, HR?
*Question was answered by **Melissa Foote** during the presentation.*
- 12:51:00 From Peg Wymond
Have to run. Thanks for an excellent event
- 12:51:15 From Mohammad Salman Bin Murad
Thank you.
- 12:51:21 From salwan amara
Earlier*
- 12:51:42 From Denise Rookwood
Another great and informative session. Thank you Melissa Foote and Velg.
- 12:51:42 From Shilpi Grover
Novacore is great.
- 12:52:27 From Farah Kolyaie
That is very good
- 12:52:46 From Leonie Davis - Velg Training
Some options for organisations that work in this space for RTOs:
<https://vetdirectory.velgtraining.com/category/digital-services>
<https://vetdirectory.velgtraining.com/category/software-solutions/>
- The information contained in the VET Directory is provided for general informational purposes only. Listings within the VET Directory do not imply endorsement or recommendation by Velg Training.
- 12:58:10 From sukhmander Sidhu
yes thank you
- 12:58:23 From Derek BAILEY
Thank you Melissa for an informative and interesting presentation. Much appreciated. 🙌🙌🙌
- 12:58:26 From Cindy Revell
Thank you! 😊

12:58:31 From Nichollette East
Thank you for a very informative session Melissa - I enjoyed it very much.

12:58:33 From Pritpal Singh Mann
Thank you

12:58:39 From sukhmander Sidhu
Thank you Melissa

12:58:43 From Abul Hasnat Mohammad Saiduzzaman
Thank you

12:58:43 From Anthoula Papapetros
Thanks

12:58:44 From Oajiha Alam
Thank you so much.

12:58:45 From Sanober Mahmood
Thankyou

12:58:50 From Benedict Gunawan
thank you

12:58:51 From Vishavdeep Singh
Thank you

12:58:51 From George Thattil
Thanks

12:58:51 From PUNINDER DHANJAL
Thank you

12:58:51 From Rijan Koirala
Thank you so much

12:58:52 From Parvinder Singh
thank you. informative session

12:58:55 From Wendy Stuart
Thank you for such a great session.

12:58:56 From Michelle Curro
Thank you Melissa and the velg team!

12:58:57 From Syed Warisi
Thank you

12:58:57 From Mohammad Tarique
Thanks

12:58:57 From Rahul Gakhar
Thanks Melissa!

12:58:58 From Adrienne Carson
Great presentation Melissa, thanks Leonie

12:59:02 From Peter Groundwater
Thank you so much.

12:59:04 From Muhammad Shakhawat Hossain
Thanks for such an informative and helpful session!

12:59:06 From Susmita Majumder
Thank you

12:59:06 From Leiza McDonald
Thanks so much

12:59:08 From Hemali Karia
Great and very informative session. Thank you

12:59:13 From Tanbir Joarder
Thank you Melissa. Very informative session.

12:59:13 From Sami Jamhour
Thank You

12:59:14 From salwan amara
Thank you Melissa very helpful session

12:59:17 From Robert Bikesic
Thank you.

12:59:18 From Russell Swee Yong Ho
Thank you for an informative webinar :)

12:59:19 From Gitam Lama
Thanking you Melissa and everyone & it was great!!

12:59:20 From Afzal Ahbabur Rahman
Thank you!

12:59:20 From Md Ziaur Rahman Rahman
Thank you so much

12:59:21 From Carolyn Cherry
Thankyou

12:59:23 From Awlad Alam Mahmud
Thank you

12:59:24 From Linda Kewin
Thank you

12:59:26 From Gokul Singh
Good session. Thanks Melissa and thanks to VELG for organising this session.

- 12:59:29 From Sujeet Kumar Shrestha
Thank you
- 12:59:29 From Cesar Arias
Thank you for the webinar was amazing and cross finger the RTO listen all
this point 🙏👍
- 12:59:29 From Ashwini Salvi
Thank you !
- 12:59:29 From Heath Hotham
thank you
- 12:59:29 From Kate Vanachakit
Thank you
- 12:59:31 From Miroslav Cincura
Thank you Melissa, good webinar, you are very organised, it's always good to
be organized
- 12:59:31 From Paul Harrington
Thanks
- 12:59:31 From Rijan Koirala
Thank you for such a informative session . Thank you Melisa and velg team
- 12:59:32 From Markus Beuke
🙏
- 12:59:32 From Shilpi Grover
Thank you for the great session
- 12:59:33 From Gitam Lama
Once again, thank you!!
- 12:59:34 From salwan amara
Thank you !!
- 12:59:34 From Jenny Treasure
great session thank you
- 12:59:34 From Tarquinn Goodwin
thank you
- 12:59:36 From Sam Booth
Thanks this was great
- 12:59:37 From Sally Mooney
Thank you, very helpful!
- 12:59:39 From Sheela KC
Thank you

12:59:41 From Louise Whiteside
Yes it was a great session Melissa :)

12:59:41 From Songlin Li
Thank you!

12:59:43 From Md Ziaur Rahman Rahman
Great

12:59:43 From Shobhit Rana
thank you

12:59:44 From Eloise Monperrus
thank you

12:59:45 From Farah Kolyaie
Thank you again

12:59:48 From Kathleen Duggan
Thank you, very informative! :)

12:59:50 From Hemali Karia
Very helpful session

12:59:51 From Daniel Pakzad
thanks that was great

12:59:52 From Patricia Soneji
thank you

12:59:53 From Philippa Austin
Great session

12:59:53 From Carole Trewick
Thank you. Very comprehensive 😊

12:59:54 From Juan Pablo Navarrete Garcia
thank you very much Melissa. Juan Pablo

12:59:56 From Eugene Lim
Thank you

13:00:01 From Sheela KC
Do we get certificate or attendance proof

13:00:03 From Miroslav Cincura
Bye all

13:00:03 From Gitam Lama
Cheers!!

13:00:03 From Daniel Pakzad
thank you

13:00:03	From Sheela KC ?
13:00:14	From Abiram Deepak Kannan Thank you
13:00:15	From Arun Chauhan Thank you.
13:00:30	From Sonia Walia thank you
13:00:33	From Shais Amer Thank you
13:00:36	From Arif Khadem Thanks a lot
13:00:42	From Richard Pajenado Thank you
13:00:44	From Kamrul Islam Thank you
13:00:44	From Md Rakibul Hasan Thanks