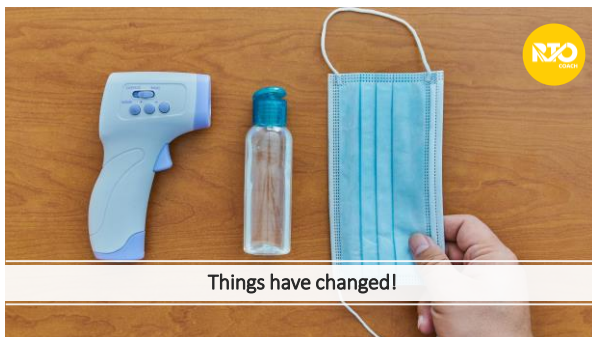








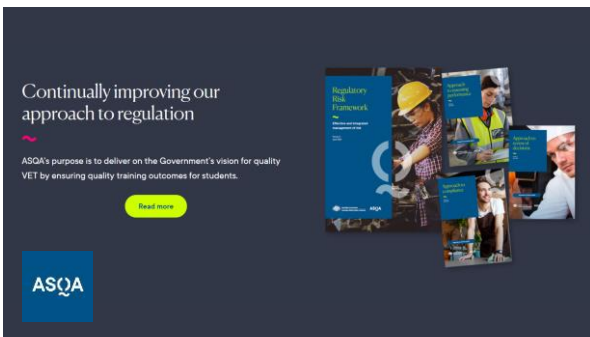




















My approach to business

Autonomy
Accountability
Transparency





Autonomy

Giving your team the power, within limits, to become an asset for your business.





Accountability

WHO DID THAT?





Our aim is to develop RTOs into profitable, sustainable and scalable businesses **where compliance becomes embedded within the culture**, and not a side project or afterthought.





Any questions?





3.12 Provider self-assurance and continuous improvement

Self-assurance describes the measures a provider puts in place to make sure it continues to meet obligations and deliver quality outcomes for students and industry. Self-assurance enables providers to identify and address any deficiencies in their compliance early to limit or prevent harm to students, or the sector. The types and frequency of the measures implemented will vary from provider to provider based on their characteristics and the risk of non-compliance.

Systematic monitoring and evaluation by a provider of its training and assessment strategies and practices is required under the Standards. Providers are expected to take action when an issue is detected to make sure it is not systemic and that it does not recur. In our treatment of non-compliance and when we decide what regulatory actions to take, we will consider the provider's commitment to compliance and capability to address the non-compliance.

ASQA

We actively promote and support a provider's culture and systems for self-assurance and continuous improvement.




Over the past six months, we have been working with the sector to develop a shared understanding of self-assurance.

We know that if providers can effectively self-assure, they will have systems and processes in place to critically examine their performance and student outcomes on an ongoing basis. This helps ensure ongoing compliance with the Standards and continuous improvement.

Self-assurance also forms an important part of managing risk in your organisation. If you effectively self-assure you can:

- identify and fix issues as they arise
- manage risks to quality outcomes and, in doing so, ensure quality student outcomes
- have confidence that you meet your regulatory obligations on a sustained basis.

From April 2021 we will increasingly focus on provider systems of self-assurance when assessing provider performance against the relevant standards.




Our assessors will focus more strongly on your understanding of your obligations and systems.

We will review how practice aligns with systems and how you monitor, review and improve your practices.

Our assessors will be considering three key questions when assessing your performance:

- Does your practice align with the requirements of the relevant standard?

- Do you have a system for ensuring ongoing compliance with the relevant standard?
- Do you monitor, review and continuously improve (self-assure) in order to ensure compliance with the requirements of the relevant standard on an ongoing basis?

By answering these three questions, we will better understand your commitment and capability to address issues as they arise and to remain compliant in the future.




Our assessors will also focus more closely on clause 2.2 of the Standards for RTOs.

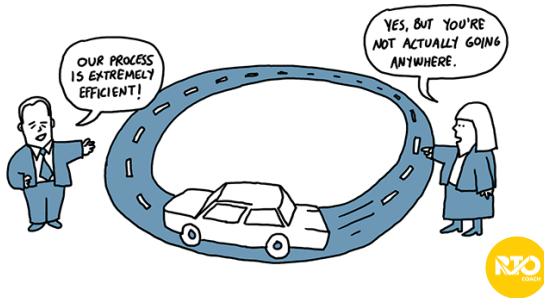
What is clause 2.2 of the Standards for RTOs?

Clause 2.2
The RTO:

- systematically monitors the RTO's training and assessment strategies and practices to ensure ongoing compliance with Standard 1
- systematically evaluates and uses the outcomes of the evaluations to continually improve the RTO's training and assessment strategies and practices. Evaluation information includes but is not limited to quality/performance indicator data collected under clause 3.5, validation outcomes, client trainer and assessor feedback and complaints and appeals.

The Users' guide to the Standards for RTOs 2015 includes more detail about clause 2.2 including a guide to compliance, and a case study on effective internal compliance monitoring.

As a result, you will see clause 2.2 included in the scope of most performance assessments (audits). This clause specifically requires providers to systematically monitor, evaluate and continuously improve their training and assessment strategies and practices.



Functional systems

Checklist

Summary

New Employee Onboarding Checklist

Use this checklist to onboard new team members at NTO Coach. Click the "Run Checklist" button and enter the name of the employee into the "Activity Title".

This process is designed for the manager or supervisor to walk the new team member through the items. The employee will tick items off as complete, and the onboarding facilitator will sign off on the completed checklist. Invite the new team member to participate in the process.

Explain the business

- 1 Welcome to NTO Coach
- 2 History of the business and its role
- 3 The structure
- 4 The type of work

Integrating compliance into practice

- 5 The VET sector



Maciek Fibrich

Finish

Close

Explain the business

- 1 Welcome to NTO Coach
- 2 History of the business and its role
- 3 The structure
- 4 The type of work

Integrating compliance into practice

- 5 The VET sector
- 6 ASQA and their role

Meet the team

- 7 Management team (members of shared business)
- 8 Supervisors

ASQA and their role

ASQA is the national regulator for the vocational education and training (VET) sector. ASQA seeks to make sure that the sector's quality is maintained through the effective regulation of:

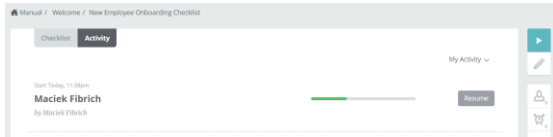
- vocational education and training providers
- accredited vocational education and training courses
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) providers, including those delivering English Language Intensive Courses for Overseas Students (ELICOS).

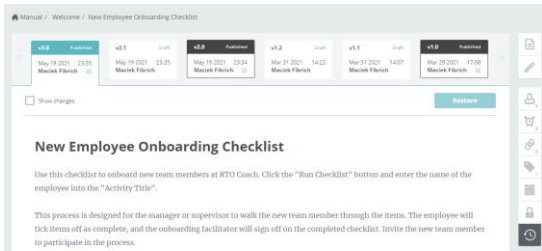
ASQA may also collect, analyse and publish information on the VET sector and VET providers.

ASQA makes sure that the quality and reputation of Australia's VET system is maintained through effective national regulation.

Understanding Australia's VET sector







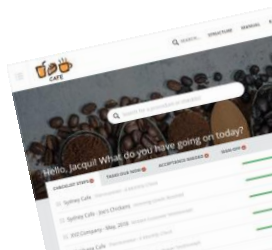
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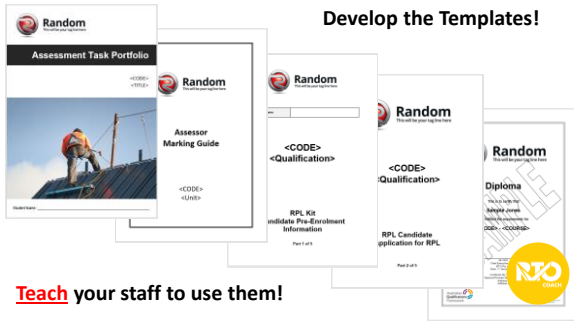
Free Trial of WayWeDo



Add the promo code: **VET30**

This will provide a 30-day trial and \$10 credit in the WWD Market Place. The promo code will expire on Oct 31st.

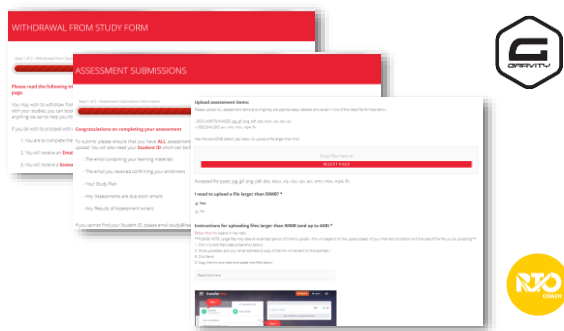


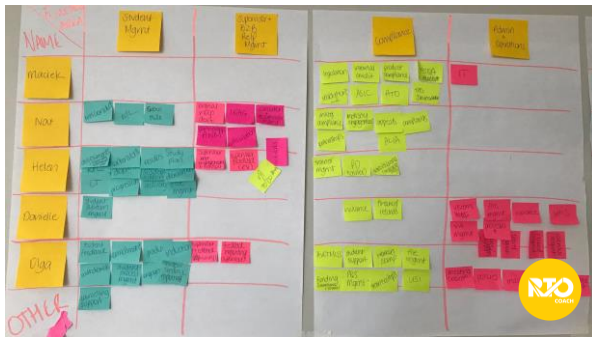


Management Meeting Agenda & Minutes [Template]

Instructions – Remove this text before use: This template is designed to be modified as needed for the specific use within your RTC. There is nothing concrete with this template. Where you see <CODE> & used, you are to customise the template. The Agenda items and Questions should be amended to suit the content of the RTC. The comments on the side can also be deleted. Two applications used to assist with this process include Zoom (<https://zoom.us/j/24467399>) and Rev (<https://www.rev.com>). **I am not endorsing either Application, however I have successfully used both in the past!**

Date: 00:00:00	Time: 00:00am (00 mins max)	Location:	Remote / Onsite Meeting to be minutes and recorded.
Chair:	[insert name of chair]	Zoom Link:	https://zoom.us/j/24467399
Staff present:	[insert all staff who are participating in the meeting]		
Apologies:	[insert all staff who are participating in the meeting but could not attend]		
Instructions: Chair to welcome staff, ensure meeting is being recorded, and proceed with meeting. Upon completion of the meeting, Chair to send the recording to REV (https://www.rev.com) and then store on G Drive. Paste the link on the end page.			
Agenda Item	Questions?	Notes/minutes and action to be undertaken	By whom/when
1. Action Items from Previous Meeting	Referring to minutes from previous meeting, discuss what action items have been completed or are outstanding.	[Record any specific notes/minutes here as well as specific actions based on discussions]	[Identify person here]
2. Industry Feedback / Consultation	What events have staff been to? What feedback has been gathered? Do we need to make any changes based on feedback?		
3. Staff Professional Development	Has any PD taken place since the last meeting? Do we have to plan any?		
4. Certification	Have any Certificates been issued? Were there any issues? Can we do anything better?		























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Example of projects currently being supported

PROVIDE VOCATIONAL TRAINING TO WOMEN IN THE PHILIPPINES
Project category: [Women/Youth](#)

PROVIDE VOCATIONAL TRAINING TO WOMEN IN GUATEMALA
Project category: [Women/Youth](#)

GIVE DIGITAL SKILLS TRAINING TO ABORIGINAL COMMUNITIES
Project category: [Education](#)

PROVIDE EDUCATION FOR DISADVANTAGED CHILDREN
Project category: [Education](#)

For more information, visit www.b1g1.com



Post-Conference Pledge

For every delegate registered to attend the 2021
National VET Conference, a brick will be
purchased to build a classroom in Nepal!

Something small, makes a big difference!



Questions?



Future Proof your RTO!

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2021NVC