



YOUR WEBINAR WILL BEGIN SHORTLY

Audio test may occur during this period





MEMBERS! PENNY FOR YOUR THOUGHTS?

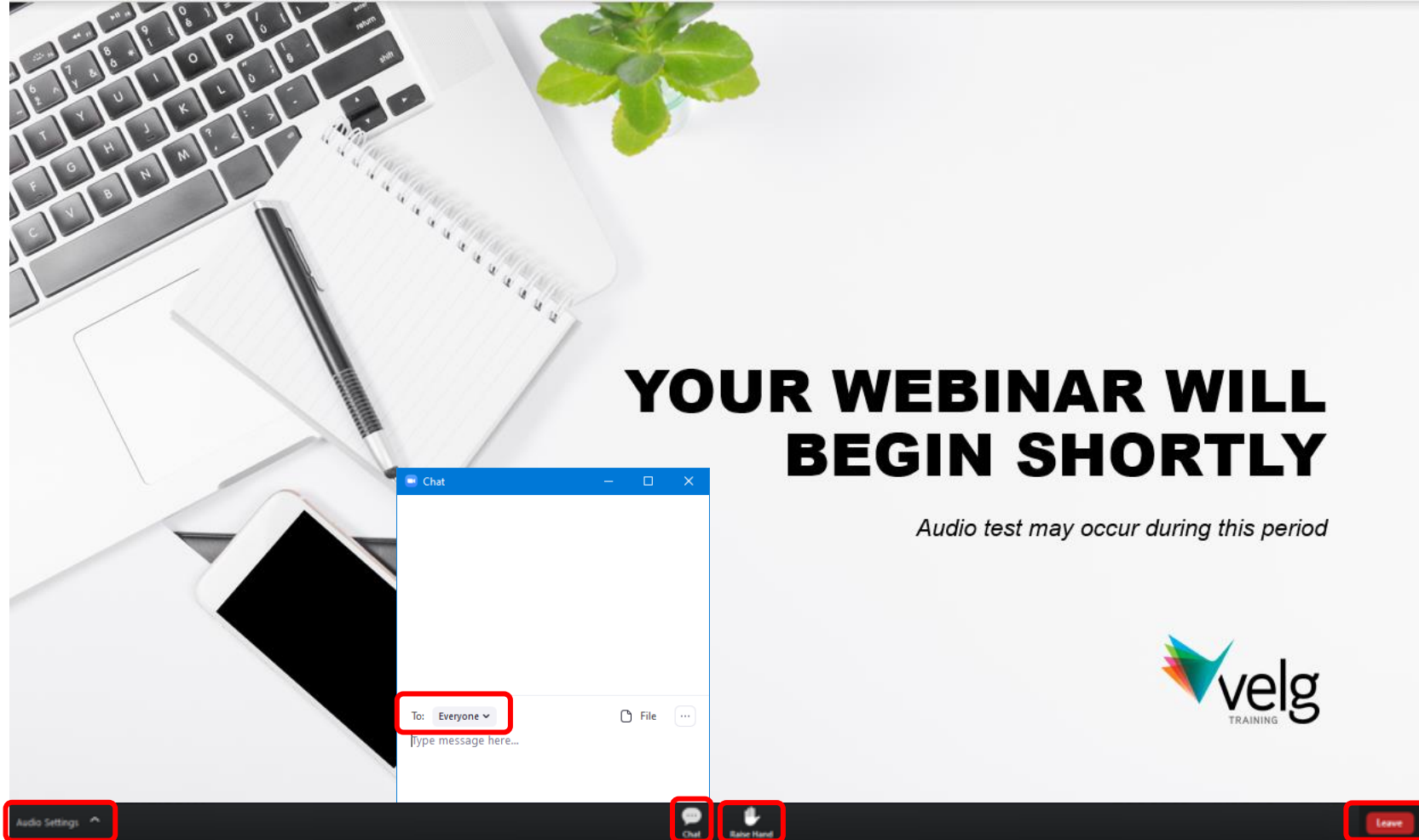
SCAN THE QR CODE AND TELL US YOUR THOUGHTS WITH OUR MEMBERSHIP SURVEY!

RAISE YOUR VIRTUAL HAND IF YOU CAN HEAR ME

(audio test)



NAVIGATING ZOOM



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YOUR WEBINAR WILL BEGIN SHORTLY

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ACKNOWLEDGMENT OF COUNTRY

How to take the stress out of compliance

Melissa Foote

ABOUT: Melissa Foote

I am an ex-RTO owner that now works as a consultant helping businesses to streamline and automate their processes.

My RTO was Skills First funded for over 11 years and we also achieved Self-delegation status along with a 7 year audit cycle.

Achieving this status was all about streamlining our compliance, processes, policies, procedures and workflows.

My RTO specialised in accounting and business qualifications and I am also a registered tax practitioner.

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WEBINAR OVERVIEW

01

Setting up
your system

02

How to
automate
compliance

03

Ensure staff
are
accountable
and onboard

04

Alternatives
to employing
a compliance
manager

05

Maintaining
consistency
and updates

06

Achieving
self-
delegation
status

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Setting up your system

It's all about finding tools that will help everyone to communicate and document

Home

Team

Calendars

My Calendar

Users & Resources

Appointments for Nex...

Appointments for Tod...

Appointments for To...

Assessment Due

BAS/IAS/Super lod...

Compliance

Confirmed Installation...

Continuous Improv...

Important Events

Industry Consultat...

TBST assessors

TBST combined c...

VDC Project

Validation & Mode...

Contacts

People

Companies

Eligibility Pre

Ineligible Pre

In-complete Pre

PENDING ENROLMEN...

Current Students

Added in last 7 days

CURRENT STUDE...

Cheating/Plagiarism

Complaints/Appeals

Gav Marketing List

MYOB student list

Students

Enrolment

Full Completed

New List

September 2021

Su M Tu W Th F Sa

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 1 2

3 4 5 6 7 8 9

September

Day Week Month Year

< Today >

Monday Sep 1

Tuesday 2

Wednesday 3

Thursday 4

Friday 5

Saturday 6

Sunday 7

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Oct 1

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Follow up: Feedback meeting - T & A team 4:15 pm

HR manual and revision of policies & procedures

Follow up: Meeting re update to refund po... 3:00 pm

CI - Review and update of student handb... 2:00 pm

CI - Revision of refund policy 3:00 pm

Allocate 9 CI tasks from feedback meeting in Daylite

HR manual and revision of policies & procedures

HR manual and revision of policies & procedures

MF & DM to create 2 warning emails for...

Break up and delegate the Standards

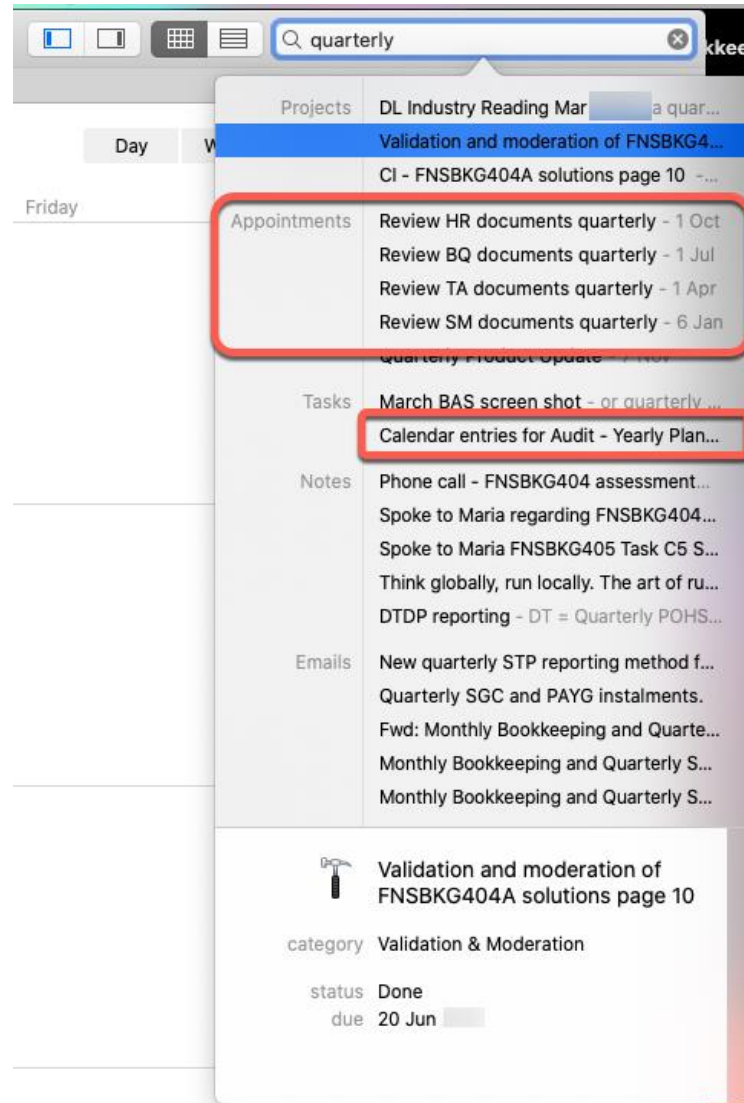
Self-assurance and continuous improvement scheduled events

Schedule Industry consultation

Schedule validation events over a regular time period ensuring 50% in the first three years and then all products on a rotating cycle every 5 yrs

Setting up your system

It's all about finding tools that will help everyone to communicate and document



Schedule policy and procedure reviews and delegate to responsible staff members.

Set a date yearly to enter relevant dates for audit planning and compliance.

Enter regular dates to remind trainers/assessors to update their VET & Industry PD

Download the RTO obligations checklist & use this as a starting point for scheduling regular and repeating events. Automate by creating these events as recurring:

<https://www.asqa.gov.au/media/2380>

Automate compliance

Once you have created the events and reminders, then create template projects within your system that are easy to use and apply. In these examples we have project templates for both Industry and VET for a trainer/assessor.

▼ Objectives													
📁 My Projects	Name	End Date	Extra Field 5	Extra Field 11	Extra Field 12	Name	Extra...	End Date	Start Date	Extra...	Details	Extra Field 5	Extra Date 1
💰 My Opportunities	● ICB annual skills review		PD folder	8	MF	● ACPET audit workshop	MF			8	ACPET audit workshop	PD folder	
📁 All Projects	● BAS agent's update		PD folder	2	MF	● AQTF workshop	MF			6	AQTF workshop	PD folder	
📁 All Opportunities	● ICB network meeting		PD folder	2.5	MF	● ACPET F2F session for e-learning	MF			6	ACPET F2F session for e-learning Ongoing online and F...	Email	
📁 All Open New Orders	● MYOB AccountEdge v11 update		PD folder	1.5	MF	● ACPET F2F session for e-learning	MF			6	ACPET F2F session for e-learning Ongoing online and F...	Email	
📁 Bookkeeping Mont...	● ICB network meeting		PD folder	2.5	MF	● ACPET onsite mentoring session	MF			6	ACPET onsite mentoring session Ongoing online and F2...	Email	
📁 CI (Business & Ge...	● CC yearly exam		PD folder	8	MF	● ACPET F2F session for e-learning	MF			6	ACPET F2F session for e-learning Ongoing online and F...	Email	
📁 CI (Combined list)	● CC yearly exam		PD folder	8	MF	● ACPET F2F session for e-learning	MF			6	ACPET F2F session for e-learning Ongoing online and F...	Email	
📁 CI TA	● ICB network meeting	Industry PD		2.5	MF	● ACPET F2F session for e-learning	MF			6	ACPET F2F session for e-learning Ongoing online and F...	Email	
📁 CI TA Not Done	● MYOB Partner connection			0	MF	● ACPET F2F session for e-learning	MF			6	ACPET F2F session for e-learning Showcase and Conv...	Email	
📁 Classes Starting Next...	● ICB network meeting		PD folder	2.5	MF	● ACPET F2F session for e-learning	MF			6	ACPET F2F session for e-learning	Email	
📁 Classes in Session	● MYOB Partner Briefing		PD folder	3.5	MF	● Info session for Liz Blanchard Cert IV Bkbp	MF			6	Info session for Liz Blanchard Cert IV Bkbp	Internal	
📁 Complaints & App...	● ICB network meeting		PD folder	2.5	MF	● ACPET e-learning course - Site visit	MF			6	ACPET e-learning course - Site visit	Email	
📁 Compliance 16_17	● ICB at TPB (BAS Agents Adv Group)		Email	6	MF	● ACPET F2F session for e-learning	MF			6	ACPET F2F session for e-learning	Email	
📁 Deferred Projects	● ICB Conference at Melbourne Park		Email	8	MF	● ACPET F2F session for e-learning	MF			6	ACPET F2F session for e-learning	Email	
📁 Due in next 7 days	● ICB network meeting		PD folder	2.5	MF	● Elnet e-Learning conference	MF			5	Attended Elnet conference to learn about industry trend...		
📁 Facilitator doc list	● MF Austwide taxation newsletter - Payroll update June			1.0	MF	● VELG Audit seminar	MF			5	VELG Audit seminar	PD folder	
📁 Feedback meetings	● BAS Agents update webinar		PD folder	2	MF	● Securing Jobs for your Future Update	MF			4	Securing Jobs for your Future Update	Email	
📁 Industry consultati...	● ICB network meeting		PD folder	2.5	MF	● E-learning guidelines review	MF			4	E-learning guidelines review Review of national guideli...	Internal	
📁 FNS40217 Markin...	● ICB network meeting			0	MF	● RPL TAFE Network Meeting	MF			4	RPL TAFE Network Meeting	Email	
📁 Next Week's Onsite &...	● ICB network meeting		PD folder	2.5	MF	● RPL TAFE Network Meeting	MF			4	RPL TAFE Network Meeting	Email	
📁 Open Projects	● XERO training inhouse			0	MF	● VET Development Centre: 2013 Workforce Devpt...	MF			4	VET Development Centre: 2013 Workforce Devpt Project	Email	
📁 Outstanding Returns	● MYOB Partner connection		PD folder	14	MF	● MMUG network meeting	MF			4	MMUG network meeting RPL processs in Moodle. Host...	Email	
📁 PD DL list VET	● ICB network meeting			0	MF	● RPL TAFE Network Meeting	MF			4	RPL TAFE Network Meeting	Email	
📁 PD DL list industry	● ICB network meeting		PD folder	2.5	MF	● VSN Seminar	MF			2	VSN Seminar Wise.Net Implementation	Email	
📁 PD DM list VET	● ICB network meeting		PD folder	2.5	MF	● Become a published author	MF			2	Become a published author Writing skills	Email	
📁 PD DM list industry	● CC meeting Rick Freitag		PD folder	3	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
📁 PD DS list VET	● ICB network meeting		PD folder	2.5	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
📁 PD DS list industry	● MYOB Business monitor			0	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
📁 PD FF list VET	● Registering as a BAS agent			0	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
	● Xero Conference			0	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
	● How to market online accounting			0	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
	● Jims Bookkeeping guest speaker John Birse			0	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
	● ICB network meeting			0	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
	● ICB network meeting			0	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
	● ICB Annual conference			0	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
	● ICB network meeting			0	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
	● Vic Super Update Seminar			4	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
	● MYOB Partner Briefing Webinar			2	MF	● ACPET online session for e-learning	MF			2	ACPET online session for e-learning Ongoing online and...	Email	
	● FWA Seminar			8	MF	● Student Support Open Webinar training	MF			2	Student Support Open Webinar training Adobe Connect	Internal	
	● MYOB CC Meeting			3	MF	● Melbourne Moodle UG webinar	MF			2	Melbourne Moodle UG webinar	Email	
	● Payroll Compact Conference		Email	8	MF	● Student Support Open Webinar training Checklist	MF			2	Student Support Open Webinar training Checklist Adob...	Internal	
	● General provisions of the legislation			0	MF	● MMUG network meeting	MF			2	MMUG network meeting		
	● MYOB Partner connection			7	MF	● Wise.Net	MF			16	Wise.Net	Email	
						● Sydney VELG conference	MF			16	Sydney VELG conference	PD folder	
						● VELG Annual Conference	MF			16	VELG Annual Conference Annual VELG conference - Ki...	Email	

Automate compliance

Once you have created the events and reminders, then create template projects within your system that are easy to use and apply. In the following example we have broken down a Standard into tasks with a timeline and pipeline for review.

+ New Project

Eligibility Pre

PENDING ENROLMENTS

In-complete Pre

Full Completed

T PD NDN list industry

T PD PD list VET

T PD PD list industry

T PD PN list industry

T PD QH list VET

T PD QH list industry

T PD RB list VET

T PD RB list industry

T PD SP list VET

T PD SP list industry

T PD TH list VET

T PD TH list VET

T PD TH list industry

T PD TN list VET

T PD TN list industry

T PD VS list VET

T PD VS list industry

T PD list - all staff

T PD PN list VET

Standard's ASQA

Today's New Orders

Today's Onsite & Inst...

Tomorrow's Onsite & I...

Val/Mod peer review

Validation/Modera...

Follow-Up Opportunit...

In Store Opportunities

My Lost Opportunities

< November 2024 >

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Review Standard 15

The NVR RTO

Standard 5.1 - 5.3

Informing and

Standard 5.1 - 5.3

Details & Activity

In Progress - Due in 8 days

Tasks & Pipeline

3 remaining

category

Standards (ASQA)

status

In Progress

due

26/ 11/2024

start

11/ 11/2024

details

Informing and protecting students

priority

10 (High)

permissions

Custom

delegated to

Sue Camilleri

by Gavin Foote on 12 Nov 2024

created

Gavin Foote

modified

12 November 2024 at 3:25 pm

Add File

New Note

New Appointment

New Task

...

All Activity

Q All

Clause 5.1 Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.

Gavin Foote

Clause 5.2 Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO and at a minimum includes the following content: a) the code, title and currency of the training product to which the learner is to be enrolled, as published on the national register b) the training and assessment, and related educational and support services the RTO will provide to the learner including the: i) estimated duration ii) expected locations at which it will be provided iii) expected modes of delivery iv) name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf v) any work placement arrangements. c) the RTO's obligations to the learner, including that the RTO is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF [Australian Qualifications Framework] certification documentation d) the learner's rights, including: i) details of the RTO's complaints and appeals process required by Standard 6 ii) if the RTO, or a third party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in. e) the learner's obligations: i) in relation to the repayment of any debt to be incurred under the VET [Vocational Education and Training] FEE-HELP scheme arising from the provision of services i) any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product iii) any materials and equipment that the learner must provide f) information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services.

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Clause 5.3 Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to enrolment or the commencement of training and assessment, whichever comes first, specifying: a) all relevant fee information including: i) fees that must be paid to the RTO ii) payment terms and conditions including deposits and refunds. b) the learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies c) the learner's right to obtain a refund for services not provided by the RTO in the event the: i) arrangement is terminated early ii) the RTO fails to provide the agreed services.

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Now

Last Seven Days

SNR review stages

12 Nov 2024

Cert IV Bookkeeping Assessment Reminders

12 Nov 2024

velgtraining.com

Automate compliance

Once you have created the events and reminders, then create template projects within your system that are easy to use and apply. In the following two examples we have broken down a Standard into tasks with a timeline and pipeline for review.

The screenshot displays a software interface for managing compliance tasks. At the top, the title "SNR 5.1 - 5.3" is shown. Below it, there are tabs for "Details & Activity" (selected) and "Tasks & Pipeline" (3 remaining). The main area is divided into two sections. The left section, titled "SNR review stages", shows a pipeline with four stages: "Review 1", "DRAFT Reviewed 1", "Completed", and "Revision". Each stage has a "New task..." button. The right section, titled "Tasks", shows a checklist of tasks related to SNR 5.1 - 5.3. The tasks are:

- Clause 5.1 Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the tra...
- Clause 5.2 Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic cop...
- Clause 5.3 Where the RTO collects fees from the individual learner, either directly or through a third party, the RTO provides or directs the learner to information prior to...

Each task has a checkbox and a "New task..." button. At the bottom, there is an "Add task list..." button.

Automate compliance

Other examples - Validation/moderation completed and In Progress

Name	Status	Details
Validation & Moderation of FNSBKG402A - ...	In Progress	Insert CHECKPOINT 2 into Assessment at Task 11 (ii) - (a), they need to email the assessors with the discrepancy on the Bank Statement 4
Validation and moderation of FNSACC404...	In Progress	Insert in Assessment - request for additional Printout - please show as new Printout 5(b) All Journals report 30/6/11 to *30/6/11
Validation and moderation of FNSACC406...	In Progress	Depreciation Schedule on the LMS - requires a formula under the Low Value Pool category.
Validation and moderation of FNSACC406...	In Progress	Can you please rename the Depreciation Schedule on the LMS to Depreciation Schedule (PO 9 & 17) and create a copy of the Fixed Asset Register (from the Exercis...
Validation and moderation of FNSACC402...	In Progress	Solution to Act 2.7 (in spreadsheet) incorrectly shows -10726 as Net Profit instead of the correct amount on -11926 (as per Act 2.6).
Validation and moderation of FNSACC404...	In Progress	Solutions for page 80 Journal (on page 162) posts the Depreciation Journal to the At Cost account (1-8100) instead of to the less Accum Depr (1-8200). Solution Jo...
Validation and moderation for BSBITU402...	In Progress	New versions of Office (365/2013) have introduced a bug that caused the macro to stop with an error when run. A CommandType=0 instruction is recorded on the...
Dip Accounting Development	In Progress	
Dip L & M Development	In Progress	
Trainers meeting	Done	Discuss student feedback, assessors timetables and not conflicting (doubling up), advice to not attend etc. Highlight all checkpoints etc. to make processes easier.
External Validation with Scott Parker from...	Done	Validation of BSBITU306A, BSBWHS201A and FNSBKG402A
Combined unit assessment validation and...	Done	Student testing and feedback with regard to online combined assessment tool for holistic 5 units.
Moderation and validation of BSBITU402A...	Done	Internal validation and moderation of BSBITU402A workbook and consolidation exercise
Moderation & Validation of FNSINC401A	Done	During the VDC Training sessions for the Trainers/Assessors the FNSINC401A assessment was moderated and validated. The assessment tool is being re-worded a...
Untitled Project	Done	Review all BQ Documents
Validation & Moderation of FNSINC401A/F...	Done	Assessment update. After reviewing the current assessment and the updated elements and performance criteria for the assessment it was found 4 extra questions...
Validation & Moderation of FNSINC401A/F...	Done	Assessment & Student workbook update. After conducting assessment mapping exercise it was revealed that the combined unit assessment and student workbook...
Validation and Moderation of FNSBKG402...	Done	Please go to assessment task 7 Chq butt "Andrea Smith" and add the words "use tax code ANR (ABN Quoted/No GST charged)".
Validation and moderation of BSBFIA401A...	Done	Task 19 of unit assessment requires rewording and clearer explanation of task requirements.
Moderation and validation of BSBITU402A	Done	Validation and moderation re: Repurpose of workbook to suit better learning outcomes for students. Validation and moderation of assessment. Additional workbook...
Validation and moderation of FNSACC404...	Done	PO 5 (page 11): Should be Adjusted Trial Balance to 13th Period (as per solutions Printout and purpose of PO: compare against manual worksheet).
Validation and moderation of FNSACC404...	Done	Print out 5 FNSACC404A correction in assessment to be Trial Balance 13th period
Validation and moderation of FNSACC405...	Done	Inventory turnover ratio should read COGS/Average stock - this was shown incorrectly in solutions guide / review workbook
Validation and moderation of FNSACC405...	Done	Due to a large number of emails identifying errors made by students prior to Transaction 5, TA have identified that an additional checkpoint would reduce the incide...
Validation and moderation of FNSACC406...	Done	In email responses we need to make a note that the inventory account code 1-3000 is to be used for the inventory subsidiary ledger for this assessment rather than...
Validation and moderation of FNSACC406...	Done	Question 3 in LMS quiz not in the required pages for the open book quiz. A new question needs to be added or question removed
Validation and moderation of FNSACC406...	Done	In workbook students are told the Esanda Payment is a recurring transaction in the MYOB file but this isnt. This needs to be added to the MYOB file or instruct stud...
Validation and moderation of FNSACC406...	Done	Repurpose of workbook to suit better learning outcomes for students. Validation and moderation of assessment. Additional workbook tasks and scenarios added to...
Validation and moderation of FNSBKG403...	Done	A support note added to LMS for FNSBKG403A for the audit trail report to be printed in landscape format so it can be reviewed properly. Can we please put this on th...
Validation and moderation of BSBWHS201...	Done	The email address at the end of the Notes should be assessments@tbst.com.au instead of info@tbst.com.au
Validation and moderation of Combined Un...	Done	Update Lin Fox Remittance Slips from task 8 to read part payment of Invoice #457 NOT #455.
Validation and moderation of FNSBKG404...	Done	Continual errors in the assessment regarding the fuel tax credits. Suggest a support note to be added to assist students to find the required report - To find the clai...
Validation and moderation of BSBWHS201...	Done	Q1 on the LMS quiz needs to be more obvious
Validation and moderation of Combined Un...	Done	Update to the below Shoebox invoices to include the text "Tax Invoice"
Validation and moderation of FNSACC404...	Done	Print out 10 - this report in the assessment needs to be Statement of cash flow for July 2010 through to the 13th period 2011. it is incorrect at the moment, can we p...
Validation and moderation of FNSACC404...	Done	Quick Asset ratio solutions for 2011 show 1.85:1. This solution does not take into account the Prepaid Expenses of \$1925 as per formula (CA - [Stock on Hand + Pre...
Validation and moderation of BSBFIA401A...	Done	Due to many emails regarding the depreciation schedule for this unit and then number of days owned issue we need to fix this in the assessment. My solution is in t...
Validation and moderation of FNSBKG405...	Done	Part B Task 7 (p 9 of assessment). The paycheque for Jack Wilson should be checked against Task 6. Task 7 is the 2nd F/N
Validation and moderation of FNSACC406...	Done	Print out 12 - This needs to be Balance at *30 June to be in line with the solutions.
Validation and moderation of FNSBKG405...	Done	Removed reference from Task 20 for students to explain Magnetic Media form on the reverse of page as this means student's were sending through double sided su...
Validation and moderation of FNSACC406A	Done	Transaction 31 - the codes that need to be advised to in the assessment are:
Validation and moderation of FNSACC406...	Done	There's an apparent contradiction on the P&P regarding the reporting basis (Accruals or Cash). 4. GST and BAS reporting and throughout the assessment reports are...
Validation and moderation of FNSACC406...	Done	In regards to asset manager and the depreciation amounts supplied in the assessment we need to clarify this further to stop the confusion students are having with...
DM Peer Review FNSBKG403A (DL)	Done	DM discussed with DL the detail required to be met in the answers provided to the theory questions in the FNSBKG403A assessment. Where a student had highlight...
Validation and moderation of FNSBKG405...	Done	In the payroll assessment can we please take the "round all amounts" off task 6 and 8 as we want to see students workings. Solution, please change this in the solut...
Validation and moderation of FNSBKG405...	Done	On page 15 Task 6 Part A of the payroll assessment the students are told to calculate superannuation even though the bookkeeper has not reached the \$450 thresh...
Validation and moderation of FNSACC403...	Done	Procedure point 6 on page 2 of the assessment needs to have link updated as Unfair Contracts legislation has been reviewed since 2010 - suggest the following link...
Validation and moderation of FNSACC406...	Done	In workbook FNSACC406A and setting up fixed assets register the workbook refers to the MYOB ASSET Manager Pro. This is not available and does nto work with t...
Validation and moderation of BSBFIA401A...	Done	Depreciation expense appears in the solutions as \$3075.00 should be \$3375.00 using prime cost method Note: first year of \$564.04 is correct (\$3375 x 61/365) un...

89 items

Automate compliance

Other examples - Industry consultation completed and In Progress

▼		
Name	Details	Status
● Industry consultation feedback from member meetings	Review emails attached for summary of information attained from industry feedback	Done
● Consult with IBSA re: FNSACCT404B manual and revisions req...	Revision and consultation with regard to IBSA manual for FNSACCT404A and the need to update the manual to in...	Done
● Industry consultation feedback from ICB member meetings	Review emails attached for summary of information attained from industry feedback	Done
● 12_06_22 Industry consultation feedback from ICB member me...	Review emails attached for summary of information attained from industry feedback	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● 12_08_10 Industry consultation feedback from ICB member me...	Review emails attached for summary of information attained from industry feedback	Done
● ICB discussions/projects	Discussions with Rick Van Dyk at lunch with regard to moving services forward for students and Industry. From th...	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● 12_10_12 Industry consultation feedback from ICB member mee...	Review emails attached for summary of information attained from industry feedback	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● ICB skills review feedback for students and members	Review emails attached for summary.	Done
● Xero/ICB discussions re: Industry requirements for future teach...	Review emails attached for summary.	Done
● 12_12_14 Industry consultation feedback from ICB member mee...	Review emails attached for summary of information attained from industry feedback	Done
● Chattel Mortgage consultation re: appropriate methods taught	Review emails attached for summary.	Done
● 13_02_08 Industry consultation feedback from ICB member me...	Review emails attached for summary of information attained from industry feedback	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● BASAAG meeting representation on behalf of ICB	Excellent forum discussing the needs of bookkeepers within Industry especially with regard to requirements from...	Done
● Discussions re: Mentoring program for students with industry e...	Discussions with Rick van Dyke with regard to on boarding a program whereby students are able to obtain the BA...	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● BAS agent and Superannuation consultation re: update to Indu...	Review emails attached for summary.	Done
● 13_06_14 Industry consultation feedback from ICB member me...	Review emails attached for summary of information attained from industry feedback	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● 13_08_16 Industry consultation feedback from ICB member me...	Review emails attached for summary of information attained from industry feedback	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● ICB educator pack feedback for students resources	Review emails attached for summary.	Done
● Short term accommodation Industry feedback discussions	Review emails attached for summary.	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● Industry consultation re: Manual accounting unit within course...	Discussion with Rick van Dyke with regard to his view on the updated training package and the need to incorporat...	Done
● 13_12_06 Industry consultation feedback from ICB member me...	Review emails attached for summary of information attained from industry feedback	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● E-tax consultation with regard to providing support services to...	Discussions with E-tax initially to test viability of obtaining Industry hours for students and appropriateness to ad...	Done
● Industry consultation with Marian Brown, ICB and Software Pu...	Discussion re: Changes to workbook, updated legislation and whether the resource is appropriate to utilise for cu...	Done
● 14_02_14 Industry consultation feedback from ICB member me...	Review emails attached for summary of information attained from industry feedback	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● 14_04_11 Industry consultation feedback from ICB member me...	Review emails attached for summary of information attained from industry feedback	Done
● John Birse industry consultation re: course offerings and struc...	Please review notes attached to external validation and moderation record within Daylite for further detail. During...	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● IBSA 2014 Industry Consultations meeting	Attendance at IBSA industry consultations meeting and breakfast. This was an excellent forum for discussion with...	Done
● Payroll checklist consultation and feedback	Refer attached email for summary of update required to resource.	Done
● 14_07_11 Industry consultation feedback from ICB member mee...	Review emails attached for summary of information attained from industry feedback	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● 14_09_12 Industry consultation feedback from ICB member me...	Review emails attached for summary of information attained from industry feedback	Done
● Industry consultation at Intuit meeting with Rick van Dyke and...	Discussion with Rochelle Park (Bookkeeper, Industry employer and Educator) and Rick Van Dyke (ICB) with regar...	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● 14_11_14 Industry consultation feedback from ICB member mee...	Review emails attached for summary of information attained from industry feedback	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● Industry educator newsletter with update to units, legislation a...	Upload of industry updates to student LMS with changes to each unit where a discrepancy may be identified. Con...	Done
● 15_01_16 Industry consultation feedback from ICB member mee...	Review emails attached for summary of information attained from industry feedback	Done

Ensure all of the team are on board



Your progress 

Induction files

Induction course in Moodle with direct links to compliance related documents, policies and procedures

	Standards for NVR registered RTO's	
	Staff Handbook V4	
	2014 - 2016 VET Funding Contract	
	Skills Vic checklist	
	Human Resources (HR) Manual	
	Application for leave form	
	Full Time Staff Time Sheet	
	Part Time & Casual Staff Time Sheet	
	 Policies and Procedures Index	

Use this link to view all of [Policies and Procedures](#) within the LMS. You will need to utilise the search functionality to access these documents. Otherwise, you could use the quick links below to access each section of [Policies and Procedures](#). The sections are as follows:

- Business and Quality (BQ)
- Human Resources (HR)
- Student Management (SM); &
- Training and Assessment (TA)

If you need to query any of these documents, please refer to your direct supervisor to clarify or obtain further information.

 Business & Quality Policies and Procedures	☐
 Human Resources Policies and Procedures	☐
 Student Management Policies and Procedures	☐
 Training and Assessment Policies and Procedures	☐

Adding email

Onboard thoroughly and slowly.

Make all of the team accountable for compliance. Especially, where directly involved in that Standard or compliance event

Job share where possible.

Make the induction interesting/interactive

velgtraining.com

Ensure all of the team are on board

Train staff in your essential systems. Update regularly or as needed, including the quarterly reviewed P & P's.

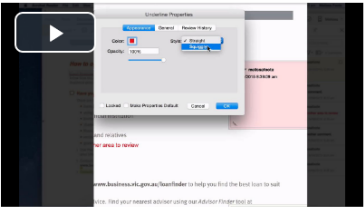
- (ii) if it is agreed that the employee will become a part-time employee,the matters referred to in clause 10.3(b).
- (k) The conversion will take effect from the start of the next pay cycle following such agreement being reached unless otherwise agreed.
- (l) Once a casual employee has converted to full-time or part-time employment,the employee may only revert to casual employment with the written agreement of the employer.
- (m) A casual employee must not be engaged and re-engaged (which includes a refusal to reengage),or have their hours reduced or varied,in order to avoid any right or obligation under this clause.
- 👉 Nothing in this clause obliges a regular casual employee to convert to full-time or part-time employment,nor permits an employer to require a regular casual employee to so convert.
- (o) Nothing in this clause requires an employer to increase the hours of a regular casual employee seeking conversion to full-time or part-time employment.
- (p) An employer must provide a casual employee,whether a regular casual employee or not,with a copy of the provisions of this subclause within the first 12 months of the employee's first engagement to perform work. In respect of casual employees already employed as at 9 May 2019,an employer must provide such employees with a copy of the provisions of this subclause by 9 August 2019.
- (q) A casual employee's right to request to convert is not affected if the employer fails to comply with the notice requirements in paragraph (p).

Useful links and videos

How to work with Adobe Acrobat DC to annotate and mark up PDF's.

Click on the link below to watch this 14 minute video on our YouTube channel:

📄 How to annotate PDF's



Trainer and assessor support documents

- 📄 Assessors - Student email support
- 📄 Digital Assessment in Adobe Acrobat XI
- 📄 Marking student assessments
- 📄 Assessors - Using automated Assessment Results Record from within Daylite
- 📄 Use Acrobat Pro or Preview to combine PDF's
- 📄 How to check student logs in Moodle
- 📄 Marking directly within Moodle
- 📄 Update student checklists for online LMS marking
- 📄 Student instructions - How to save course files and folders
- 📄 Provide student support via Adobe Connect Pro
- 📄 How to join a Zoom meeting
- 📄 How to schedule a Zoom meeting via the website
- 📄 How to schedule a meeting via all methods
- 📄 View and manage meetings in Zoom
- 📄 How to join and configure audio and video in Zoom
- 📄 How to share your screen in Zoom
- 📄 How to share screens simultaneously
- 📄 Host controls in a meeting
- 📄 Request or give remote control
- 📄 Record a Zoom meeting

Other systems

Use Google's documents, free wiki, calendar and files. Use similar project management software with great integrated tools

The screenshot displays a software interface with a sidebar on the left containing various tool icons. A red arrow points to the 'Internal SOP's' section in the sidebar. The main content area features a list of tools under the heading 'Generic':

- Coassemble** automated enrolment instructions
 - Can I automate enrolments
 - How can I share content with my learners?
- Infusionsoft**
- Adobe Pro**
- JotForm**
- Tyle.io**

Below the list is a video player for 'Tyle Webinar - How to make a video from scratch on Tyle'. The video title is 'Tyle Webinar' and the subtitle is 'Demo - creating a video from scratch'. The video player includes a play button and a share icon.

On the right side of the interface is a chat window titled 'Amber'. It contains several messages, including a long URL, a question about a password, and two video thumbnails. The chat window has a search bar, a list of contacts, and a 'Send' button at the bottom.

Integrated tools within one system make automation, collaboration and communication simpler.

Within this system there are tasks, projects, calendar, attendance timers, Wiki's, client portal, CRM, files, contracts and a chat platform for staff and clients.

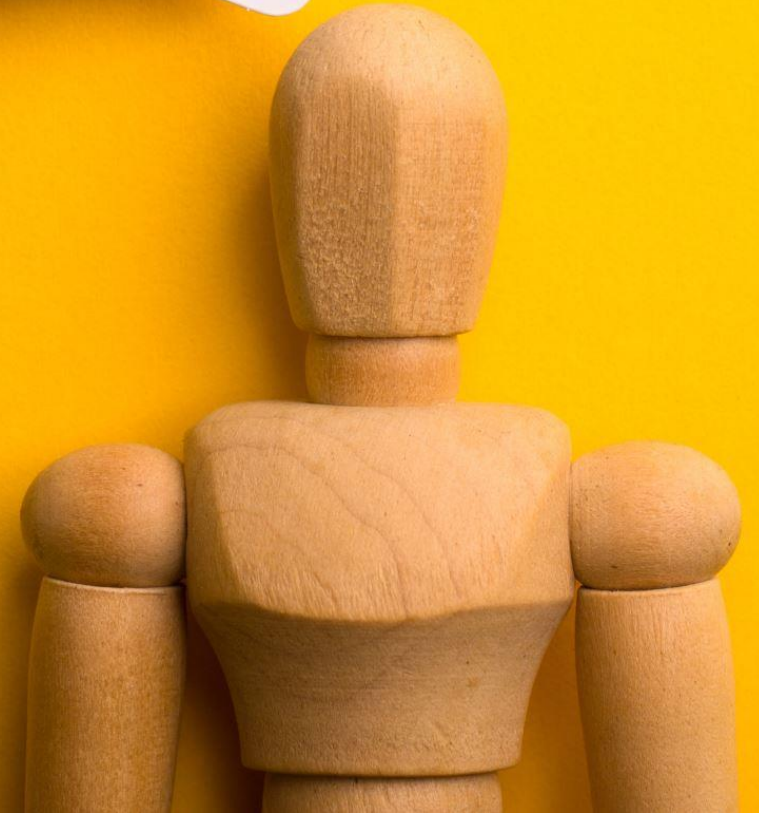
Some software tools in our industry have some of these tools.

Any recommendations?

question...

Do you have a process in place to automate your compliance on a rotating schedule?

Please type your response in the chat window



Alternatives to employing a compliance manager

- Make all team members responsible
- Create a strong system once and then allow your team to manage compliance within their department
- Set up training programs and update when necessary
- Utilise a good consultant instead - many seasoned and fantastic professionals within industry
- Allow automated reminders to simplify and remind responsible team members when to work on their section of the audit schedule. Delegate these tasks and ensure staff use the calendar system to 'pencil in time' for these tasks outside of their usual workload.
- Offload tasks to other team members where possible, if the Standard is likely to take up significant, or more time, than expected.

Maintaining consistency and updates

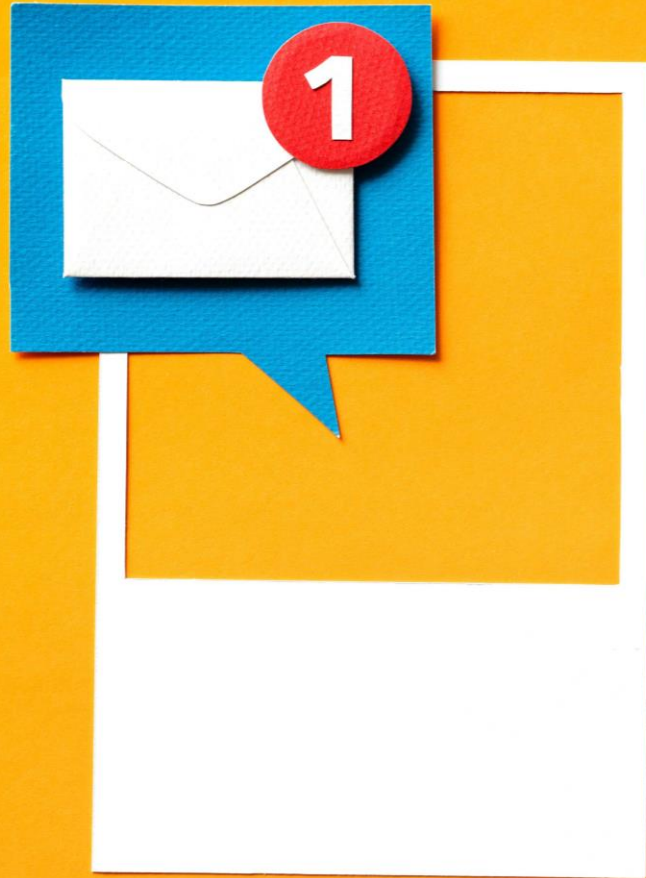
- Ensure team members communicate via specific team channels in either: #slack, #whatsapp or similar and updates to the business, compliance or regulatory changes or lessons learned from Professional Development.
- Update documents and versions. Upload and replace on all systems. Archive old documents. Create and follow a policy and procedure on how this is completed internally or on external sites. I.e. Your website or LMS.
- Engage in VET professional development

Achieving self-delegation status

- Have all of your systems in place to ensure your RTO runs smoothly. As your RTO is now on a cyclical audit schedule it should be easy to provide evidence of compliance with the Standards.
- Start on the Standards you know the RTO needs to work on or fix, as the start basis for your audit cycle
- Implement an additional audit system for self-delegation status
- Ensure your audits have little to no non-compliances to be offered self-delegation status and a 7 year ASQA audit cycle.

The background of the image is a dark, textured surface, possibly black or very dark blue. It is covered with a repeating pattern of question marks and exclamation marks. These symbols are rendered in a variety of colors, including light blue, green, yellow, and magenta. The symbols have a hand-drawn, chalk-like appearance with some visible grain and slight variations in color intensity. They are scattered across the entire frame, creating a dense, playful, and inquisitive visual field.

ANY QUESTIONS?



WHAT HAPPENS NOW?

WITHIN 48 HOURS, YOU WILL RECEIVE AN EMAIL INCLUDING:

- A Statement of Attendance
- A link to event feedback survey
- Access to the WMV recording of the webinar
- PDF copy of the PowerPoint
- PDF transcript of Chat Q&A
- Additional supporting resources

UPCOMING EVENTS

TAE PD Week – Navigating
the VET Landscape

2 – 6 December - Webinar

Reviewing Assessment: What
should we be looking at?

17 & 26 February 2025

Speed Training – Learner
Engagement

17 March 2025: 4 x 45-min
Webinars

December MLB –
Observation Assessment
16 December – Members
Lunch Box



COMPLIANCE CHATS

**BOOK A FREE
COMPLIANCE CHAT TODAY**

[BOOK NOW](#)



THANK YOU FOR YOUR COMPANY

We really hope you enjoyed engaging with Melissa Foote for your webinar today.

If you have any queries or feedback relating to today's topic, or any general questions regarding your role within the VET sector, do not hesitate to contact the team at Velg Training.



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