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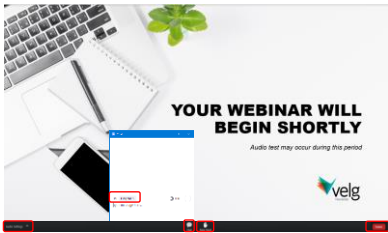


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NAVIGATING ZOOM



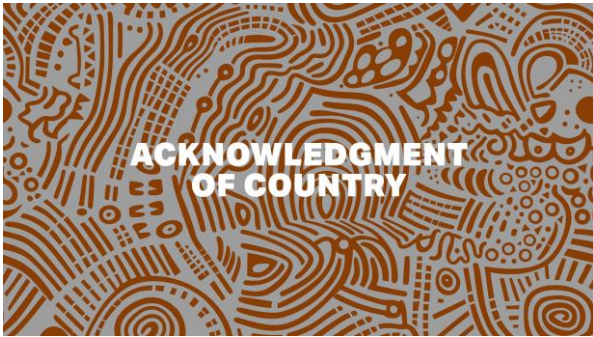
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How to take the stress out of compliance

Melissa Foote

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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.

Phone: 0488 265 855
Email: mel@melfoote.com.au
Website: www.melfoote.com.au
LinkedIn: <https://www.linkedin.com/in/melissafote/>

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WEBINAR OVERVIEW



01	02	03	04	05	06
Setting up your system	How to automate compliance	Ensure staff are accountable and onboard	Alternatives to employing a compliance manager	Maintaining consistency and updates	Achieving self-delegation status

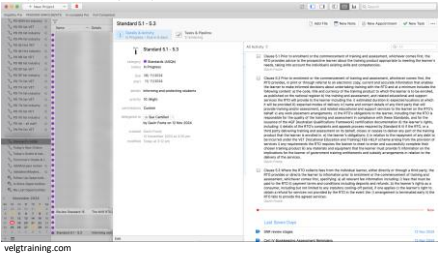
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Automate compliance

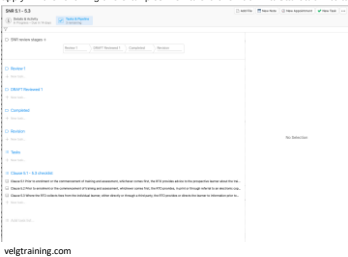
Once you have created the events and reminders, then create template projects within your system that are easy to use and apply. In the following example we have broken down a Standard into tasks with a timeline and pipeline for review.



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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.



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Automate compliance

Other examples - Validation/moderation completed and In Progress



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Automate compliance

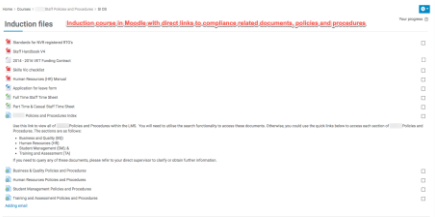
Other examples - Industry consultation completed and In Progress



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Ensure all of the team are on board



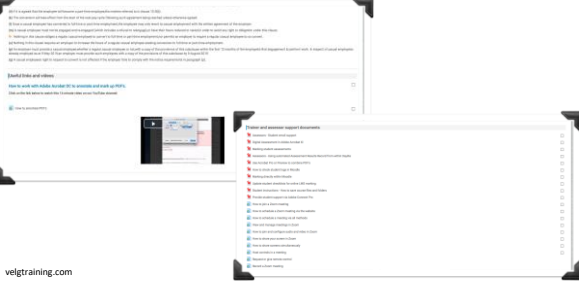
Onboard thoroughly and slowly.
Make all of the team accountable for compliance. Especially, where directly involved in that Standard or compliance event
Job share where possible.
Make the induction interesting/interactive

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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.

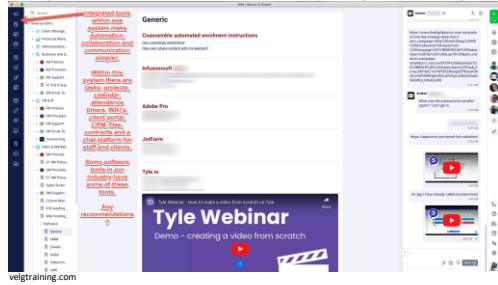


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Other systems

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



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question...

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

Please type your response in the chat window



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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.

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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

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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.

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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

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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

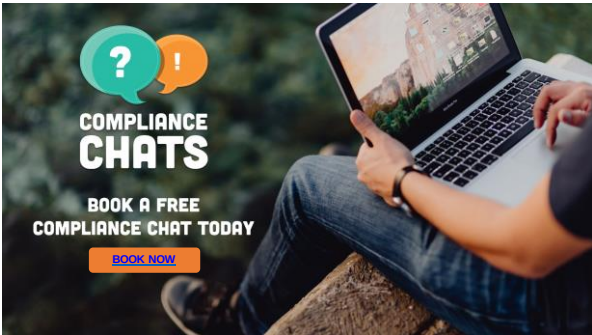
Speed Training – Learner Engagement
17 March 2025: 4 x 45-min Webinars

December MLB – Observation Assessment
16 December – Members Lunch Box

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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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Phone: 0488 265 855
Email: mel@melfoote.com.au
Website: www.melfoote.com.au
LinkedIn: <https://www.linkedin.com/in/melissafoote/>