



## Quality Assurance Policy and Procedure

### Purpose

This policy and procedure outline the strategy of Australian Workplace Skills Institute's in implementing an effective quality assurance approach to support continuous improvement processes within the operations of the college. The practices followed will be in compliance with Standards for RTOs 2015 Clause 2.1-2.2.

### Scope

This policy applies to all entire operations of the college and all stakeholders involved in the operations.

### Definitions

College	Australian Workplace Skills Institute
Continuous Improvement	Continual enhancement of the college's performance so that the changing needs of clients and industry continue to be met.
Systematic	Planned, purposeful and repeatable actions to improve our products and services to our clients.
Q&C	Quality and Compliance
Assessment Validation	A quality review process that confirms that the college's system can consistently produce valid assessment judgements/
ASQA	The Australian Skills Quality Authority (the national regulator for VET sector)

### Policy

The college will ensure that:

- Our client services are continuously improved by collecting, analysing and acting upon relevant data.
- A systematic approach is implemented to support continuous improvement processes. This includes the development of a plan that covers the following:
  - What data is to be collected
  - How data is collected
  - Where data is collected from (stakeholders)
  - Who will collect the data
  - When the data is collected
  - How often data is collected
  - How to implement the data collected to ensure demonstrable improvements to client services.
  - How to review and monitor the improvement to gauge the effectiveness of improvements in place.

Refer to **Appendix 1** at the end of this policy and procedure.

### Procedure



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AUSTRALIAN WORKPLACE  
SKILLS INSTITUTE

**AWS Institute Pty Ltd**

**T/A Australian Workplace Skills Institute**

**RTO No:** 45701 **CRICOS No.:** 03924J **ABN No:** 12 637 817 353

**ACT Campus:** Level 1, 66 Townshend Street, Phillip, ACT 2606

**NSW Campus:** Level 6, 140 Elizabeth Street, Sydney NSW 2000

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<b>1. Client Feedback</b>	<b>Responsible Person</b>
1. Distribute surveys to all students twice per term, namely: <ul style="list-style-type: none"> <li>○ First survey in midterm (week 5)</li> <li>○ Second survey in end of term (week 10)</li> </ul>	Q&C Team
2. Collect, discuss and analyse feedback during the Q&C meeting. Feedback is summarised using Survey Outcomes Report.	
3. Record any opportunity for improvement in Continuous Improvement Register.	
4. Action any opportunity of improvement	

<b>2. Trainer &amp; Assessor Feedback</b>	<b>Responsible Person</b>
1. Require all trainers and assessors to complete Trainer Assessor Report Form in week 5 and week 10.	Q&C Team
2. Collect, discuss and analyse feedback collected during the Q&C meeting.	
3. Record any opportunity for improvement in Continuous Improvement Register.	
4. Action any opportunity of improvement	

<b>3. Complaints and Appeals</b>	<b>Responsible Person</b>
1. Refer to Complaints and Appeals Policy and Procedure upon the receipt of any complaints and appeals.	Q&C Team

<b>4. Assessment Validation</b>	<b>Responsible Person</b>
1. Establish the dates when assessment validation to occur	
2. Determine the training products to be validated as per validation schedule, taking into account the relative risk factors e.g. enrolment size, safety, staffing level, modes of delivery.	
3. Use ASQA Calculator to determine appropriate and valid sample size. <a href="https://www.asqa.gov.au/resources/tools/validation-sample-size-calculator">https://www.asqa.gov.au/resources/tools/validation-sample-size-calculator</a>	
4. Gather the following documentation:	



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<ul style="list-style-type: none"> <li>• The Validation Report Sheet</li> <li>• Assessment resources including assessment tool and assessor guide</li> <li>• Assessment mapping of each unit of competency</li> <li>• Samples of judgement as suggested by ASQA's validation sample size calculator</li> </ul>	<p>Q&amp;C Team &amp; Assessors</p>
<p>5. Explain the purpose of validating meeting, rules, training products to be validated and how the outcomes are to be documented to validation team.</p>	
<p>6. Complete the following during the Assessment Validation:</p> <ul style="list-style-type: none"> <li>• Compare assessment evidence to the requirements of the unit of competency or clustered units</li> <li>• Ensure the decision was made after considering the evidence against all of the relevant requirements, including the principles of assessment and rules of evidence.</li> <li>• Once all samples are reviewed, the lead validator will complete the Validation Report Sheet</li> </ul>	
<p>7. Discuss the Assessment Validation outcomes in Q&amp;C meeting</p>	
<p>8. Record any opportunity for improvement in the Continuous Improvement Register.</p>	
<p>9. Action any opportunity for improvement</p>	
<p>10. Secure all validation evidence including Validation Report Sheet, sample sizes, and how outcomes have been acted upon.</p>	

5. Quality Indicator Survey	Responsible Person
<p>1. Distribute Learner Questionnaire to students and Employer Questionnaire to employers (if applicable)</p> <p><a href="https://www.asqa.gov.au/rto/responsibilities/data-collection-and-provision/quality-indicator-annual-summary">https://www.asqa.gov.au/rto/responsibilities/data-collection-and-provision/quality-indicator-annual-summary</a></p>	<p>Q&amp;C Team</p>
<p>2. Collect, discuss and analyse feedback during the Q&amp;C meeting.</p> <p>Feedback is summarised in the Annual Summary Report Template as provided by ASQA. Submit the report to ASQA on June each year.</p> <p><a href="https://www.asqa.gov.au/rto/responsibilities/data-collection-and-provision/quality-indicator-annual-summary#how-and-when-to-submit-data">https://www.asqa.gov.au/rto/responsibilities/data-collection-and-provision/quality-indicator-annual-summary#how-and-when-to-submit-data</a></p>	
<p>3. Record any opportunity for improvement in Continuous Improvement Register.</p>	
<p>4. Action any opportunity of improvement</p>	



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6. Q&C Meeting	Responsible Person
1. Conduct a Q&C Meeting at least once per fortnight / every two weeks.	Q&C Team
2. Use a Q&C Meeting Agenda to document items for discussion in the meeting.	
3. Discuss and document items to be discussed using a Q&C Meeting Minutes	
4. Discuss the outcomes in Q&C meeting.	
5. Record any opportunity for improvement in Continuous Improvement Register.	
6. Action any opportunity of improvement	

7. Industry Engagement	Responsible Person
1. Refer to Industry Engagement Policy and Procedure for more information.	Q&C Team

8. Annual Internal Audit	Responsible Person
1. Determine the date for annual internal audit	Q&C Team
2. Conduct an internal audit using ASQA Self-Assessment or Internal Audit Tool (RTO & CRICOS)	
3. Document outcomes of the internal audit e.g. any remedial and/or rectification required.	
4. Discuss the outcomes in Q&C meeting	
5. Record any opportunity for improvement in Continuous Improvement Register.	
6. Action any opportunity of improvement	

### Related Documentation

- Continuous Improvement Register
- Mid Term Survey Questions
- End of Term Survey Questions
- Survey Outcomes Report



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- Q&C Meeting Agenda
- Q&C Meeting Minutes
- Internal Audit Tool (RTO & CRICOS)

## Document Control

Policy Owner:	Australian Workplace Skills Institute
Endorsed By:	CEO
Person Responsible for Implementation:	Q&C Team
Endorsement Date:	October 2022
Version:	1.0

## Appendix 1

<i>What data to be collected</i>	<i>How data is collected</i>	<i>Where data is collected from (stakeholders)</i>	<i>Who will collect the data</i>	<i>When the data is collected</i>	<i>How often data is collected</i>	<i>How to implement the data</i>	<i>How to review and monitor</i>
Client Feedback	Surveys	Students	Q&C Team (or appropriate delegate)	Mid of each term and end of the term (week 5 & week 10)	Twice per term	The data is collected, discussed and analysed during Q&C meeting.  Appropriate actions are suggested, and actions are implemented.	Ongoing feedback to gauge the effectiveness of actions in place.
Trainer and Assessor Feedback	Surveys	Trainers & Assessors	Q&C Team (or appropriate delegate)	At the end of each term	Once per term	The data is collected, discussed and analysed during Q&C meeting.  Appropriate actions are suggested, and actions are implemented.	Ongoing feedback to gauge the effectiveness of actions in place.
Complaints and Appeals	As it occurs	Students, Trainers & Assessors, Third Parties	Q&C Team (or appropriate delegate)	As it occurs	As it occurs	The data is collected, discussed and analysed during Q&C meeting.  Appropriate actions are	Ongoing feedback to gauge the effectiveness of actions in place.

<i>What data to be collected</i>	<i>How data is collected</i>	<i>Where data is collected from (stakeholders)</i>	<i>Who will collect the data</i>	<i>When the data is collected</i>	<i>How often data is collected</i>	<i>How to implement the data</i>	<i>How to review and monitor</i>
						suggested, and actions are implemented. Complaints and Appeals Policy and Procedure is followed throughout the whole process.	
Assessment Validation	Holding a validation session with validation team who collectively meet requirements in Clause 1.11 of RTO Standards 2015.	Assessment judgments & Assessors	Q&C Team (or appropriate delegate)	Once every 6 months (ensuring 100% training products are validated within 5 years period)	Every 6 months	The data is collected, discussed and analysed during Q&C meeting.  Appropriate actions are suggested, and actions are implemented.	Ongoing training and monitoring & feedback to assessors
Quality Indicator Survey	Surveys	Students & Employers (if applicable)	Q&C Team (or appropriate delegate)	Once per year and submitted to ASQA at the end of June of each year	Once per year	The data is collected, discussed and analysed during Q&C meeting.  Appropriate actions are suggested, and actions are implemented.	Ongoing feedback to gauge the effectiveness of actions in place.

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Quality and Compliance Meeting	Meeting (online or face to face)	Q&C Team	Q&C Team (or appropriate delegate)	Once per week	Once per week	The data is collected, discussed and analysed during Q&C meeting.  Appropriate actions are suggested, and actions are implemented.	Weekly meeting to gauge the effectiveness of system in place
Industry Engagement	Meeting with industry experts, attending industry workshops, conferences and forums, surveys, subscribing to industry newsletter etc.	Industry Experts	Q&C Team (or appropriate delegate)	At least once per year	At least once per year	The data is collected, discussed and analysed during Q&C meeting.  Appropriate actions are suggested, and actions are implemented.	Ongoing training and monitoring & feedback to relevant stakeholders.  E.g. if the industry engagement relates to trainer and assessor industry currency, relevant trainers and assessors are informed of the actions required.
Annual Internal Audit	Internal Audit using ASQA Self-Assessment	All stakeholders in the college, QMS (Quality	Q&C Team (or appropriate	December of each year	Once per year	The data is collected, discussed and	Ongoing training and monitoring & feedback to



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	or RTO & CRICOS Audit Tool.	Management System) and College Practices	delegate)			analysed during Q&C meeting.  Appropriate actions are suggested, and actions are implemented.	stakeholders involved.