

VET Continuous Improvement Procedure

Section 1 - Background and Purpose

(1) These Procedures support the monitoring, review and continuous improvement of VET training, assessment and client services in accordance with:

- a. Standards for VET Accredited Courses (Standard 7.1 and 7.13)
- b. La Trobe University Continuous Quality Improvement Framework
- c. AQTF Quality Indicators - Employer Satisfaction, Learner Satisfaction, Competency Completion Rate.

Section 2 - Scope

(2) Refer to the [VET Course Policy](#).

Section 3 - Policy Statement

(3) Refer to the [VET Course Policy](#).

Section 4 - Procedures

Strategy

(4) The Continuous Improvement Strategy for Vocational Education and Training (VET) should be read in conjunction with these Procedures.

Responsibility

(5) It is the responsibility of the Senior Educator for each VET course to ensure that the Strategy is implemented and all actions are recorded.

Frequency

(6) The schedule for monitoring and review is outlined in the Continuous Improvement Strategy.

Analysis and Interpretation of Data

(7) Data are analysed and summary reports prepared and distributed to relevant parties.

Action

(8) Recommendations for improvement are discussed with staff and with the Industry Reference Group for the course.

(9) Improvements are implemented and monitored.

(10) Stakeholders are informed of the actions from their feedback.

(11) Version control is maintained.

Recording

(12) Actions and outcomes are recorded in the Continuous Improvement File located in the office of the Senior Educator for the course and on the RTO shared drive.

Section 5 - Definitions

(13) Nil.

Status and Details

Status	Current
Effective Date	29th November 2016
Review Date	1st December 2018
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Approval Date	27th November 2016
Expiry Date	Not Applicable
Responsible Manager - Policy	Rachel Cumberland Director, Student Administration
Enquiries Contact	Student Administration