



Version No.	1.3
Reviewed on	December 2023
Next Review Date	December 2024
Approved by	CEO
Policy Owner	The Spectrum Organization Association Inc

## Policy Statement

Spectrum Training is responsible for developing, implementing, monitoring and evaluating quality training and assessment strategies and practices that meet training package and VET accredited course requirements.

Systematic monitoring of internal systems, strategies and practices allows Spectrum Training to respond quickly to changes in the marketplace or to stakeholder expectations. Use the outcomes of our reviews to decide whether changes to our strategies or practice are needed.

## Statement of Purpose

This policy identifies the ways Spectrum Training's systematic monitoring of internal systems, strategies and practices that allow the RTO to respond and keep up to date with current market trends and compliance.

## Scope

This policy applies to all staff, contractors, students, management, third parties and all the stakeholders of Spectrum Training, regardless of the nature of their engagement.

## Procedures and Principles

Spectrum Training will develop and implement approaches—including by providing access to suitable resources, facilities, and trainers—that ensure students gain all relevant skills and knowledge.

Spectrum Training will use a systematic approach to address continuous improvement opportunities by following a Continuous Improvement Cycle. Continuous improvement focus areas include:

- Training and assessment services;
- Teaching and learning materials;
- Assessment processes, tasks and tools;
- Facilities and resources;
- Organisational planning, policies, systems, capital infrastructure and financial management;

- Staff performance and professional development; and
- Interaction with industry, the VET Sector and other RTOs.

When a continuous improvement opportunity is identified the following process should be followed:

- Provide feedback, verbal or written, about the improvement recommendation to the Training Manager.
- The management will then add this recommendation to the continuous improvement register.
- The Senior Management Team will consider the implications for other management systems and consult with relevant staff about the improvement.
- A risk analysis approach will be undertaken to determine the urgency of the improvement.
- Management responsibility for further action will be allocated depending on the level of risk assigned to each report.
- All staff are informed of the amendment by email and the changed policy, the website is revised or extended to reflect any changes to procedure, teaching and/or assessment resources.
- The improvement is implemented, and the outcome is reported back to the Senior Management Team within the agreed timeframe depending on the process.
- The outcome is reviewed for effectiveness and if necessary, the process is amended and implemented again.

## **Policy Approval Authority**

CEO (The Spectrum Organization Association Inc)

## **Review and Evaluation**

This policy will be reviewed by training manager on an 'as required' basis or when there has been an update in the regulatory requirement.

## **Statutory and Regulatory Compliance**

- National Standards for RTOs 2015 and subsequent amendments
- Equal Opportunity legislation

