

Planning Review Schedule

Functions	Date											
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
1. Internal Audit to AQTF 2010 and VETAB Guidelines												
2. Actions relevant to 1												
3. Review of Strategy Plan												
4. Review staff												
5. Quality Indicator Surveys												
6. Student Induction and Orientation Survey												
7. Agent Performance Survey												
8. Review of Partnership Agreements												
9. Financial Plan – business viability analysis												
10. 2011 – 2014 Business Plan												
11. Marketing Survey												
12. Budget 2012 – new scope												
13. International Training Alignment Review												
14. Staff Performance Reviews												
15. Management Meetings (ASPA EXEC)												
16. Directors Meetings (EDCOM)												
17. Staff Meetings Course Validation												
18. Systematic Validation Meetings												
19. Document and Process Review												
20. Review of Teaching & Learning Mgt												
21. Management Review Report												

