

The Australian Alpine Training Institute

Management Review Report

Date: _____

Present: _____

Activity Reviewed	Comments / Action Required	Reviewed ✓
<p>Conditions of Registration Refer to AQTF 2010</p>		
<p>The 3 Standards And quality indicators and outcomes</p>		
<p>VETAB Guidelines Review the corrective actions with regard to attaining new guidelines</p>		
<p>Strategic Objectives and Policy and Operations</p>		
<p>Complaints, Concerns and Appeals Review all complaints, concerns and appeals to ensure clients needs were addressed efficiently and effectively</p>		

<p>Complaints, Concerns and Appeals cont. Review all received complaints and appeals for any trends / improvements.</p> <p>Has feedback been provided to clients?</p>		
<p>Corrective Actions Are there any outstanding?</p>		
<p>ESOS & National Code Review internal audit</p>		
<p>Training completed on RTOs behalf Has the Training Manager monitored and assessed services provided on behalf of the RTO?</p> <p>Does the RTO Comply with AQTF 2010 Essential Standards for Continuing Registration?</p> <p>Internal audit of service provider must have been completed every 6 months.</p>		
<p>Training Agreements Has the RTOs CEO and senior management reviewed operations to ensure that clients have received the services as detailed in the training agreement</p>		

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<p>Legislation Review What legislation has or may impact RTO operation? What has been done to mitigate this risk?</p>		
<p>Student / Client Feedback Questionnaires & review of feedback. What were the actions?</p>		
<p>Staff Training Needs / Records Are staff matrices up to date? Has professional development been completed and recorded? Are there any suggestions for further areas of professional development? Do staff have current industry skills relevant to training /assessment undertaken?</p>		
<p>Validation Assessment including RPL What was the outcome of the validations completed in last year?</p>		
<p>Delivery and assessment strategies Are D&A's current and reflective of what we do? How did the RTO establish the needs of clients to ensure it delivers services to meet those needs?</p>		

<p>Are Training Packages still current? Is there transition in place? If so, what is the update(s)?</p>		
<p>Training and Assessment materials Are they current, sufficient and industry relevant?</p>		
<p>Training and Assessment resources Are they current, sufficient and industry relevant?</p>		
<p>Review of Financials The end of financial year financials are reported by the finance manager noting our current and debt ratios</p>		
<p>Suggestions for improvements Are there any?</p>		

Training Manager: Date: / /

Comments:

Chief Executive Officer: Date: / /

Comments: