

Managing Consistent Compliance for your RTO

Training Staff Compliance	<ul style="list-style-type: none"> Review & update training staff PD profile page Update any staff professional development Organise and monitor training staff VET professional development Track any relevant staff meetings back onto profile page Staff Professional Development, Staff mapping, gap training & support 	Review, report & Update Monthly	AQTF Requirements Element 1.1 Element 1.4
Training & Assessment Strategy (TAS) Monitoring	<ul style="list-style-type: none"> Manage and develop TASs as new courses or new delivery methods are established Develop TASs for staff usage as a delivery and assessment tool Review & update TAS requirements monthly Review & Audit TASs as an ongoing concern Ensure the TAS matches all advertising 	Review, report & Update Monthly	AQTF Requirements Element 1.3 Element 1.4 Supports: 2022 SVTS Funding Contract 6.1, 6.2, 6.3, 6.4
Update Communication Tracking Records	<ul style="list-style-type: none"> Review & update weekly 'Communication Log' Review & distribute external SVTS & VRQA memos Review & update 'Continuous Improvement' logs Update Systematic Calendar Track and review good news stories and complaints 	Review, report, & Update Weekly	AQTF Requirements Element 1.1 Element 2.1 Element 2.2 Element 2.7 Element 3.2
Internal Audits	<ul style="list-style-type: none"> Review & update SVTS funding internal audit * Review and update AQTF internal audit * Review and update Marketing internal audit Review and Update TAS Audits Review and Update 'Child Safe Standards audit' * (Additional hourly charge *) 	Review, report, & Update 6 Monthly	AQTF Requirements Element 1.1 Element 2.1 Element 3.2 Supports: 2022 SVTS Funding Contract ALL
Surveys & Tracking	<ul style="list-style-type: none"> Manage Student commencement surveys - Create a summary Review result report Manage Student midway surveys - Create a summary Review result report Manage Student completion surveys - Create a summary Review result report 	Review, report, & Update as required	AQTF Requirements Element 1.1 Element 2.2 Element 3.1
Validation Reviews	<ul style="list-style-type: none"> Validate newly developed units against training package Monitor and track unit / course validation processes Monitor validation deadlines and systematic calendars Report and suggest changes on validation findings 	Review, report & Update as required	AQTF Requirements Element 1.2 Element 1.3 Element 1.5 Element 2.2 Supports: 2022 SVTS Funding Contract 6.3
Systems & Procedure Review	Review, Audit and suggest improvements to: <ul style="list-style-type: none"> Student Handbook Pre-Training reviews Student Plans Trainers' policy & procedure handbook Website 	Review, report, & Update 6 Monthly	AQTF Requirements Element 1.1 Element 2.1 Element 2.2 Element 2.3
RPL Documents	<ul style="list-style-type: none"> RPL Documents tailored to scope Manage RPL Documentation Customised 	Review and Customised	AQTF Requirements Element 1.5 Element 2.1 2022 SVTS Funding Contract 4.3, 9.7

Responsibilities of Community Learning Solutions 'Compliance Plus program'

Under this agreement, CLS will be responsible for the following:

- Supporting the RTO in their compliance control through our online platform (tailored, developed and owned by RTO after 3 months of contract commencement)
- Communicate weekly with RTO to ensure nominated compliance control points are coordinated by requesting the required information
- Input compliance data requirements on a weekly basis within agreed allocated time lines or seek approval for more weekly time allowance if required.
- Will track and provide Trainers PD and mapping on a weekly or monthly basis (as required)
- Will update all continuous improvement logs and communication logs on a weekly basis
- Will coordinate student surveys on a monthly basis, or as advised by the RTO
- Coordinate or upon request, will participate in all RTO Validation requirements
- Coordinate or upon request, will participate in all RTO internal audits (additional time approval may be required)
- Will coordinate or upon request, manage and develop all Training and Assessment Strategy (TASs) requirements on an ongoing monthly basis
- Will supply additional RTO, VET and training PD requirements on a monthly basis
- Will track and trace all RTO good news stories, feedback and complaint registers as advised by RTO
- Contact / attend meeting with nominated RTO person on a weekly basis to collect data and requests
- Allocate all logons for RTO staff through Compliance Plus platform

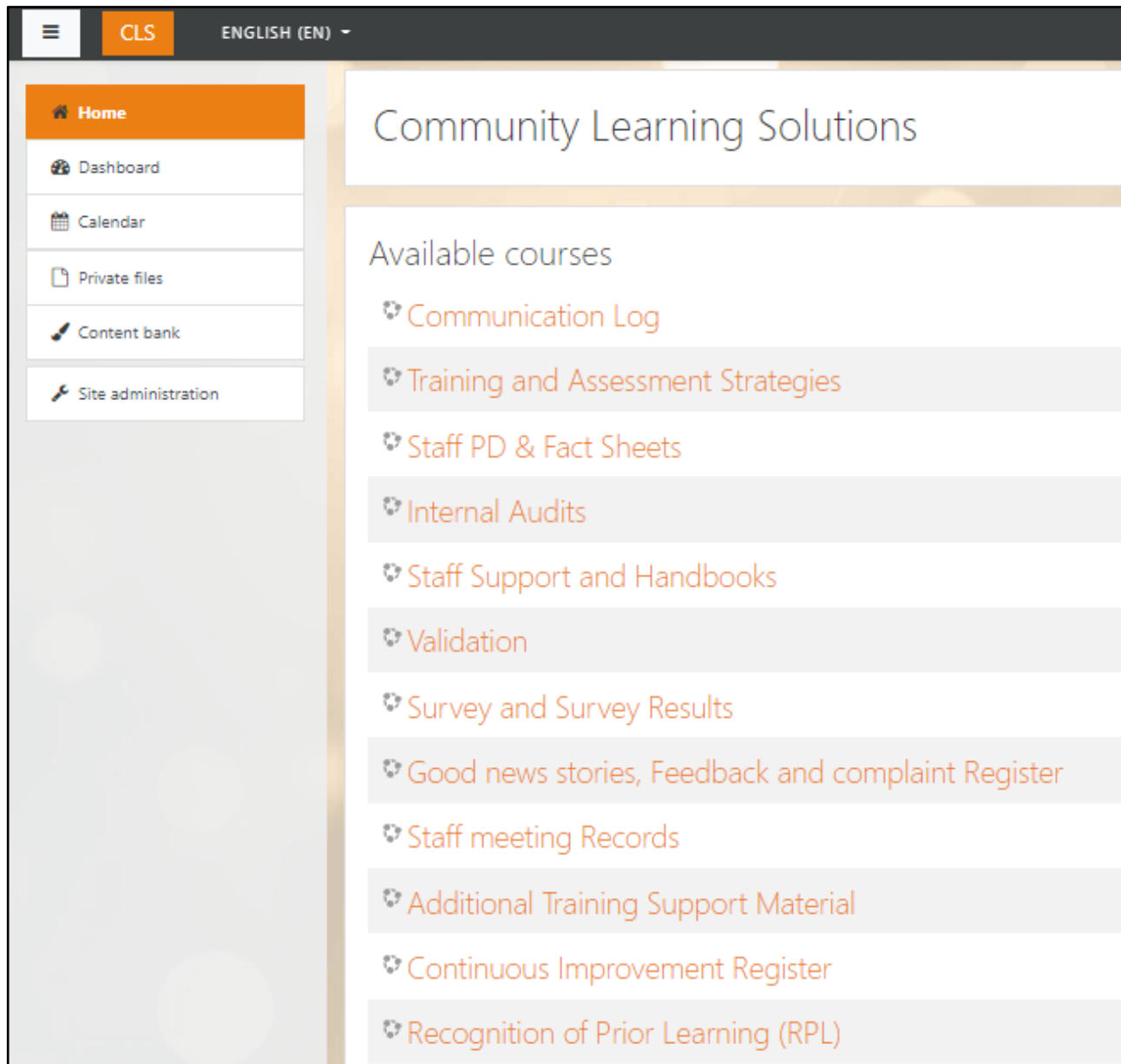
Responsibilities of RTO

- Contact / attend meeting with nominated CLS person on a weekly basis to collect data and provide requests
- Double check data entries and notes imputed by CLS on a weekly basis
- Suggest additional changes and approvals
- Supply sufficient time allowance on a weekly basis to Community Learning Solutions 'Compliance Plus program' to ensure efficiency of compliance update requirements

Costs / Charge

- Additional one off set up fee (site development Approx. \$500) and online licence costs of \$220 will be required
- Our 'Compliance Plus program' will only invoice RTO for the weekly hours required within minimal and maximum agreed range (See below)
- CLS will invoice the RTO fortnightly or monthly for their hourly rate spent on the compliance program
- [Refer to our website for a guide on fees and charge](#)

Example Website layout



Sample Website: [Click here](#) or <https://cls.moodlecloud.com/>

Username: *trial*

Password: *please email us for confirmation password:* [Click here](#) or admin@communityls.com.au