

MADEC Organisational Policy



Title: AQTF Responsibilities	Document Number: MOPO 9-1-2/02-04 Custodian: Community College Manager
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Purpose

The purpose of this policy is to corroborate that MADEC complies with relevant contractual requirements and funding agreements, to ensure that training and assessments are conducted consistent with MADEC's scope of registration and to establish that MADEC and business partners comply with local, state and commonwealth legislation and regulations.

Scope

This policy applies to all MADEC Community College staff members, clients, volunteers and visitors.

Policy Statement

The Community College Manager reports to the Chief Executive Officer and is responsible for ensuring that quality system requirements are established, implemented, maintained and reviewed in accordance with the Australian Quality Training Framework 2010 Essential Standards for Continuing Registration and Performance agreements entered into with Adult Community and Further Education (ACFE) Board, Skills Victoria, Department of Further Education, Employment, Science and Technology (DFEEST), SA Works and other funding/regulatory bodies as may be applicable from time to time.

The Community College Manager has direct access to the Chief Executive Officer and is responsible for and has the authority to

- Ensure that MADEC complies with the AQTF across all of its operations and in all of its training and assessment activities, including those undertaken by other persons or bodies on its behalf.
- Ensure that MADEC provides for examination of document and reasonable access to all areas, records including internal audit reports, and staff as required by the registering body for the purposes of audit.
- Report to the Chief Executive Officer on MADEC's compliance with the AQTF for review and as a basis for improvement.
- Apply to the State registering body for any extension to the Scope of Registration.
- Provide details, upon request of the State registering body of all operations within its Scope of Registration including operations in other States or Territories and outside Australia.
- Advise the State registering body that MADEC has commenced operations in any other State or Territory within 21 days of commencing the interstate operation.
- Provide the State registering body with accurate and timely information regarding registration and compliance (including major changes to MADEC's system or staffing profile, relocation, financial difficulties and transfer of client records).

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All staff will be involved in MADEC's continuous improvement processes. MADEC shall ensure that a planned and ongoing process is in place to systematically review and improve Community College/Education and Training policies, procedures, products and services, with the aim to generate better outcomes for clients and to meet changing needs. As a registered training organisation, MADEC will constantly review its performance against the AQTF2010, and to plan ongoing improvements. MADEC will collect, analyse and act on relevant information obtained from clients and other parties including MADEC's staff members.

Review

This policy will be reviewed on a periodic annual basis (or more frequently as required – from audit, complaints, and non-conformances) or as new or changing processes, technologies, or products or customer requirements are introduced.

Reviewed 22.01.09 – Authorised by the Community College Manager

Reviewed 18.01.10 – Authorised by the Community College Manager

Reviewed 24.12.10 – Authorised by the Community College Manager

Custodian

David Zacher
Community College Manager