# Quality Assurance Policy

![RGIT Logo](https://example.com/rgit-logo.png)

<table>
<thead>
<tr>
<th>Name of Policy</th>
<th>Quality Management Policy</th>
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<tbody>
<tr>
<td>Version</td>
<td>1.1</td>
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<tr>
<td>Comply with</td>
<td>Clause 1.21-1.25 of Standards for RTOs 2015, HESA 2003, the National Code 2007, ANMAC Accreditation Standards 2014</td>
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<tr>
<td>Date created</td>
<td>December 2014</td>
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<tr>
<td>Date last revised</td>
<td>July 2015</td>
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<tr>
<td>Department responsible</td>
<td>Compliance and Operation</td>
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<tr>
<td>Responsible person to monitor and interpret</td>
<td>Quality Assurance Manager</td>
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</tbody>
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**Contact address**

28-32 Elizabeth Street  
Melbourne, VIC 3000  
GPO BOX 5466

Contact: +61 3 8639 9000

[http://www.rgit.edu.au](http://www.rgit.edu.au)
Quality Assurance Policy

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1. Policy objective

The objective of the policy is to ensure operation of RGIT Australia is fully compliant and quality assured as per organisational and compliance requirements. This policy also introduces the Quality Management Framework which outlines RGIT approach to quality assurance and articulates the principles that underpin RGIT quality management framework. In particular, this policy:

- explains the structure of RGIT Quality Management Framework;
- specifies how this framework operates;
- outlines the arrangements across RGIT that support continuous improvement focusing on enhancing outcomes for students, staff, partners and other stakeholders.

2. Scope

This policy applies to all policies, organisational units, staff and functions of RGIT.

3. Responsibility

The Quality Assurance Manager will be responsible for the implementation of this policy.

4. Definition

Quality Assurance (QA) is a way of preventing mistakes or defects in VET education and avoiding inadvertent mistakes when delivering education and training services. QA is applied to VET sector to verify specifications and requirements. It refers to administrative and procedural activities implemented in a quality system so that requirements and goals for training and delivery, service or activity will be fulfilled. It is the systematic measurement, comparison with a standard, monitoring of processes and an associated feedback loop that confers error prevention.

KPIs: A set of quantifiable measures that a company or industry uses to gauge or compare performance in terms of meeting their strategic and operational goals

SWOT: SWOT is an acronym for Strengths, Weaknesses, Opportunities, and Threats. It is a structured planning method used to evaluate the strengths, weaknesses, opportunities and threats involved in a project or in a business venture. A SWOT analysis can be carried out for a product, place, industry or person.

Risks: the effect of uncertainty on objectives

5. Policy Statement
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(i) RGIT pursues its operation in consistent with the compliance requirements such as Standards for RTOs 2015, NVR Act 2011, VET Quality Framework, the ESOS Framework (the ESOS Act, and the National Code 2007), HESA Schedule 1, ANMAC Midwife Accreditation Standards 2014 and the ELICOS standards;

(ii) RGIT fulfils its responsibility of data reporting requirement as required by different regulatory instructions such as AQTF and NCVER data reporting.

(iii) RGIT systematically identifies, assesses, and acts on risks by developing a proper Risk Assessment Framework. All staff will be oriented and provided training for risk assessment, handling and managing. It will implement and nurture the culture of early risk identification approach.

(iv) RGIT will implement continuous improvement procedures to enhance quality management across its operations;

(v) RGIT will set organisational and departmental Key Performance Indicators (KPIs) and conduct strategic planning and review. This includes annual SWOT analysis of each department, quarterly review and monitoring of performance indicator of each department, performance monitoring of third party partners;

(vi) The Quality Assurance will coordinate with all units, technically and principally assist them to understate compliance and quality assurance requirement, schedule compliance calendar.

(vii) RGIT will routinely monitor academic performance, marketing strategy and overall operation of Third Party Partners

6. Quality Management Framework

The quality management encompasses two broad areas such as maintaining organisational requirement and compliance requirement. Organisational requirement framework links strategic direction setting, planning and quality. It aligns with the budgeting and risk management systems.

The rationale of developing the RGIT quality management framework is to:

• ensure that the needs and expectations of students and other stakeholders are met;
• identify that we meet or exceed minimum requirements in all areas (regulatory, academic and administrative);
• achieve our expectation to excellence in all that we do;
• support our commitment to continuous improvement.

The RGIT quality management framework:

• is driven by the Mission, Vision, Values and Priorities identified in the Strategic Plan;
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- is guided by regulatory and compliance requirements such as Standards for RTOs 2015, ESOS Framework, HESA Schedule 1 and ANMAC Midwife Accreditation Standards 2014 (standard 9-Quality Improvement and risk management);
- reflects the hierarchy of organisational levels from the Board of Directors, through the Chief Executive Office, to Schools and other subsidiary units and on to individual academic and administrative staff;
- reflects the two-way nature of effective quality management influence from Board of Directors to individual staff member and from individual staff member to Board of Directors;
- involves the alignment of all functional, organisational unit and individual staff member plans with the Strategic Plan;
- is underpinned by RGIT-wide governance and policies and procedures framework.

Quality Assurance Policy is further supported by performance management and professional development programs and emphasises the two essential and fundamentally intertwined dimensions of planning for quality and improving quality.

Planning for and Improving Quality

RGIT's approach to quality management embodies continuous improvement, in a cycle of planning, implementation, review and improvement. RGIT actively plans for quality as well as seeking opportunities to improve the quality.

7. Review History

This policy will be reviewed yearly from date of authorisation.

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description of modifications</th>
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<tbody>
<tr>
<td>1</td>
<td>December 2014</td>
<td>New policy</td>
</tr>
<tr>
<td>1.1</td>
<td>July 2015</td>
<td>Updated to include requirements of ANMAC and other regulatory requirements</td>
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