

POL-ADM-08 Continuous Improvement Policy

GOVERNANCE

SRTO Standards for Registered Training Organisations (RTO's) 2015
Education Services for Overseas Students Act 2000 (ESOS Act), National Code 2018

PURPOSE

Continuous improvement is an essential component of operating a registered training organisation to meet or exceed defined quality standards. The Standards for Registered Training Organisations (SRTO's 2015) require Ironwood Institute to systematically monitor, evaluate, and improve its practices through continuous improvement processes.

The object of this policy is to provide a mechanism for Ironwood Institute to review and improve its systems and practices (including policies and practices) as well as training and assessments products and services, to be compliance with the Standards for Registered Training Organisations.

POLICY STATEMENT

Ironwood Institute is committed to a systematic and continuous improvement of its training and assessment systems, strategies and practices, products, and resources to ensure ongoing quality delivery and compliance with the Standards for RTOs.

Specifically, Ironwood Institute will:

- a) Implement and maintain strategies and practices to systematically monitor its compliance with the Standards for RTOs.
- b) Utilise the outcomes of all monitoring and evaluative processes to inform and continually improve our practices.

POLICY PRINCIPLES

Underpinning Principles

- a) Ironwood Institute's continuous improvement approach is systematic, involves staff, clients, and other stakeholders, and uses qualitative and quantitative data to determine the need for improvement to the RTO's services, operations, practices, and systems.
- b) Ironwood Institute's continuous improvement approach is to focus on an all areas of the Institute's operations:
 - Training and assessment products and services.
 - Training and assessment resources, tools, and instruments.
 - Facilities and equipment.
 - Policies, procedures, and practices.
 - Management / operational systems.
 - Strategic / business plans.

- Staff performance, competencies, and professional development.
 - Third party arrangements.
- c) Continuous improvement is ongoing and may be planned or unplanned, occurring as often as identified and required.
- d) All staff are encouraged to report any opportunities for improvement to the Director or Deputy Director in writing as they are identified. Staff are to provide any information and data they have collected to support their recommendations, so it can be analysed and acted on accordingly.
- e) Staff recommendations are reviewed by the Deputy Director and Director of Ironwood Institute at regular staff meetings.
- f) Improvements may be implemented immediately or at an appropriate time, depending on the urgency and circumstances, action and subsequent effect on other operational systems and practices.
- g) Continuous improvement actions are recorded and maintained in the “Continuous Improvement Register”.
- h) Ironwood Institute identifies areas of continuous improvement for all areas of its operations through the following mechanisms:
- Training and assessment outcomes.
 - Client feedback on training (See Evaluation Policy).
 - Client feedback on assessment (See Evaluation Policy).
 - Workplace / Client Management feedback (See Evaluation Policy).
 - RTO Management review.
 - Student feedback (regarding Assessment); (See Evaluation Policy)
 - Client satisfaction surveys; (See Management of RTO Policy)
 - Trainer feedback (See Evaluation Policy).
 - Assessor feedback (See Evaluation Policy).
 - Staff feedback.
 - RTO Auditing (internal and external) (See Audit Policy).
 - Customer complaints (See Complaints Policy).
 - Appeals (See Appeals Policy).
 - Induction of staff and contractors.
 - Course reports (See Course Delivery Policy).
 - Legislative or regulatory changes (See Legislation Compliance Policy).
 - Feedback or liaison from stakeholders.
 - Administrative processes / efficiencies (See Records Management Policy).
 - Performance Management/ Trainer Observations (See HR Policy).
 - Validation and Moderation (See Validation Policy).
 - Changes to Training Packages (See Transition of Training Packages Policy).
 - Industry consultation and feedback.
 - Networking activities.
 - Staff Professional Development.
 - Quality indicators data, under “Data Provision Requirements”.
 - Development of Learning and Assessment Strategies and Resources.
 - VET Regulator / Industry updates.
 - Review of marketing practices.
 - Industry licensing / regulatory bodies.

- Industry Skills Councils (ISCs).
 - Annual Business planning.
 - Business/Finance reviews.
- i) Ironwood Institute seeks feedback from clients regarding their satisfaction with the services they have received. This feedback is collated and reviewed by Ironwood Institute to identify areas of continuous improvement.
- j) Ironwood Institute conducts internal auditing against quality standards (e.g., the Standards for RTOs 2015), all policies and procedures, and training and assessment products and services (See Audit Policy).
- k) Ironwood Institute provides information and feedback regarding continuous improvement actions to all staff via:
- Staff meetings
 - Staff memos
 - Training / coaching sessions
 - Intranet
 - Email
 - Noticeboards
- l) All continuous improvement actions need to account for, and maintain, consistency with other policies, procedures, practices, management systems and staff responsibilities. To ensure consistent implementation, all impending continuous improvement actions will be verified and implemented as follows:
- Checked against the effect the amendment may have on other policies, procedures, or systems.
 - Check against the effect the amendment may have on the working or process of other written documents.
 - Communicating the details of the amendments throughout the organisation, and to third party providers.
 - Actively engaging staff in continuous improvement and implementation processes.
 - Potentially undertaking a trial of the amendment to test its effectiveness and results.
- m) Ironwood Institute implements where possible the continuous improvement cycle from ISO9001:2008 indicated in the diagram below.

Cycle of Improvement

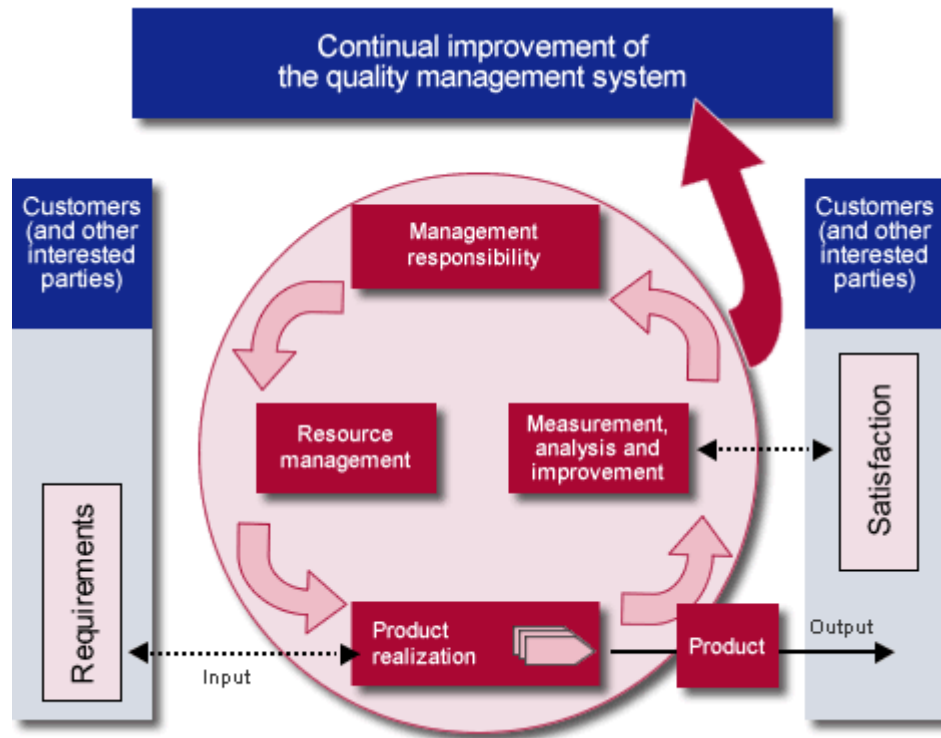


Diagram 1 – Continuous Improvement

RESPONSIBILITIES

CEO/Delegate - for for ensuring compliance with this policy.

ACCESS & EQUITY

The Ironwood Institute Access & Equity Policy applies. (See Access & Equity Policy)

RECORDS MANAGEMENT

All continuous improvement related documentation is recorded and maintained in accordance with records management processes (See Records Management Policy).

MONITORING AND IMPROVEMENT

All systems and practices are monitored by the Director Ironwood Institute and areas for improvement identified and acted upon. (See Continuous Improvement Policy)