

Policy No. 23

RTO Compliance with VET E-standards for Training

1. Policy Objective

The objective of the RTO Compliance with VET E-standards for Training Policy and Procedure for St John Ambulance Western Australia Ltd (St John) Registered Training Organisation (RTO) No. 0392 is to ensure that St John RTO complies with VET E-standards for Training in order to meet RTO regulatory, compliance and quality requirements.

This Policy and Procedure supports the following Standards for Registered Training Organisations 2015:

- ▶ Standard 8.5

This Policy and Procedure supports:

- ▶ VET E-standards for Training:

2. Policy

1. This Policy and Procedure version is effective as of 1 November 2017.
2. St John RTO Learning Management System (LMS) training and assessment resources and processes will comply with VET E-standards for Training at the times.
3. St John RTO will inform the St John RTO eLearning Coordinator of all eLearning requirements when the need for new eLearning resources are identified.
4. St John RTO will:
 - ▶ Identify accessibility requirements to ensure participants have equal access to web content;
 - ▶ Develop and design resources so they are navigable and readable; and
 - ▶ Develop resources for use in standard browsers.
5. This Policy and Procedure is to be read in conjunction with:
 - ▶ St John RTO Policy and Procedure No. 7 Validation and Moderation.
6. St John RTO Stakeholders may have written Work Instructions to support this Policy and Procedure.

Policy Administration		
Directorate:		Responsible Manager:
Community Services		Executive Manager Education Services
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	July 2018
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
Document Location	G:\25 RTO Policies and Procedures\Word Documents - Policies Procedures\23 RTO Compliance with VET e-standards for Training\Policy and Procedure No. 23 RTO Compliance with VET E-standards for Training V4 (Draft).docx	
Version:	Decision Reference:	Synopsis:
1	Document Created	VET Reform and Standards for RTOs 2015
2	Minor Changes	St John RTO Stakeholder Feedback provided on 30/6/2015
3	Document added to Documents Related Updated Spelling/Formatting and Included References to LMS	Following Review of Compliance Documentation Introduction of St John LMS
4	Annual review by RTO Stakeholders	<ol style="list-style-type: none"> 1. New format 2. Reference to eLearning Coordinator replaced with eLearning Developer 3. Section 5 reduced 4. Section 6 added 5. Effective as of 1.11.2017