

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:

- ▶ VET E-standards for Training:

<http://flexiblelearning.net.au/tools-and-resources/organisation-resources/>

2. Policy

1. St John RTO Learning Management System (LMS) training and assessment resources and processes will comply with VET E-standards for Training at the times.
2. St John RTO will inform the St John RTO eLearning Coordinator of all eLearning requirements when the need for new eLearning resources are identified.
3. St John RTO, to meet compliance with the VET E-standards for Training will:
 - ▶ Develop and validate new St John RTO LMS resources;
 - ▶ Validate current St John RTO LMS resources; and
 - ▶ Update the Training and Assessment Strategies accordingly.
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.**

Policy Administration		
Directorate:		Responsible Manager:
Community Services		Executive Manager Education Services
Risk Rating:	Review Cycle:	Review Next Due:
High	Annual	July 2017
Compliance References:		
Statutory:	Standards for RTOs 2015	
Industry	Vocational Education and Training	
St John Ambulance:	RTO	
Quality Management System:		
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