

CONTINUOUS IMPROVEMENT POLICY

Rationale:

To ensure there is a systematic process to achieve continuous improvement for best practice and to meet the AQTF Essential Conditions and Standards and VRQA Guidelines for continuing registration.

Aims:

The continuous improvement cycle is seen as a critical feature of the organisation. Feedback from all stakeholders must be gathered and analysed so changes can be made to the operation of Kyabram P-12 College RTO (22264) that will improve the efficient and effective operation of the organisation, outcomes and engagement and relationship with the stakeholders. Stakeholders include students, community, industry, funding bodies, registration bodies, schools, other agencies, networks, staff, volunteers and board of management members.

Procedures will be established to capture data that provides feedback on all aspects of the organisation, administration, scope, facilities, resources, delivery, assessment, marketing, networking, reporting, quality, flexibility, reliability, access and equity, safe environment, acceptance of diversity and accountability.

Implementation:

- Staff are encouraged to use the continuous improvement form.
- Analyse the data with the Kyabram P-12 College RTO staff.
- Implement the process if found by Kyabram P-12 College RTO staff to be relevant.
- Make improvements which will be recorded in a Continuous Improvement Register (possible improvement/action, Professional Development; internal or external, a change in procedure/facilities, networking or research.
- Document all Continuous Improvements on a register.