

**BSSC RTO Policies and Procedures on R Drive  
Version Control Register**

<b>Document #</b>	<b>Document Title:</b>	<b>Last Updated</b>
1	RPL RCC Application Form // NR CT Application Form	27/03/2017
2	RPL RCC Policy // RTO NR CT RPL Policy	01/08/2017~
3	RTO Risk Management Policy	29/08/2017~
4	RTO Certificate Generation Policy	02/08/2017
5	RTO Corrective Action Record (CAR) Policy	01/08/2017~
6	Corrective Action Record (CAR) template	09/05/2017
7	BSSC RTO Business Plan	28/06/2017*
8	Employer Survey for VET Programs	09/05/2017
9	<del>RTO Mentoring Plan</del>	<del>18/10/2012</del>
10	RTO Non-Qualified Trainer and Assessors Policy (Mentor)	01/08/2017~
11	Qualification Register	26/04/2017
12	RTO Position descriptions & Org Chart	29/08/2017
13	RTO Replacing a Certificate Policy	01/08/2017
14	AQTF Risk Assessment Schedule	26/04/2016
15	<del>SCOPE</del>	<del>16/05/2012</del>
16	<del>Task Instructions – Current</del>	<del>15/07/2009</del>
17	Trainer Matrix	16/05/2017
18	RTO Validation & Moderation form	26/03/2018
19	RTO VET Policies Overview	15/08/2017
20	RTO Management Structure	22/05/2017
21	<del>VET Teacher P&amp;D Completion Record</del>	<del>02/05/2012</del>
22	<del>Vocational Competencies Form</del>	<del>28/06/2007</del>
23	<del>VET SUBJECT AREA FACT SHEET</del>	<del>02/10/2010</del>
24	<del>Auspicing Agreement Template</del>	<del>23/01/2013</del>
25	External Audit Template	22/05/2017
26	Assessment Plan Outcome Record	22/05/2017
27	Assessment Record Book Template	22/05/2017
28	Assessments Examples	22/05/2017
29	Assessments Template	22/05/2017
30	RTO Compliance Guide	21/10/2015
31	Pre-enrolment Checklist	24/10/2017
32	T&A Plan Template	20/02/2017
33	Validation Timeline	19/05/2017
34	VCR – Template	01/05/2017
35	VCR VET Document Register	15/08/2017
36	BSSC Certificate Database	01/05/2017
37	<del>Course Delivery Plan Template // TAS Template</del>	26/03/2018
38	Auspice Expression of Interest	11/08/2017
39	VCR Scope Changes	29/03/2017
40	RTO Version Control Register Policy	01/08/2017
41	RTO Validation and Moderation Policy	01/08/2017~
42	Validation Memo Template	19/05/2017
43	RTO Enrolment Form	23/05/2017
44	<del>Organisational Chart BSSC</del>	<del>03/05/2017</del>
45	RTO Complaint Register	30/08/2017
46	RTO Plagiarism Policy	23/10/2017~
47	RTO VETtrak & AVETMISS Reporting Policy	02/08/2017~

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48	Auspice Agreement Register	02/05/2016
49	RTO Complaints Policy	30/08/2017~
50	RTO Privacy Policy	11/08/2017~
51	RTO Retention Policy	25/05/2017~
52	RTO Continuous Improvement Policy	11/08/2017~
53	RTO Policy Template	27/03/2017
54	RTO Staff Induction Handbook	11/05/2018
55	RTO Student Enrolment Policy	11/08/2017~
56	RTO Staff Induction Policy	11/08/2017~
57	Corrective Action Register	19/04/2017
58	RTO Coordinator Duty Statement	26/05/2017
59	VET Teacher Calendar	03/03/2017
60	Teacher Guide Template	07/06/2016
61	<del>Assessment Cover Sheet</del>	<del>21/11/2013</del>
62	RTO Trainer Verification Policy	02/05/2018~
63	RTO VET Teacher Responsibility Policy	01/08/2017~
64	RTO Marketing Policy	01/08/2017
65	RTO USI Generation	30/05/2017
66	RTO Student WithdrawExit Policy	11/08/2017~
67	RTO Course Transition Policy	19/02/2018~
68	RTO Access and Equity Policy	02/08/2017~
69	RTO LLN Policy	02/08/2017~
70	Work Placement Files	06/02/2017
71	LLN Cert II SG (and TG)	05/06/2017
72	LLN Cert III SG (and TG)	05/06/2017
73	RTO Refund Policy	03/08/2017~
74	RTO Auspicing Policy	11/08/2017
75	RTO Changes to Agreed Services Policy	01/08/2017
76	RPL NR CT Register	05/06/2017
77	RTO Industry Engagement Policy	01/08/2017~
78	RPL Assessment Example	27/03/2017
79	RTO DET Auspicing Contract Template(s)	05/06/2017
80	RTO Audit Policy	01/08/2017
81	RTO Client Information Policy	02/08/2017~
82	RTO Auspicing Addition	07/08/2017
83	Program Variation VCR	19/02/2018
84	Completing OARs	22/06/2018
	----- Archived/No Longer in use	
	*Approved via College Council	
	~In RTO Staff Induction Handbook (Document #54)	

Dated: June 2018

Person Responsible: VET & RTO Manager

Endorsed by College Council: As shown

Review: Ongoing (via the BSSC RTO Continuous Improvement Internal Audit Cycle)

Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

