

PROCEDURE:	INTERNAL AUDIT
2015 VET Standards:	Standard 2
MCC Ref:	MCC-3-I 2
Purpose	The purpose of this Procedure is to ensure that both an initial internal audit and follow-up internal audits are carried out in accordance with the Standards for Registered Training Organisations (RTOs) 2015 and Skills Victoria.
Scope	This Procedure applies to quality audits that are performed internally within the Institute. It covers all activities that are required for the verification of the Institute's Quality Management System including the VET Quality Framework.
Definitions	<p>Internal Auditor The Compliance Manager (Quality Improvement Manager) - responsible for all internal audits.</p> <p>Auditee A Process and/or Staff Member who is being audited and who is directly responsible for, or familiar with, the duties as set out by the relevant procedure and or Compliance with Legislation (see Policy) that is being audited</p> <p>2015 VET Standards Standards for Registered Training Organisations (RTOs) 2015</p> <p>VTG contract Skills Victoria Training Guarantee funding contract</p> <p>VET Quality Framework includes:</p> <ul style="list-style-type: none"> • the Standards for Registered Training Organisations (RTOs) 2015 • the Australian Qualifications Framework • the Fit and Proper Person Requirements • the Financial Viability Risk Assessment Requirements, and • the Data Provision Requirements

<p>Action/Method</p>	<ol style="list-style-type: none"> 1. The institute has a quality management system that includes <ol style="list-style-type: none"> 1.1 Quality Framework 1.2 Governance Compliance Structure 1.3 Organisation Chart 1.4 Policies, Procedures and Forms 1.5 Conducts periodic internal, external and compliance meetings and audits <ul style="list-style-type: none"> • Scheduled times of audits will be confirmed/negotiated between the Auditor and Auditee. • Auditor and Auditee will both have a copy of the latest procedure to be audited. • An Internal Audit Report will be completed within 30 days of the internal audit. For non-conformances, the Quality Improvement Manager will complete a Corrective Action Record and record it on the Corrective Action Register. • The Audit report will be forwarded to the Auditee for his/her comments and then returned to the Auditor for further comment and signing off. • The Auditee will implement the necessary corrections to a procedure and submit it to the Quality Improvement Manager to update. If a major change is required, the new procedure will be approved at the next Management Team meeting. • the CEO/RTO Manager and/or COO shall notify the regulatory authorities, including SVTS, immediately of a change in status of the RTO in particular in the case of suspension or cancellation of registration by ASQA via email immediately • The RTO Manager shall regularly check training.gov.au for updates to training packages • The RTO Manager shall regularly check training.gov.au for updates to Industry Training Packages and packaging rules to ensure that at least 1 nationally accredited qualification remains on MCC's scope (see MCC scope of registration at training.gov.au) and that Government Funding is available and checked against the SVTS funded courses • Skills Victoria internal audit checklist to be updated on a regular basis and submitted within 6 months of receipt of VTG contract
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<p>Action/Method</p>	<p>The Quality Improvement Manager will keep a record of the following:</p> <ul style="list-style-type: none"> • Schedule for all initial and follow-up audits • Dates of completed audits • All audit reports <p>REFERENCES</p> <ul style="list-style-type: none"> • Audit schedules • Audit Reports • VET QF Risk Management Plan • Opportunity for Improvement Form • Corrective Action Record
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	<ul style="list-style-type: none"> • Corrective Action Register • Skills Victoria Audit template • Compliance with legislation Policy & Procedure
Freedom of Information	<p>Disposal of Records with regard to the Freedom of Information Act Retention of Records for Freedom of Information Purposes Access to Archived Records Records Management, Maintenance and Security</p>

VERSION CONTROL**Review/ amendment history****Procedure Approved by:** Chief Executive Officer / RTO Manager**Responsible Officer:** Chief Executive Officer / RTO Manager**Next Procedure Review Date:** July 2017

Version	Date	Details
1.0	July 2014	Procedure issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change