

# AQTF Document Register

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## **Policies...**

Access and Equity Policy  
Assessment Policy  
Complaints and Appeals Policy  
Continuous Improvement Policy  
Financial Management Policy  
Issuing of Qualifications Policy  
Learning and Assessment Strategies Policy  
Marketing Policy  
Privacy Policy  
RTO Staff Policy  
Recognition Policy  
Records Management Policy  
Refund Policy  
Risk Management Policy  
Version Control Policy

## **Procedures...**

Risk Analysis Procedure  
Risk Management Procedure

## **Forms...**

Access Authorisation Form  
Assessment Supervision Form  
Competency Mapping Form  
Corrective Action Form  
Enrolment Form  
Induction Checklist  
Industry Consultation Form  
Marketing Materials Checklist  
Refund Request Form  
Training Resource Feedback Form  
Training Supervision Form  
Training and Assessment Strategy Template

## **Manuals...**

Code of Practice  
Staff Handbook  
Student Information Handbook

**Others...**

Corrective Action Register

Duty Statement - Administration Officer

Duty Statement - Director

Duty Statement - Trainers and Assessors

Duty Statement - Training Manager

MOU Register

Refund Log

Refund Request Register

Risk Management Action Plan

Trainer Qualifications Register