

## ASQA Audit Standards Checklist & IQY Technical College Action Plan and Documents List



The following ASQA compliance checklist breaks down each standard outlined in the [Standards for Registered Training Organisations \(RTOs\) 2015](#) into clear, actionable steps, ensuring that your RTO is fully compliant when preparing for an ASQA audit.

### Standard 1: Training and Assessment

This standard is at the heart of an RTO's operations, focusing on the quality of training and assessment. Compliance with this standard ensures that students receive industry-relevant, high-quality training that leads to successful outcomes.

#### 1.1 Training and Assessment Strategies (TAS)

- 2 [26.Suitable training and assessment strategies](#) [TOP](#)
- 3 [26.1-UEE30820 Assessment Mapping+Unit Learning Plan](#)
- 4 [26.2-UEE60220+62122 Assessment Streamline](#)
- 5 [26.3-UET60222-Assessment-Mapping](#)

- **Develop Comprehensive TAS for Each Qualification:** Ensure that a detailed Training and Assessment Strategy (TAS) is created for every qualification or course offered by your RTO. The TAS should outline the delivery mode (e.g., face-to-face, online), duration, and the specific resources required for the course.

- **Align Strategies with Industry Requirements:** Regularly review and update TAS to reflect current industry standards and practices. Engage with industry experts and advisory bodies to validate that your training aligns with workplace expectations.
- **Review Regularly:** Document evidence of regular reviews and updates of the TAS. Ensure that changes in training packages or industry requirements are integrated promptly.

- **6.Assessment validation** [TOP](#)

- 6.1-IQY Assessment Validation Plan outline-NAT11297
- 6.2-IQY Assessment Validation Plan outline-UEE30820
- 6.3-IQY Assessment Validation Plan outline-UEE62122
- 6.4-IQY Assessment Validation Plan outline-UEE62220
- 6.5-IQY Assessment Validation Plan outline-UET60222
- 6.6-IQY-NAT11297\_\_Assessment\_Validation\_Plan\_MOD
- 6.7-IQY-UEE30820\_\_Assessment\_Validation\_Plan\_V01
- 6.8-IQY-UEE62122\_\_Assessment\_Validation\_Plan\_MOD
- 6.9-IQY-UEE62122\_\_Assessment\_Validation\_Plan\_V01
- 6.10-IQY-UEE62220\_\_Assessment\_Validation\_Plan\_MOD
- 6.11-IQY-UET60222\_\_Assessment\_Validation\_Plan\_MOD
- 6.12-IQY Assessment Validation Plan outline
- 6.13-IQY Assessment Conversation Tool
- 6.14-IQY-Assessment Validation Sheet

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## 1.2 Qualified Trainers and Assessors

- **Verify Trainer and Assessor Credentials:** Ensure all trainers and assessors hold the required qualifications, such as TAE40116 (Certificate IV in Training and Assessment), along with vocational competencies in their teaching areas. Maintain up-to-date records of their qualifications.

- **25.Sufficient suitable human resources, including trainers and assessors**

- **Professional Development:** Document ongoing professional development activities for trainers and assessors. This should include engagement with industry practices, further studies, or workshops that keep their skills current and relevant.

- **22.Self- assurance and continuous improvement**

## 1.3 Assessment Tools and Resources

- **Use Validated Assessment Tools:** Ensure all assessment tools are validated and mapped to the relevant unit of competency in the training package. These tools should assess a learner's competency comprehensively and in alignment with industry standards.

- **Review and Update Resources:** Regularly review and update assessment resources to maintain their relevance and effectiveness. Any changes in industry requirements or training packages must be reflected in your assessment tools to ensure ongoing compliance.

- **6.Assessment validation** [TOP](#)
- 6.1-IQY Assessment Validation Plan outline-NAT11297
- 6.2-IQY Assessment Validation Plan outline-UEE30820
- 6.3-IQY Assessment Validation Plan outline-UEE62122
- 6.4-IQY Assessment Validation Plan outline-UEE62220
- 6.5-IQY Assessment Validation Plan outline-UET60222
- 6.6-IQY-NAT11297\_\_Assessment\_Validation\_Plan\_MOD
- 6.7-IQY-UEE30820\_\_Assessment\_Validation\_Plan\_V01
- 6.8-IQY-UEE62122\_\_Assessment\_Validation\_Plan\_MOD
- 6.9-IQY-UEE62122\_\_Assessment\_Validation\_Plan\_V01
- 6.10-IQY-UEE62220\_\_Assessment\_Validation\_Plan\_MOD
- 6.11-IQY-UET60222\_\_Assessment\_Validation\_Plan\_MOD
- 6.12-IQY Assessment Validation Plan outline
- 6.13-IQY Assessment Conversation Tool
- 6.14-IQY-Assessment Validation Sheet

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#### 1.4 Industry Engagement

- **Document Evidence of Industry Consultation:** ASQA requires that RTOs engage with the industry to ensure that training and assessments meet industry needs. Maintain records of consultations, such as meeting minutes or correspondence with industry representatives.

- **14.Industry engagement**

- **Integrate Feedback into Practices:** Any feedback or recommendations from industry consultations should be integrated into training and assessment practices. Ensure that this is documented for audit purposes.

- **14.Industry engagement** [TOP](#)
- 14.1-Accelier Assessment Validation Session
- 14.2-Accelier PDP Certificate
- 14.3-AISC outcome on the Electrotechnology Training Package - kyawnaing2524@gmail.com – Gmail
- 14.4-ALIA News
- 14.5-ALIA News\_ Exciting new partnership with the Office of Community Cohesion
- 14.6-ALIA News\_ Make a splash in your community
- 14.7-Designing Australia
- 14.8-Industry Partners Series
- 14.9-Endorsement - Electrotechnology Training Package Release 4.0 - [kyawnaing2524@gmail.com](mailto:kyawnaing2524@gmail.com)
- 14.10-Endorsement - ESI Generation Training Package - kyawnaing2524@gmail.com – Gmail

- 14.11-Endorsement - Transmission, Distribution and Rail Training Package Release 4.0 - kyawnaing2524@gmail.com – Gmail
- 14.12-Energy Skills Australia June Newsletter 2021
- 14.13-Energy Skills Australia June Newsletter 2025 - kyawnaing2524@gmail.com – Gmail
- 14.14-Energy Skills Australia June Newsletter 2025
- 14.15-GEDCStarting Soon
- 14.16-Gmail - [i] SafeWork NSW\_ RTO Education Session - GIT on June 3, 2025 \_ Read Meeting Report
- 14.17-Industry Engagement
- 14.18-Industry Partners Series - CPD learning opportunities - kyawnaing2524@gmail.com – Gmail
- 14.19-Reminder! 🏆 2025 Quanser Sustainability Award - kyawnaing2524@gmail.com – Gmail
- 14.20-safework
- 14.21-Submission - Electrotechnology Training Package Materials - kyawnaing2524@gmail.com – Gmail
- 14.22-U Kyaw Naing-Trainer PD Plan+Industry Engagement 2025
- 14.23-Updated version of Teacher
- 14.24-Welcome to Industry Skills Australia's May Newsletter - kyawnaing2524@gmail.com – Gmail
- 14.25-Welcome to the June Newsletter 2025
- 14.26- GlobalEngineer Newsletter \_ June 2025 Issue - kyawnaing2524@gmail.com – Gmail
- 14.27-UPCOMING! Webinar Wednesday, June 11th - kyawnaing2524@gmail.com – Gmail
- Any future documents in respective folder.

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## Standard 2: Quality Assurance

Quality assurance is critical for maintaining high standards in training delivery and assessment. ASQA expects RTOs to have systems that continually improve and monitor the effectiveness of their practices.

### 2.1 Continuous Improvement Processes

- **Implement a System for Ongoing Improvement:** Your RTO should have a robust continuous improvement system in place. This includes regularly collecting feedback from learners, trainers, and employers to evaluate training and assessment quality.
  - **Feedback Analysis:** Document and analyse feedback from learners and employers to identify areas of improvement. Use this feedback to make informed adjustments to your training programs and operational processes.
  - **Actionable Improvements:** Implement changes based on feedback and review them regularly. Ensure that improvements are well-documented and presented during audits.
- 22.1-Continuous Development Policy
  - 22.1-Continuous Development Policy.pdf

- [22.1.Self Assurance-Continuous Improvement-Completion & Certification.pdf](#)
- [22.1.Self Assurance-Continuous Improvement-Enrolment Improvement.pdf](#)
- [22.1.Self Assurance-Continuous Improvement-Marketing and recruitment practices.pdf](#)
- [22.1.Self Assurance-Continuous Improvement-Student Support.pdf](#)
- [22.1.Self Assurance-Continuous Improvement-Training and Assessment.pdf](#)

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## 2.2 Systematic Monitoring

- **Regular Reviews of Practices:** Schedule regular reviews of your training and assessment strategies, learning materials, and assessment tools. This should be part of a formalised, continuous improvement plan.
- **Maintain Records of Improvements:** Keep detailed records of all improvements made as a result of feedback and internal audits. This is crucial for demonstrating that your RTO continuously enhances its services in line with regulatory expectations.

- [22.1.Self Assurance-Continuous Improvement-Student Support.pdf](#)
- [22.1.Self Assurance-Continuous Improvement-Training and Assessment.pdf](#)

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## Standard 3: Secure and Accurate Certification

ASQA requires RTOs to issue qualifications and statements of attainment that are accurate and secure. This standard aims to protect the integrity of the certification process and ensure learners only receive certificates when they are deemed competent.

### 3.1 Issuing Qualifications and Statements of Attainment

- **Verify Competency Before Issuing Certificates:** Ensure that qualifications or statements of attainment are only issued to learners who have been deemed competent across all units of competency. Use validated assessments to confirm this before issuance.
- **Correct Codes and Titles:** Ensure that the correct qualification codes and titles align with the relevant training packages. Certificates must meet industry and regulatory standards to avoid audit issues or compliance breaches.

- [22.1.Self Assurance-Continuous Improvement-Completion & Certification.pdf](#)

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### 3.2 Certification Integrity

- **Protect the Authenticity of Certificates:** Implement security measures, such as unique certificate identifiers or watermarks, to safeguard against fraudulent reproduction.
- **Maintain a Register of Issued Qualifications:** Keep a register of all qualifications and statements of attainment issued by your RTO. This register should be regularly updated and accessible for audit purposes.
- [22.1.Self Assurance-Continuous Improvement-Completion & Certification.pdf](#)

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***RTO Pilot's student management system** offers a **Certificate Builder** feature, simplifying the creation and management of compliant certificates. The automated issuance of certificates reduces administrative workload and ensures they meet ASQA's stringent compliance standards.*

#### **Standard 4: Accurate and Accessible Information about Services**

RTOs must provide accurate and accessible information to students about their services, ensuring transparency and trust. Misleading information can lead to serious compliance breaches.

##### **4.1 Marketing Practices**

- **Provide Accurate Information About Courses:** Ensure that all marketing materials, including website content, brochures, and advertisements, accurately reflect the services offered by your RTO. Avoid vague or misleading claims about course content, delivery methods, or outcomes.
- [22.1.Self Assurance-Continuous Improvement-Marketing and recruitment practices.pdf](#)
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- **Avoid False Claims:** Do not make claims that cannot be substantiated. For example, avoid promising guaranteed outcomes or exaggerating the scope of training unless supported by verifiable data.
- [22.1.Self Assurance-Continuous Improvement-Marketing and recruitment practices.pdf](#)

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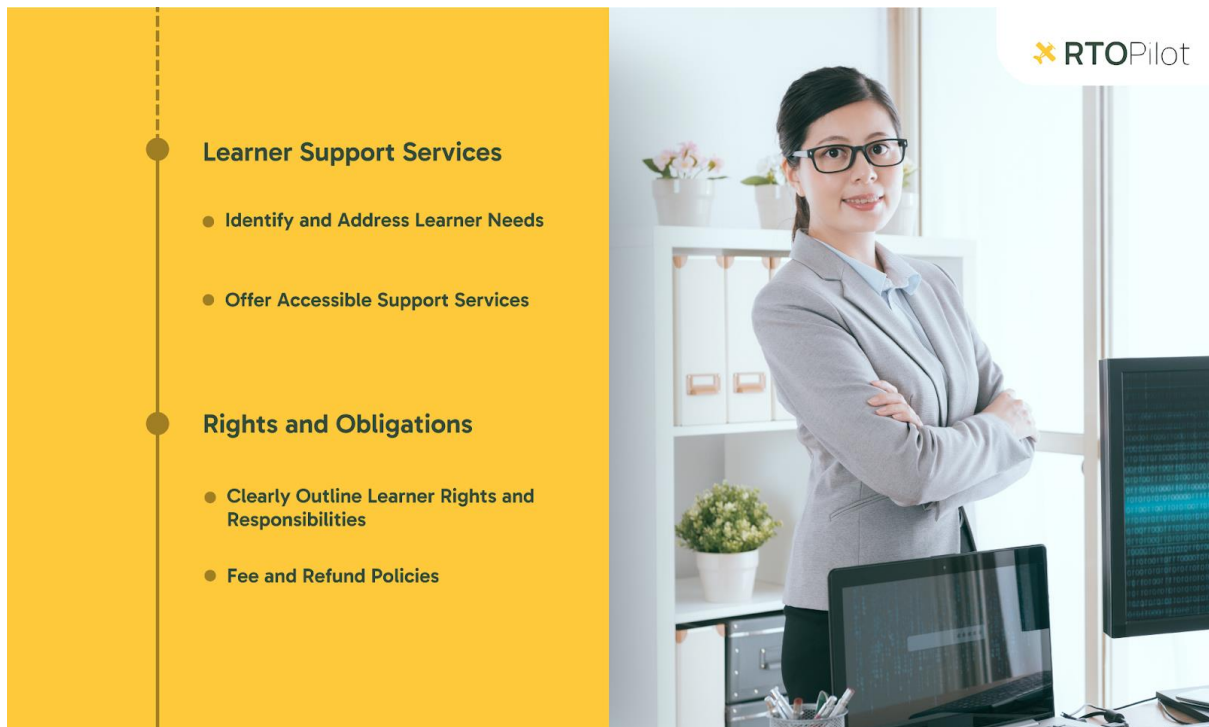
##### **4.2 Pre-enrolment Information**

- **Supply Clear Details on Course Content and Duration:** Prior to enrolment, provide learners with detailed information about course content, delivery modes, assessment methods, and expected outcomes to avoid misunderstandings.
- [5.1-Academic Calender](#)

- 15.2-Application\_for\_Enrolment\_IQY\_Technical\_College
- 15.3-CertificateOfProficiency-ElectricianInformation
- 15.4-Enrolment Process
- 15.5-IQY Advanced Diploma in Electrical Engineering & ESI for Level1 to 3 Electricians
- 15.6-IQY Technical College
- 15.7-IQY Technical College-Australia Handbook
- 15.8-Mission Statement
- 15.9-Timetable UEE30820 CIII in Electrotechnology Electrician 240812Mod
- 15.10-Timetable UET60222 Advanced Diploma of ESI
- 15.11-Timetable UEE30820+NAT11297 CIII in Electrotechnology Electrician 240812Mod
- 15.12-Tutoring support to the students by IQY Technical College as ATA Member
- 15.13-UEE 30820 Course Information
- 15.14-Uee30820 Course AdvertisementMOD
- 15.15-UEE62122 Advanced Diploma of Engineering Technology Electrical Timetable 241101 (1)
- 15.16-UEE62220 Advanced Diploma of Electrical Engineering Separate Semester
- 15.17-UEE62220Course AdvertisementMOD
- 15-18-Why IQY
- 15.19 IQY Technical College Media Release Form
- Any future documents in respective folder.
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- **Disclose Third-Party Arrangements:** If any part of the training or assessment services is delivered by a third party, this must be clearly disclosed to learners before they enrol.
- 16.1-Management of Third party service providers
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*[RTOPilot's Student Portal](#) ensures that learners have access to accurate, up-to-date pre-enrolment information at all times.*

## **Standard 5: Inform and Protect Learners**



RTOs must protect learners by providing them with accurate information about their rights, responsibilities, and support services. This ensures a transparent learning environment and safeguards learners throughout their course.

### 5.1 Learner Support Services

- **Identify and Address Learner Needs:** Identify individual learner needs during the enrolment process. Ensure that support services, such as academic assistance or accessibility resources, are available and communicated to learners.
- **Offer Accessible Support Services:** Ensure that learners can easily access the support services they need throughout their course. This may include career counselling, tutoring, or language assistance.

- [22.1.Self Assurance-Continuous Improvement-Student Support.pdf](#)

*RTO Pilot's Student Portal centralises support services and resources, allowing learners to access academic assistance, course materials, and progress information from one place.*

### 5.2 Rights and Obligations

- **Clearly Outline Learner Rights and Responsibilities:** Provide learners with clear policies on fees, refunds, and complaints. This information should be easily accessible and communicated at the time of enrolment.

- [15.7-IQY Technical College-Australia Handbook](#)

- 15.1-Academic Calender
- 15.2-Application\_for\_Enrolment\_IQY\_Technical\_College
- 15.3-CertificateOfProficiency-ElectricianInformation
- 15.4-Enrolment Process
- 15.5-IQY Advanced Diploma in Electrical Engineering & ESI for Level1 to 3 Electricians
- 15.6-IQY Technical College
- 15.7-IQY Technical College-Australia Handbook
- 15.8-Mission Statement
- 15.9-Timetable UEE30820 CIII in Electrotechnology Electrician 240812Mod
- 15.10-Timetable UET60222 Advanced Diploma of ESI
- 15.11-Timetable UEE30820+NAT11297 CIII in Electrotechnology Electrician 240812Mod
- 15.12-Tutoring support to the students by IQY Technical College as ATA Member
- 15.13-UEE 30820 Course Information
- 15.14-Uee30820 Course AdvertisementMOD
- 15.15-UEE62122 Advanced Diploma of Engineering Technology Electrical Timetable 241101 (1)
- 15.16-UEE62220 Advanced Diploma of Electrical Engineering Separate Semester
- 15.17-UEE62220Course AdvertisementMOD
- 15-18-Why IQY
- 15.19 IQY Technical College Media Release Form



- **Fee and Refund Policies:** Ensure that your refund policies are fair and comply with regulatory standards. Learners should be aware of any conditions that apply to refunds before committing to a course.

- 20.1-General Refund Policy

## Standard 6: Fair Complaints and Appeals

RTOs are required to have an accessible and effective complaints and appeals process. This ensures that learners can raise concerns and have them addressed fairly.

### 6.1 Complaints and Appeals Policy

- **Document the Process:** Ensure your complaints and appeals policy is documented, easily accessible, and well-understood by learners and staff alike. This policy should outline the steps for lodging a complaint or appeal, the expected resolution timeframe, and the actions that will be taken.
- **Ensure Transparency:** The policy should be transparent and easy to understand, reducing ambiguity for learners and ensuring they are aware of their rights to raise concerns.

- 18.Managing complaints and appeals



### 6.2 Timely Resolution

- **Address Complaints Promptly:** RTOs must handle complaints and appeals in a timely manner. Ensure that all complaints are resolved efficiently and with appropriate documentation of the process.
- **Maintain Records:** Keep detailed records of complaints and the actions taken to resolve them. These records will be essential during ASQA audits to demonstrate your RTO's commitment to resolving learner concerns.

*RTOPilot's Student Portal* also supports RTOs by providing a streamlined way for learners to submit complaints or appeals. All submissions are tracked and accessible for audit purposes.

### [18.Managing complaints and appeals](#)

[18.1-IQY complaints\\_and\\_appeals-policy\\_and\\_procedure\\_v1.1-2025](#)

[18.2-IQY student-appeal-of-assessment-form](#)

[18.3-IQY complaints\\_and\\_appeals-policy\\_and\\_procedure\\_v1.1-2025](#)

[18.4-IQY student-appeal-of-assessment-form](#)

[18.5-Student-Complaint-Form](#)

## **Standard 7: Effective Governance and Administration**

RTOs must demonstrate robust governance and administration practices to ensure operational efficiency and compliance with all regulatory requirements. This standard focuses on the management and sustainability of the RTO.

### **7.1 Legislative Compliance**

- **Stay Up-to-Date with Relevant Legislation:** Your RTO must comply with all relevant legislation, such as the *National Vocational Education and Training Regulator Act 2011*, privacy laws, workplace health and safety regulations, and anti-discrimination legislation. Keep track of legislative changes and ensure they are promptly integrated into your operations.
- [4.AQTF2025 Compliance TOP](#)
- **Review Compliance Regularly:** Conduct regular internal audits to ensure compliance with all applicable laws. Use audit findings to update policies and procedures, demonstrating ongoing compliance to ASQA.
- [4.AQTF2025 Compliance TOP](#)
- **Document Compliance Efforts:** Maintain clear records of compliance reviews, actions taken, and any adjustments made based on changes in legislation.

- 4.1-Accountability Policy-The RTO Trainer-Assessor Management Policy
- 4.2-Continuous Development Policy
- 4.3-credential-policy
- 4.4-Diversity-Inclusion and Equity policy
- 4.5-Fit and proper person policy
- 4.6-hep-academic-progression-and-exclusion-procedure
- 4.7-critical-incident-management-policy
- 4.8-student-health-safety-and-wellbeing-policy
- 4.9-student-misconduct-policy
- 4.10-student-misconduct-procedure
- 4.11-Integrity of Nationally Recognised Training Products-users\_guide\_to\_the\_standards\_for\_RTO
- 4.12-IQY complaints\_and\_appeals-policy\_and\_procedure\_v1.1-2025
- 4.13-IQY student-appeal-of-assessment-form
- 4.14-Leadership and accountability policy Literature
- 4.15-RTO-Privacy-and-Personal-Information-Policy
- 4.16-Student-Complaint-Form
- 4.17-UEE30820AQT2025ComplianceTraining
- 4.18-UEE30820-AQTF2025ComplianceAssessment1.3+1.4+1.5
- 4.19-UEE62122AQT2025ComplianceTrainingPart1
- 4.19-UEE62122AQT2025ComplianceTrainingPart2
- 4.20-UEE62122-AQTF2025ComplianceAssessment1.3+1.4+1.5 Part 1T1-T5
- 4.20-UEE62122-AQTF2025ComplianceAssessment1.3+1.4+1.5 Part 2T6-T8
- 4.21-UEE62122-AQTF2025ComplianceAssessment1.3+1.4+1.5
- 4.22-UEE62122AQTF2025ComplianceTraining
- 4.23-UEE62220-AQTF2025ComplianceAssessment1.3+1.4+1.5
- 4.24-UEE62220AQTF2025ComplianceTraining
- 4.25-UET60222-AQTF2025ComplianceAssessment1.3+1.4+1.5
- 4.26-UET60222AQTF2025ComplianceTraining

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## 7.2 Financial Management

- **Maintain Financial Viability:** Your RTO must be financially viable to ensure the delivery of education and protect learners. Implement financial monitoring systems to track revenue, expenses, and liabilities. ASQA may request evidence of your financial health during an audit.
- **Accurate Financial Records:** Keep detailed financial records, including revenue from student fees, staff payments, and operational costs. These records must be maintained in accordance with generally accepted accounting practices and regulatory requirements.

• [9.AVETMISS Software-Reporting](#)

• [12.Financial Viability](#)

***RTO**Pilot simplifies **Financial Management** with [fully managed payments](#), revenue tracking, and financial report generation. This reduces administrative workload and ensures your financial records are always audit-ready.*

## **Standard 8: Cooperation with ASQA**

To maintain your RTO registration, it's essential to cooperate with ASQA by providing accurate information and complying with audit requests. This standard emphasizes the importance of timely communication and collaboration with the regulator.

### **8.1 Providing Accurate Information**

- **Ensure Timely and Accurate Data Submission:** Provide accurate and timely information to ASQA whenever requested. This includes submitting AVETMISS-compliant data, enrolment details, and any changes in your RTO's structure or offerings. Misreporting can lead to compliance issues.
- **Notify ASQA of Significant Changes:** If there are any significant changes to your RTO's operations, such as changes in ownership, senior management, or scope of registration, you must notify ASQA within the required timeframes.

- [9.AVETMISS Software-Reporting](#)

- [12.Financial Viability](#)

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***RTO**Pilot's automated [AVETMISS Export](#) ensures your data is always up-to-date, validated, and ready for submission to ASQA, helping you avoid compliance pitfalls*

### **8.2 Audit Participation**

- **Cooperate Fully During Audits:** RTOs must cooperate with ASQA's audit process. Ensure that all required documentation is readily available and staff are prepared to assist auditors. Implement corrective actions promptly if any issues are identified during an audit.
- **Implement Corrective Actions:** After an audit, ASQA may provide feedback or identify areas for improvement. Ensure that corrective actions are implemented quickly, and document these steps to show your commitment to continuous improvement.

- [8.Audit reports](#)

## **Preparing for an ASQA Audit Using the ASQA compliance checklist**

A successful audit outcome depends on your preparation. Using this ASQA compliance checklist, RTOs can conduct internal reviews, organise documentation, and train staff on compliance obligations.

## Conducting Internal Reviews

- **Self-Assessments and Internal Audits:** Before an official audit, perform internal reviews using the ASQA compliance checklist. Regular self-assessments help identify compliance gaps that can be addressed before the audit. This proactive approach can significantly reduce the risk of non-compliance.

### Business Plan and Strategy/ I3.Self-Assessments and Internal Audits

### Business Plan and Strategy/ I5.Mock Audits for Preparation

Consider using [ASQA's Self-Assessment Tool](#) to evaluate your RTO's compliance with the *Standards for RTOs (2015)*. This tool offers structured guidance for internal audits, helping identify areas for improvement before an official audit.

- **Address Gaps:** When conducting an internal audit, document any compliance issues and resolve them promptly. This may involve updating policies, re-training staff, or revising learning and assessment materials.

### Business Plan and Strategy/ I6.Review Auditor Feedback and Reports

*RTOPilot's **Audit-Ready Features** streamline the process of preparing for ASQA audits. With tools like automated data validation, [AVETMISS-compliant reporting](#), and centralised document storage, your RTO can easily track its compliance status.*

## Documentation and Evidence Gathering

- **Organise Documents by Standard:** Gather and organise all necessary documents based on the ASQA standards. This includes training and assessment strategies, staff qualifications, industry engagement records, learner feedback, financial statements, and marketing materials.

### 27.Students Data Recording

**Ensure Accessibility:** Keep all documents in a centralised and easily accessible location. Auditors may request to see evidence at short notice, so it's important to have everything ready and organised.

### 27.Students Data Recording

*RTOPilot offers **Centralised Documentation**, where RTOs can store all their compliance-related files in one secure, easily accessible location. This feature ensures you're always prepared for an audit with minimal stress.*

## Staff Training and Awareness

- **Educate Staff on Compliance:** Ensure that all staff are well-informed about ASQA standards and audit processes. Provide regular training to keep them updated on any changes in compliance requirements and their roles in the audit process.

#### **Business Plan and Strategy/ I4.Educate Staff on Compliance**

- **Mock Audits for Preparation:** Conduct mock audits to familiarise staff with the process. This helps reduce stress and ensures everyone knows what is expected of them during the actual audit.

#### **Business Plan and Strategy/ I5.Mock Audits for Preparation**

### Continuous Improvement Post-Audit



An ASQA audit is not just a compliance check—it’s an opportunity to improve the quality of your RTO’s operations. Post-audit, your focus should be on analysing the outcomes and implementing a system for continuous improvement.

### Analysing Audit Outcomes

- **Review Auditor Feedback and Reports:** After an audit, carefully review the auditor’s findings and recommendations. Identify areas where your RTO excelled and areas that need improvement.
- **Business Plan and Strategy/ I6.Review Auditor Feedback and Reports**

- **Recognise Strengths and Weaknesses:** Use the feedback to celebrate your successes and address any weaknesses in your operations or compliance processes.

**Business Plan and Strategy/ 17. Recognise Strengths and Weaknesses**

### Implementing Action Plans

- **Develop Action Plans for Non-Compliance:** If the audit identifies areas of non-compliance, develop a clear action plan. Assign responsibilities, set deadlines, and track progress until compliance is fully restored.

**Business Plan and Strategy/18. Develop Action Plans for Non-Compliance**

- **Continuous Monitoring:** Ensure that corrective actions are continuously monitored. This helps prevent similar issues from arising in future audits.

**Business Plan and Strategy/ 19. Continuous Monitoring**

### Monitoring Regulatory Updates

- **Stay Informed About ASQA Changes:** ASQA frequently updates its standards and requirements. Make it a priority to stay informed about these changes and incorporate them into your compliance checklist.

**Business Plan and Strategy/ 110. Stay Informed About ASQA Changes**

- **Update the Checklist Regularly:** As compliance requirements evolve, your ASQA checklist should be updated accordingly. This ensures that your RTO stays compliant year after year.

**Business Plan and Strategy/ 111. Update the Checklist Regularly**

By integrating **RTOPilot's automation tools**, you can schedule regular reminders for staff re-certifications, enrolment renewals, and compliance updates. This helps your RTO stay compliant without needing to manually track all these processes.

### Encouraging a Culture of Continuous Improvement

- **Foster Feedback Loops:** Encourage feedback from learners, trainers, and industry partners on how your RTO can improve. Regular feedback is an important part of continuous improvement.

**Business Plan and Strategy/ 112. Foster Feedback Loops**

- **Use Data to Drive Improvements:** Analyse performance metrics, learner outcomes, and feedback data to make informed decisions about your training and assessment practices. Ensure that improvements are aligned with ASQA's standards.

**Business Plan and Strategy/ I13.Use Data to Drive Improvements**