

RTO POLICY

Training Environment and Resources Policy

PURPOSE

The purpose of this policy is to ensure that the appropriate and required equipment, resources and infrastructure for Training conducted and Assessed by Master Plumbers Association of SA Inc is available and meets the requirements of the Training Package, as well as the Standards for Registered Training Organisations (RTOs) 2015.

POLICY

Master Plumbers Association of South Australia Inc will:

- *Ensure that appropriately qualified trainers are available to deliver the training*
- *Ensure the required learning resources and content is available in order to meet training requirements*
- *Ensure the training equipment and tools are available, up to date and in satisfactory and working order*
- *Ensure a suitable, safe and up-to-date training premises is available to provide the training at any time*

MPA SA will ensure the above requirements are met by:

- Maintaining up to date records of all available Trainers, both electronically and in hard copy (refer RTO Register)
- Maintaining Industry Currency records for Trainers (refer RTO Register)
- Reviewing Trainer requirements and required Qualifications/Training/Upskilling on a regular basis
- Requesting Trainers to sign a Compliance Agreement, which includes the requirement to complete industry currency activities / training.
- An initial inspection of training premises and ongoing monitoring is carried out
- Maintaining a list of current Resources tools and equipment required for each Qualification / Course
- Regular monitoring visits to Schools / other locations where training is held to ensure the safety and basic requirements are met

RTO POLICY (Continued)

- Completing a Checklist which ensures all of the above is available and meets the requirements for each qualification/ course (refer RTO Register)
- Regular Validation meetings are held with industry representatives and trainers, where any issues with resources, tools or equipment can be raised.
- Relationships with industry suppliers are maintained and up to date tools and equipment are donated/ supplied. Refer to RTO Register for Industry Contacts List.

Revision Record

Date	Version	Revision
11/5/2009	1.0	Original document created to ensure training and environment processes in place
24/8/2010	2.0	Revision of document to incorporate new RTO requirements
9/11/2012	3.0	Minor updates to process and content
1/4/2013	4.0	Minor content, process and layout changes
1/5/2015	5.0	Updated to incorporate company name change
11/4/2016	6.0	Policy re-written to reflect current requirements as per the Standards for RTOs. Reference to new processes/databases also incorporated.