

STANDARD ONE HEALTH CHECK, Standards for RTO's 2015

Desk-based review and site visit

Item	Details	
The Services	Standard One Health Check – <i>Standards for RTO's 2015</i> <i>Desk-based review and Site Visit</i> Inclusive of 2 Qualifications and 4 units of competency <i>Optional:- Additional Qualifications</i> <i>Funding agreement arrangements will not be reviewed as part of this service.</i>	
Price	\$3,500(GST exclusive) (plus travel) <i>Optional:- \$500 (GST exclusive) per additional qualification</i>	
Payment Schedule	Invoices are to be rendered by ACPET no more than 10 days subsequent to the Effective Date.	
Key activities		Timeframe
	Email/phone/ face-to-face	
Stage One – Preliminary		
ACPET member registers interest in Health Check Service with Health Check Team Scope of Health Check confirmed – number of qualifications to be included. Details of Health Check Service booking confirmed with Member and ACPET Health Check Team. Invoice is issued and site date confirmed.	Email and Face to face	Within 5 days of receipt of enquiry
RTO submits documents to ACPET for scoping of site visit, including: <ul style="list-style-type: none"> - training and assessment strategy for each qualification - training and completed assessment materials for two units of competency per qualification - Trainer and Assessor information for sample qualifications (i.e. resumes, copies of qualifications, trainer and assessor matrix) - Validation evidence (evidence may include:- Validation schedule, validation process) - RPL Process (evidence may include:- documented process, example of RPL Assessment) - Industry consultation evidence (evidence may include:- examples of industry consultation, process) 	Email	ACPET must have evidence a minimum 15 days prior to site visit date.

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ACPET books travel (cheapest available) and accommodation, with estimate of costs provided to member	Email	Within 48 hours of receiving requested documentation
ACPET confirms time and arrangements for site visit with member and outline of site visit.	Phone and email	2-3 days prior to site visit
Stage Two – Site Visit		
<p>Site Visit conducted to ascertain evidence compliance and sufficiency of evidence against relevant aspects of the Standard One of Standards for RTOs 2015.</p> <p>A verbal report at completion of site visit will occur outlining evidence sighted and any gaps identified. Details of discussion will form basis of action plan to be included in Interim Report to follow.</p>	Face to face ½ day 4 hours	Day of site visit.
Stage Three – Site Visit follow up		
<p>ACPET provides Standard One Health Check report (by exception) to the RTO member inclusive of the following:</p> <ul style="list-style-type: none"> - overall performance - evidence sighted - action plan inclusive of recommendations discussed at site visit 	Email.	Within 7 days of site visit.
<p>Optional service available to members ACPET to provide referral to ACPET-approved consultants should Member require extensive assistance to address requirements outlined in Standard One Health check report. ACPET contracts an approved consultant to work with the RTO member in addressing identified issues. <i>*additional consultants fees would apply.</i></p>	Email/Phone	Within 7 days of site visit (initial discussion at site visit)
ACPET and RTO Member to discuss outcome of Health Check Service and options for systematic monitoring of the VET Quality Framework and continuous improvement.	Phone	Within 7 days of receiving final report.
ACPET to obtain feedback from RTO Member to enable systematic review and improvement of the ACPET Health Check Service.	Email	Within 10 days of service completion