How TEAMS can help you manage your compliance of the AQTF Standards 2007

Managing your compliance of the AQTF 2007 Essential Standards for Registration is critical to your business.

With the introduction of a new AQTF 2007 standards screen where you can view each standard and element and upload your process documentation, flow charts and any notes/meeting documentation the management of your compliance will be more efficient.

TEAMS helps you manage your compliance of the following standards:

Standard 1 – Elements 1.1 & 1.4

Standard 2 – Elements 2.1, 2.2, 2.3, 2.4, 2.5 & 2.6

Standard 1 – The Registered Training Organisation provides quality training and assessment across all of its operations.

Element 1.1 & 1.4

- **Contact Logs** – although a small feature in TEAMS it can be manipulated to do the following:

    i) Log communication that you have with your clients, staff and other suppliers.

    ii) Log future dates for staff appraisals, meetings, assessments for staff etc.

    iii) Log any meeting held to plan/discuss future strategies such as focus groups, interviews etc.

- **Documents Storage** – for each client or staff type you have the ability to storage any type of document that you wish. Whether it be previous results transcripts, assessment tasks documentation or staff appraisal forms it can all be uploaded and stored against the relevant area.

    The Contact logs and Documents storage is available at the prospect student level, student/enrolment level, resource (teachers/assessor) level, agent & employer level as well as the campus level.

- **Custom Fields** – at the User level you can create custom fields to track the staff member's qualification levels, current training completion due dates and delivered dates and outcomes, job title or other important job descriptions such as Fire Wardens.

Standard 2 – The Registered Training Organisation adheres to principles of access and equity and maximizes outcomes for its clients.

Element 2.1, 2.2, & 2.6

- **Contact Logs** – although a small feature in TEAMS it can be manipulated to do the following:

    iv)   Log communication that you have with your clients, staff and other suppliers.

    v)   Log future dates for staff appraisals, meetings, assessments for staff etc.

    vi)   Log any meeting held to plan/discuss future strategies such as focus groups, interviews etc.

- **Documents Storage** – for each client or staff type you have the ability to storage any type of document that you wish. Whether it be previous results transcripts, assessment tasks documentation or staff appraisal forms it can all be uploaded and stored against the relevant area.

    The Contact logs and Documents storage is available at the prospect student level, student/enrolment level, agent & employer levels.

Element 2.3

- **Employers Resource Centre (ERC)** – an external login area for your employers to review the status of their staff's course progression, financial status for the enrolment and also communicate with you through contact logs. This is entirely permissions driven as to what they see and if an employer can have access as well.

Element 2.4

- **Enrolment Centre > Training Plans** – allows you to setup individual training plans for each student. You can enter the start and end dates of each module/competency and report on this.
- **Enrolment Centre > Assessment Tasks –** view how a student is progressing for their assessments from the assessment task results screen where you can see each assessment result and the history of attempts at assessments as well.

Element 2.5

- **Student Resource Centre (SRC)** – an external login area for your students to log in and review and access the following:

    i)   Review results for their modules/competencies.

    ii)   Upload assessment documents and review trainers/assessors notes/comments.

    iii)   Download course/qualification and/or module/competency or subject level documentation materials.

    iv)   Financial information for their enrolments.

    v)   Update their address and contact information.

Element 2.6

- **Student/Enrolment Contact Logs** – allows you to enter and monitor your complaints and appeals process for a student and report on them as well.