

## **Management of Scope Policy**

### **Policy Statement**

MTC is registered with the Training Accreditation Council for the delivery of Nationally Recognised Training. Current listing can be located at *training.gov.au*.

As a Registered Training Organisation MTC is required to comply with managing its scope of registration to ensure that the scope accurately reflects Meerilinga's strategic goals and that the Training Accreditation Council is advised of MTC's delivery and assessment profile.

### **Policy Purpose**

The purpose of this policy is to provide guidance relating to the management of the scope of registration for the Registered Training Organisation, Meerilinga Training College (MTC).

### **Application of Policy**

The RTO Manager of MTC is designated by the Chief Executive Officer to have the defined responsibility make recommendation for MTC's scope of registration to meet business and industry needs. The RTO Manager of MTC will specifically:

- Ensure compliance with the Standards for RTO's 2015
- Provide reasonable access to all areas of MTC for audit purposes
- Report Improvement actions to the Chief Executive Officer for review purposes as an aspect of Meerilinga's performance review
- Advise the CEO to apply to the Training Accreditation Council for any extension to scope
- Assist the CEO comply with any requests from the Training Accreditation Council for information or evidence related to MTC's scope of registration
- Assist the CEO in providing the Training Accreditation Council with accurate and timely information about MTC's scope of operations including, ceasing operation, major changes to MTC's structure, location, financial position, transfer of client records or workers profile

All applications for extension to scope or a change of delivery profile will be submitted in accordance with the requirements detailed on the Training Accreditation Council's website, [www.tac.wa.gov.au](http://www.tac.wa.gov.au)

MTC will keep informed of VET issues, particularly those related to the Community Services (Children's Services) and Business Services (Training & Assessment) Training Packages by e updates / membership with the VET and Early Education and Care industries.

MTC will review its scope at least annually prior the start of business of each calendar year, or on advise of significant change to training packages as a part of the Strategic and Business planning processes. All changes to MTC's scope will be recorded in the Continuous improvement logs.

### **Scope**

This policy applies to all Executive of Meerilinga Training College responsible for the business control of MTC.

### **Policy Review**

At least annually or from time to time the organisation may make changes to this policy to improve the effectiveness of its operation and customer service.