



Macarthur Community College Inc
RTO ID 6860

POLICY				
Title	Continuous Improvement			
Purpose Describe policy intent	Outline the requirement to review and record all issues relating to continuous improvement.			
Scope List who this policy and procedure applies to	All staff Tutors			
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015			
Definitions	Continuous improvement uses a range of techniques to review and evaluate work processes			
Policy	To systematically review and record issues relating continuous improvement of the College's business and processes.			
Relevant documentation	4D Quality – Continuous Improvement College Strategic/Business Plan (annual)			
Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure	Continuous improvement			
Review date	March 2016			
Mapping to Standards for RTOs				
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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