



Macarthur Community College Inc  
RTO ID 6860

| POLICY  |   |   |             |         |
|---|---|---|-------------|---------|
| <b>Title</b>  | <b>Internal Audit</b>   |   |             |         |
| <b>Purpose</b><br>Describe policy intent                      | To underline the importance of internal audits to check and support the compliance of the College.  |   |             |         |
| <b>Scope</b><br>List who this policy and procedure applies to | Principal who may also delegate authority to: <ul style="list-style-type: none"> <li>• VET Manager</li> <li>• General Program Manager</li> </ul>  |   |             |         |
| <b>References and legislation</b>                             | National Vocational Education and Training Regulator Act 2011<br>Standards for RTO Organisations 2015   |   |             |         |
| <b>Definitions</b>  | <b>Audit</b> is an evaluation of a person, organisation, system, process, enterprise, project or product.   |   |             |         |
| <b>Policy</b>   | The College will in a systematically actively conduct, analyse and act on Internal audit outcomes. The audit outcomes will be reported to National VET Regulator annually.                            |   |             |         |
| <b>Relevant documentation</b>                                 | Internal audit schedule and associated forms<br>Declaration on compliance template<br>Quality indicator annual summary report   |   |             |         |
| <b>Communication and support for staff</b>                    | Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification.<br>Hard copies will be made available upon request |   |             |         |
| <b>Procedure</b>  |   |   |             |         |
| <b>Review date</b>  | March 2016  |   |             |         |
| <b>Mapping to Standards for RTOs</b>                          | 7.5, 8.1, 8.2, 8.3, 8.4, 8.5,   |   |             |         |
| <b>Version and Date issued</b>                                | Version   | 1 | Date issued | 01/4/15 |
| <b>Developed By</b>   | VET Manager   |   |             |         |
| <b>Approved by</b>  | Principal   |   |             |         |

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