Procedure for Ensuring Continuous Improvement

At the commencement of each year:

- continuous improvement AQTF standards will be discussed and explained at initial trainers meeting (see guidelines document)
- training staff will be informed and will be provided with documentation for VET requirements
- training staff will be informed of the procedures for continuous improvement and will be given documentation to identify and record continuous improvement initiatives (see continuous improvement questionnaire).
- staff will be given opportunities in staff meetings for discussing and contributing to continuous improvement initiatives.
- an annual audit from our TRC will be implemented
- Education Department initiatives will be incorporated into strategies for improvement
- professional development opportunities will continue to be accessed by staff