

## Code of Practice

As a Registered Training Organisation Blueprint Employment and Training Inc (Blueprint) has agreed to operate within the Principles and Standards of Registered Training Organisations. This includes a commitment to recognize the training qualifications issued by other Registered Training Organisations.

### **Legislative Requirements**

Blueprint will meet all legislative requirements of State and Federal Government including but not limited to:

- Work Health and Safety Act 2011 and Regulations
- National Vocational Education and Training Regulatory Act 2001 and Regulations

### **Access and Equity**

All students will be recruited in an ethical and responsible manner and consistent with the requirements of the Training Package. Our Access and Equity Policy ensures that student selection decisions comply with equal opportunity legislation.

Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

### **Quality Management Focus**

Blueprint is committed to providing a quality service and is focused on continuous improvement. We value feedback and input from students, staff and employers and incorporate feedback into the further development of programs.

### **Client Service / Student focus**

Blueprint operates sound management practices to ensure effective client service. In particular we adopt client services standards to ensure timely issuing of student assessment results and qualifications. These will be appropriate to the competency achieved and issued in accordance with national guidelines.

Our quality focus includes documented policies and procedures including a Recognition of Prior Learning Policy, fair fees and charges, a Complaint and Appeal Policy, and Access and Equity Policy, Quality Management Policy, and Workplace Health and Safety Policy. Where necessary, support strategies will be made available for those requiring literacy and /or numeracy support. We will take every opportunity to ensure that this information is disseminated, understood and valued by personnel and clients.

Our student information will ensure that all fees and charges are known to students prior to enrolment, that course content and assessment procedures are explained and that vocational outcomes are outlined.

### **External Audit**

Blueprint has agreed to participate in external monitoring and audit processes required by the Australia Skills Quality Authority (ASQA). This includes random quality audits, audits, audit following a complaint, and audit for the purposes of registration or re-registration.

### **Management and Administration**

Blueprint has policies and management strategies that ensure sound financial and administrative practices. Management guarantees the organisation's sound financial position and operates with a Fees, Charges and Refund Policy that is fair and equitable. Student records are managed securely and confidentially and are available for student perusal on request. Blueprint also has adequate insurance policies in place.

### **Marketing and Advertising**

Blueprint will market vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of such information, no false or misleading comparisons will be drawn with any other training organisation or product.

**Training and Assessment Standards**

Blueprint has personnel with appropriate qualifications and experience to deliver training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles (including Recognition of Prior Learning and Credit Transfer). Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of trainees.

**Sanctions**

Blueprint will honor all guarantees outlined in this Code of Practice. We understand that if we do not meet the obligations of this Code of Practice or supporting regulatory requirements, we may have our registration as a Registered Training Organisation withdrawn.