

1. Purpose

VEG Education is committed to quality training and assessment in accordance with the Standards for Registered Training Organisations (SRTOs) 2025 and relevant VET legislative requirements. The purpose of this policy is to ensure systematic, effective, and regular review of all training and assessment practices, including those delivered through third-party arrangement for ongoing compliance, continuous improvement, and readiness for external audit by the VET Regulator or other funding and quality assurance bodies.

2. Policy Statement

VEG Education maintains robust processes for the internal and external auditing of its training and assessment systems, policies, and procedures across all operations and the scope of registration.

Key commitments include:

- Conducting regular and systematic internal audits against the SRTOs 2025 and any updated requirements, covering all training products and relevant business operations.
 - Ensuring third-party providers are included in audit arrangements and comply with all agreed quality standards and legislative obligations.
 - Documenting audit processes and results within an annual Audit Report, reviewed at executive management level.
 - Providing an Annual Declaration of Compliance to the VET Regulator, including full cooperation with external audits.
 - Ensuring audit outcomes are acted upon and integrated into the organisation's continuous improvement system.
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3. Definitions

- **External Audit:** Audits or compliance reviews conducted by the VET Regulator, government department, or funding body.
- **Scope of registration:** The training products VEG Education is registered to deliver and/or assess under the Australian Qualifications Framework (AQF).
- **Third party:** Any organisation delivering training or assessment services on behalf of VEG Education, except direct employees.
- **VET Regulator:** The national or state VET regulatory authority responsible for auditing and compliance.

4. Policy Principles

4.1 Internal Audits

- Internal audits covering the full scope of operations are conducted at least every 12 months, scheduled and documented in an annual Audit Plan.
- Audits include all training and assessment practices, policy compliance, recordkeeping, and third-party arrangements.
- Evidence collection includes review of documents, student files, assessment tools, and compliance records.

4.2 Audit Objectives

- To confirm ongoing compliance with SRTOs 2025 and all applicable requirements.
- To ensure third-party partners also maintain compliance.
- To assess the effectiveness of all strategies, resources, and practices for quality outcomes.
- To generate findings that guide continuous improvement and business enhancements.

4.3 Audit Schedule

- Annual audits are the minimum standard, with additional audits as required by business risk, new projects, or regulatory/funding requirements.
- All third-party delivery partners and new projects are audited within six months of commencement.

4.4 Audit Outcomes

- Audit outcomes are formally recorded in Self-Assessment Tools and Audit Reports.
- Each finding documents areas of compliance, non-compliance, and opportunities for improvement (OFIs).
- All non-compliance is addressed, with corrective actions implemented and monitored to resolution within three months.
- Audit reports and associated actions are reviewed by executive management and inform the organisation's continuous improvement cycle.

4.5 External Audits/Regulator Audits

- Velisha Education fully cooperates with all audits and compliance reviews conducted by the VET Regulator or other external authorities.

Audit Policy

- Third-party providers are contractually obligated to participate in and fully cooperate with external audits relevant to the services they provide.
- Factual, accurate, and timely information is always provided during external audits.

4.6 Auditing by Other External or Funding Bodies

- VEG Education complies with all audit requirements of funding bodies and contractual partners and demonstrates compliance as required.

5. Responsibilities

- CEO / Lead Auditor: Accountable for compliance with the Audit Policy; oversees all phases including planning, execution, reporting, and management review.
- Audit Team: Collects and analyses evidence; document results in alignment with policy.
- All Staff and Third-Party Providers: Required to comply with audit processes and provide truthful, timely information and evidence as requested.

6. Records Management

All audit documentation and related evidence are maintained securely in accordance with the Records Management Policy, ensuring accessibility and compliance for minimum retention periods required by legislation.

7. Monitoring and Continuous Improvement

The CEO monitors all audit activity and outcomes, ensuring areas for improvement are identified and acted upon promptly as part of the continuous improvement system. Audit findings directly inform enhancements to VEG Education's quality and compliance systems.