



DAYSAFE PTY LTD

Policy & Procedure – Data Collection & Analysis

Purpose	The purpose of this Policy & Procedure is to ensure Daysafe Pty Ltd has an effective data collection and analysis system in place which meets all legislative and regulatory requirements
Scope	This P&P addresses the collection of student data which is compliant with the Australian Vocational Education and Training Management Information and Statistical Standard (AVETMISS) as well as the data against a number of Quality Indicators.
Definitions	<p>Quality Indicators - Under the regulatory requirements, RTOs are required to collect and use data on the following three Quality Indicators:</p> <ul style="list-style-type: none"> • Learner engagement, • Employer satisfaction, and • Competency completion. <p>Total VET Activity (TVA)</p> <p>It is mandatory for all RTOs to participate in the Total VET Activity data collection and reporting in the form of AVETMISS compliant data</p> <p>AVETMISS - Australian Vocational Education and Training Management Information and Statistical Standard. The range of information required includes the courses and subjects in which students are enrolled, their age and gender, and where training is occurring.</p>
Inputs	<p>Standard 2 - The operations of the RTO are quality assured.</p> <p>2.2. The RTO:</p> <ol style="list-style-type: none"> a) systematically monitors the RTO's training and assessment strategies and practices to ensure ongoing compliance with Standard 1; and b) systematically evaluates and uses the outcomes of the evaluations to continually improve the RTO's training and assessment strategies and practices. Evaluation information includes but is not limited to quality/performance indicator data collected under Clause 7.5, validation outcomes, client, trainer and assessor feedback and complaints and appeals.

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Standard 6 - Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively

6.5. The RTO:

- b) identifies potential causes of complaints and appeals and takes appropriate corrective action to eliminate or mitigate the likelihood of reoccurrence.

Standard 7 - The RTO has effective governance and administration arrangements in place.

7.5. The RTO provides accurate and current information as required by the Data Provision Requirements as updated from time to time.

Requirement	<p>Systematic monitoring of internal systems, strategies and practices allows an RTO to quickly respond to changes in the marketplace or to stakeholder expectations.</p> <p>The RTO is to conduct a regular review of their training and assessment, using a range of information, including:</p> <ul style="list-style-type: none"> • quality indicator data • validation outcomes • client feedback • trainer and assessor feedback, and • complaints and appeals. <p>This data is to be used to decide whether changes to strategies or practice are needed. These reviews can be conducted in conjunction with industry engagement activities, which relate to the ongoing monitoring of training and assessment strategies and practices.</p> <p>An RTO is required to gather the following information for submission to the regulator:</p> <ul style="list-style-type: none"> • AVETMISS data, and • Quality Indicator data.
Reference Documentation	<p>Other reference documentation which relates to this P&P includes:</p> <ul style="list-style-type: none"> • ASQA Publications: <ul style="list-style-type: none"> ○ General direction: Quality indicators

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- NSSC Fact sheets – Quality Indicators for RTOs
 - Engaging the learner voice
 - Working with learner and employer expectations
 - Enhancing survey response rates
 - Monitoring quality data over time
 - Interpreting quality indicator data
 - Benchmarking for continuous improvement
 - Building confidence in your RTO's Services
- DTWD Coloured Books
- A guide to continuous improvement of assessment in VET

Tools & Templates	This P&P is supported by the Tools & Templates identified at each stage in the process.
Policy	<p>Systematic monitoring of internal systems, strategies and practices allows an RTO to quickly respond to changes in the marketplace or to stakeholder expectations.</p> <p>The RTO is to conduct a regular review of their training and assessment, using a range of information, including:</p> <ul style="list-style-type: none"> • quality indicator data • validation outcomes • client feedback • trainer and assessor feedback, and • complaints and appeals. <p>This data is to be used to decide whether changes to strategies or practice are needed. These reviews can be conducted in conjunction with industry engagement activities, which relate to the ongoing monitoring of training and assessment strategies and practices.</p> <p>The RTO is to record all complaints and appeals received, and document outcomes. This information is to be used to review the RTO's processes and practices to ensure the issue doesn't happen again.</p> <p>AVETMISS</p> <p>Daysafe Pty Ltd has an obligation to collect student data which is compliant with the Australian Vocational Education and Training Management Information and Statistical Standard (AVETMISS). The range of information required includes the courses and subjects in which students are enrolled, their age and gender, and where training is occurring. This data is to be obtained from the students on completion of the Student Enrolment Form and will be recorded in the Daysafe Pty Ltd Records Management System, PowerPro RTO.</p>

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<p>Recording Other Student Outcomes (Licences)</p> <p>Output:</p> <p>Responsibility</p>	<p>Daysafe has non-accredited outcomes for Verification of Competency. This is processed and stored in folders on Dropbox.</p> <p>Other student outcome records</p> <p>Trainer & Assessor/s</p>	<p>Tools & Templates</p>
<p>AVETMISS</p> <p>Output:</p> <p>Responsibility</p>	<p>Daysafe Pty Ltd collects the following student information using the Daysafe Student Enrolment Form:</p> <ul style="list-style-type: none"> • Who they are – basic demographics like age, sex, indigenous and disability information, geographic location • Where they study – location of training delivery • What they study – enrolments in Units of Competency, the result obtained, how it was studied and how it was funded <p>AVETMISS data is entered into PowerPro RTO</p> <p>Completed student record on PowerPro RTO</p> <p>Office Manager</p>	<p>Tools & Templates</p> <ul style="list-style-type: none"> • <i>Daysafe Student Enrolment Form</i> • <i>PowerPro RTO</i>
<p>Accuracy and Integrity of Data</p> <p>Output:</p> <p>Responsibility</p>	<p>The accuracy of the data collected is ensured by:</p> <ul style="list-style-type: none"> • Student receives interim certificate which is double checked for accuracy • Random checks of student data against forms and photo copies of valid I.D. <p>The integrity of the data is secured through the use of the PowerPro RTO which is backed up regularly.</p> <p>Accurate Student Records on PowerPro RTO which is backed up regularly.</p> <p>Office Manager</p>	<p>Tools & Templates</p>

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