

PROCEDURE:	INTERNAL AUDIT
NVR Ref:	Standard 2
IBI Ref:	IBI-3-I 2
Purpose	The purpose of this Procedure is to ensure that both an initial internal audit and follow-up internal audits are carried out in accordance with the Standards for Registered Training Organisations (RTOs) 2015 and Skills Victoria.
Scope	This Procedure applies to quality audits that are performed internally within the Institute. It covers all activities that are required for the verification of the Institute's Quality System.
Definitions	<p>Internal Auditor The Quality Improvement Manager - responsible for all internal audits.</p> <p>Auditee A staff member who is audited and who is directly responsible for, or familiar with, the duties as set out by the relevant procedure that is being audited</p>
Action/Method	<ul style="list-style-type: none"> • Scheduled times of audits will be confirmed/negotiated between the Auditor and Auditee. • Auditor and Auditee will both have a copy of the latest procedure to be audited. • An Internal Audit Report will be completed within 10 days of the internal audit. For non-conformances, the Quality Improvement Manager will complete a Corrective Action Record and record it on the Corrective Action Register. • The Audit report will be forwarded to the Auditee for his/her comments and then returned to the Auditor for further comment and signing off. • The Auditee will implement the necessary corrections to a procedure and submit it to the Quality Improvement Manager to update. If a major change is required, the new procedure will be approved at the next Management Team meeting.

<p>Action/Method</p>	<p>The Quality Improvement Manager will keep a record of the following:</p> <ul style="list-style-type: none"> • Schedule for all initial and follow-up audits • Dates of completed audits • All audit reports <p>REFERENCES</p> <ul style="list-style-type: none"> • Audit schedules • Audit Reports • VET QF Risk Management Plan • Opportunity for Improvement Form • Corrective Action Record • Corrective Action Register • Skills Victoria Audit template
<p>Freedom of Information</p>	<p>Disposal of Records with regard to the Freedom of Information Act Retention of Records for Freedom of Information Purposes Access to Archived Records Records Management, Maintenance and Security</p>

VERSION CONTROL

Review/ amendment history

Policy Approved by: Chief Executive Officer

Responsible Officer: Chief Executive Officer

Next Policy Review Date: April 2017

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes