Self-Assessment Checklist Standard 4

VICTORIA UNIVERSITY POLYTECHNIC

Introduction

The *Standards for Registered Training Organisations (RTOs) 2015* require VU Polytechnic to provide clear and accurate information to students before enrolment to allow students to make informed choices. Standard 4 addresses this requirement.

Standard 4   ***Accurate and accessible information about an RTO, its services and performance is***

                Available to inform prospective and current learners and clients.

https://www.legislation.gov.au/Details/F2019C00503   Recommended: fact_sheet_marketing_and_advertising.p

This checklist aligns to marketing and advertising compliance against Standard 4 and ESOS.

Checklist	Clause 4.1	Supporting Resources
Aligns with scope of registration o Current and on scope o Superseded qualifications are advertised only after consultation with the Program Manager and while on scope. This includes pathway qualifications.	a i	https://training.gov.au/Home/Tga CAMS
Includes RTO code 3113	b	
Includes CRICOS registration details		ESOS National Code Part D Standard 1- Marketing information and practices https://internationaleducation.gov.au/regulatory-information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Pages/ExplanatoryguideD1.aspx
Includes current VU Polytechnic logo		https://intranet.vu.edu.au/VUPolytechnic/Marketing.asp
Includes the code and title of any training product, **as published on the National Register** o format- *qualification code and title eg. RII30920 Certificate in Civil Construction*	h	https://training.gov.au/Home/Tga
The NRT code is only used in respect to nationally recognized training.	d	If NRT logo is used it needs to align to the following: o Used on advertising and marketing only in direct relationship to nationally recognized training o Used on student information such as brochures and information only in respect to nationally recognized training o Not used on corporate stationery such as business cards, signage, learning resources etc o Not used by third parties in marketing material Ref: Schedule 4 Standards for RTOs

Clearly distinguishes between nationally recognized training and non-award courses	g	
Is there verification of the licensing regulator if the course has a license or regulated outcome?	j	
Includes accurate details about any VET Student Loans, government funded subsidy or other financial support arrangements	K	Contact VU Polytechnic teaching area manager for confirmation of these details
Does not guarantee: o successful completion of a training product o a learner will obtain employment on the basis of qualification completion	l	
Strategies accurately reflect current delivery methods such as mode of delivery	l	Contact VU Polytechnic marketing or teaching area manager for confirmation of these details
Includes accurate course entry requirements		
Includes only approved pathways between VET and HE		
Third Party Arrangements		
Details of any third party arrangement is clear and all details provided including those in relating to: o training o recruitment	e & f	Contact VU Polytechnic teaching area manager for confirmation of these details
Refers to another person or organisation only after consent has been documented	c	