

The following self-assessment is a tool developed for Member internal use only to assist in the process of reviewing operational practices against the ACPET Code of Ethics. Submission of this document to ACPET is not required.

Company Name:		
Quality Education	Code of Ethics Clauses 10 - 13	
The organisation has systems in place to ensure the following:-	Yes	No
<p>The highest possible standards are met in selection of staff and planning and delivery of courses inclusive of the following:-</p> <ul style="list-style-type: none"> - Teachers and trainers are suitably qualified and have relevant industry experience - Maintain a learning environment that is conducive to the success of learners - Be vigilant in ensuring that student attendance levels/progress are met - The necessary facilities and methods and materials appropriate to the requirements and levels at which courses are offered - Training and education is monitored to ensure effective delivery and continued relevance 		
Completion rates are monitored and effective recruitment and support strategies are utilised to maximise completion		
A continuous improvement approach is applied to self-assessment against the ACPET Code and National Standards. The process involves Managers, Staff, Learners, Employers, subcontractors and other partners.		
<p>An external peer review is undertaken to assess overall effectiveness and efficiency in meeting the needs of learners and other users. (Minimum of one qualification).</p> <p>Review to include:-</p> <ul style="list-style-type: none"> - assessing student outcomes in line with learning and assessment strategies. - teaching and assessment practice ensuring learners benefit from high expectations, engagement, care support and motivation from staff - staff use their skills and expertise to plan and deliver teaching, learning and support to meet each learner's needs 		

Financial Standards	Code of Ethics Clause 14	
The organisation has systems in place to ensure the following:-	Yes	No
Funds paid by students are safeguarded in accordance with relevant legal requirements		
Contractual and financial relationships with students are properly documented and clearly communicated/provided to students		
Where agreed services are unable to be provided a system is in place to provide refunds to students in accordance with the relevant Commonwealth and State Legislation		
Student Services	Code of Ethics Clauses 15 – 20	
The organisation has systems in place to ensure the following:-	Yes	No
Learners are provided with an appropriate orientation including providing information on: <ul style="list-style-type: none"> - Up to date advice on accommodation - Counselling - Course Placements - Remedial education and welfare facilities having regard for cultural, special needs of disabled learners and those from different backgrounds 		
Progress is monitored to ensure support and counselling is applied when learners are having difficulty with a course.		
Support services are in place for students under 18 years of age and compliance with regulatory requirements relative to dealing with underage students is demonstrated.		
Privacy and confidentiality of students is maintained in line with regulatory requirements		
Equal opportunity is provided to students in obtaining placement during (if applicable) and on completion of program		
Effective complaint and grievance procedures are in place and clearly communicated to students		
Effective support is provided to students with the aim of maximising their capacity to complete the qualification.		

Marketing	Code of Ethics Clauses 21 – 23	
The organisation has systems in place to ensure the following:	Yes	No
Systems are in place to ensure integrity and accuracy when marketing training services. This includes:- <ul style="list-style-type: none"> - Avoiding vague and ambiguous descriptions of courses or the qualification - Clearly outlining the capacity required by students who undertake any program offered - Not making false or misleading comparisons with other education and training providers - Not taking any action that may damage the reputation of Australian education and training either domestically and internationally - Clearly defining opportunities for further study and prerequisites for undertaking relevant courses - Providing details of ASTAS membership (where relevant) 		
Marketing to students overseas (where applicable)	Code of Ethics Clause 26 - 27	
The organisation has systems in place to ensures the following:-	Yes	No
Marketing is done in a manner that is consistent with the educational, cultural and regulatory systems of relevant countries		
Potential students are provided accurate information relating to:- <ul style="list-style-type: none"> - Cost of living - Health and welfare - Opportunities for further study - Language pre-requisites - Details of TPS membership - Sound advice regarding courses leading to English language courses e.g. TOEFL, IELTS etc. Member must guarantee not to give misleading information regarding the scores a student might achieve in outcomes of such tests. (where applicable) 		

Student Recruitment		Code of Ethics Clause 24 & 28	
The organisation has systems in place to ensure the following:		Yes	No
Recruitment processes include:- <ul style="list-style-type: none"> - Assessing a potential students desire to participate and complete a course is determined - Assessing a students ability to complete the course is assessed through entry level assessments and where applicable lower level AQF qualifications are offered if better suited to students capability - Potential students are made aware of transfer policies - The total cost to the student is clearly communicated and understood inclusive of pre-requisites, course tuition fees, text book fees and any other relative charges. 			
VET FEE HELP and FEE HELP conditions are provided and clearly understood by potential students prior to enrolment (including loading rates, interest rates and repayment requirements)			
INCENTIVES – The Member does not offer prohibited inducements to potential or current students. Prohibited inducements means anything that acts as an incentive to attract a person to enrol in a VET unit or VET course of study.			
Self-Assessment Declaration		Yes	No
The member is aware of the requirement to complete and submit the ACPET self-assessment declaration and has effective systems in place to monitor compliance with the ACPET Code of Ethics, Code of Practice (when engaging Brokers/Agents) and relevant National Standards.			
Details of staff member undertaking self-assessment			
Staff member name:			
Staff Member signature:		Date:	
For members engaging the services of Agents/Brokers – Please complete Code of Practice self-assessment checklist			