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| <p>Version 9<br/>Revised and Approved<br/>by Gary Morris OAM<br/>Chief Executive Officer<br/>1 May 2019</p> | <p><b>BOOROONGEN DJUGUN COLLEGE</b><br/><b>QUALITY ASSURANCE</b><br/><b>PROCEDURES</b><br/><b>MANUAL</b></p> | <p>File No:<br/>quality/QA procedures/<br/>QA-QO-01<br/>Page 1 of 2</p> |
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## QUALITY OBJECTIVE

### **PROCEDURE QA-QO-01**

#### **PURPOSE**

The purpose of Booroongen Djugun College's quality system is to give all staff an overview of the documented management systems, policies, procedures and quality processes used by Booroongen Djugun College.

#### **SCOPE**

The quality system is implemented and maintained to ensure that the training and educating of customers conforms to specified requirements in accordance with Standards for Registered Training Organisations (RTOs) 2015, national standards for Registered Training Organisations.

The quality system includes information and guidance on Booroongen Djugun College, policies, objectives, procedures and practices and clearly defines the responsibility of each department. This is supported by job descriptions for all staff members and a [QA- BDC P&P Manual - Blue\QPM-0-Blue Index](#).

The processing of quality products is controlled by quality plans specific to particular educating modules or curricular material carried out by quality trained and qualified trainers.

#### **PROCEDURE DOCUMENTATION**

The documentation for the quality management system consists of:

- 1 Policy Manual
- 2 Procedure Manual
- 3 Job Description
- 4 Formal Documents/Forms

Job descriptions are created by individuals, agreed upon by both employee and management and issued to employees on commencement of employment.

Procedures cover areas deemed critical by Booroongen Djugun College and are not to be changed or altered without the approval of Management.

They define the purpose and scope of the activity and relate to other documents that describe the activity.

The procedure actions identify the "who", "what", "when" and "where" of the activity indicating the purpose and scope.

Documented procedures and formal quality documents are available on the server, are controlled by staff meetings (attendance recorded) or if issued to staff, signed [Memo](#)

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[Form No.QM-3](#), signed docket in the Order Book No. BDC- DR-01 (document receivables) and stored in the Quality Assurance Officer's office.

## **IMPROVEMENT PROCESSES**

Contract Review and control by management together with audit actions will ensure continual improvement of the quality management system and consequent targets.