



**S<sup>t</sup>PATRICK'S**  
Technical College

SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 1.8

# Quality Control

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Ratified by Board of Directors: May 2014  
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## **POLICY**

St Patrick's Technical College has implemented a number of strategies to initially establish and subsequently monitor and control continuous quality in the operation and service delivery of the College.

Policies and Procedures have been documented to provide standards that have been incorporated in College activities to enable an ongoing monitoring and audit process to be applied.

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## **QUALITY PLAN**

### **College Establishment**

The following activities were implemented to ensure quality standards were delivered in establishing the College:

- Appointment of a high calibre Board of Directors whose membership included:
  - A variety of knowledge and skills.
  - A commitment to the success of the College.
  - The provision of sound strategic direction.
- Identifying and securing a suitable site in a preferred location.
- Establishment of facilities and equipment to an excellent standard.
- Recruiting competent, suitably qualified and committed staff.
- Securing the targeted number of enrolments:
  - 100 students minimum at commencement in 2007.
  - 150 new students minimum per year from 2008 onwards.
- Developing curriculum to meet both SACE and VET requirements.
- Liaising with industry to ensure industry needs are satisfied in curriculum development.
- Registering 70% of students in an Australian School Based Apprenticeship of their choice.
- Negotiating with Registered Training Providers to deliver VET curriculum in a competent and proficient manner.
- Development of timetables to meet the needs of each individual student.
- Ensuring every student is case managed and his or her progress is monitored and managed to produce the best possible outcomes.
- Monitoring and managing Risk Management policies.
- Allocation of adequate resources to all tasks to ensure performance levels and targets are reached and maintained.



### **Continuous Quality Control**

The following activities have been identified to ensure the quality of College operations and service delivery is maintained:

- Prepare Policies and Procedures that identify control mechanisms and standards to be met in all aspects of College operations.
- Implement a documentation control system to ensure that all policies, procedures and other forms of College documentation is identified by version and date of issue.
- The effectiveness and monitoring of the control mechanisms and/or performance measurements outlined in the Policy and Procedures documentation will be measured by:
  1. *Regular Staff Meetings*  
Administrative and Senior Staff will be responsible for reporting on the performance of their area of responsibility, highlighting any problems or corrective actions necessary.
  2. *Audit(s)*  
Formal audits will be undertaken on a regular basis to measure performance against defined Policies and Procedures. Non-conformance will be documented and corrective action taken.
  3. *On-going Quality Control*  
Policies and Procedures will be regularly updated to ensure a culture of continuous improvement in the delivery of systems and processes to the expected level of quality.
  4. *Key Performance Indicators (KPI's)*  
KPI's will be identified on an annual basis by the Board of Directors and measured on an ongoing basis.

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### **RELATED POLICIES**

- 1.1 – *Ethos & Charter*
- 1.2 – *Corporate Governance*
- 3.2 – *Ethical Business Practices*