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| **Organisation Details** | | | |
| **Name of Organisation:** | Click here to enter text. | | |
| **Address:** | Click here to enter text. | | |
| **Phone:** | Click here to enter text. | **Email address:** | Click here to enter text. |
| **Chief Executive Officer** | Click here to enter text. | | |
| **1.0 Organisational Overview** | | | |
| **1.1 Overview of organisation’s vision and educational philosophy**  *Please attach supporting documentation if applicable* | | | |
| Click here to enter text. | | | |
| **1.2 Please provide details of any major changes to your organisation in the last 12 months, inclusive of governance arrangements.**  *Please attach supporting documentation e.g. organisational chart* | | | |
| Click here to enter text. | | | |

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| **2.0 Self-Assessment of adherence to ACPET Code of Ethics** | | |
| **2.1 A Self-Assessment of this organisation demonstrates effective systems have been implemented to ensure adherence with the ACPET Code of Ethics, inclusive of:** | **YES** | **NO** |
| Clause 10 – 13 Quality Education |  |  |
| Clause 14 Financial Standards |  |  |
| Clause 15 - 20 Student Services |  |  |
| Clause 21 – 28 Marketing |  |  |
| Clause 29 – 38 Obligations to ACPET and other Council Members |  |  |
| **If no please indicate actions to be taken to address requirements:**  [**Useful Resource:- ACPET Code of Ethics Self-Assessment Checklist**](http://www.acpet.edu.au/uploads/files/member_resources/Quality-manual/Self%20Assessment%20Checklist%20Code%20of%20Ethics%20%20201509%20V2.pdf) | **Date and staff member assigned for actions to be implemented:** | |
| Click here to enter text. | | |
| **2.2 Provide an overview of the steps your organisation has taken to ensure implementation and monitoring of the ACPET Code of Ethics.**  *E.g. staff inductions, information sessions and training, student inductions, etc. Please provide supporting documentation as required.* | | |
| Click here to enter text. | | |

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| **3.0 Peer Review**  ***Clause 13 i – iii Code of Ethics***  ***The ACPET Code of Ethics outlines requirements for Members to undertake external peer review addressing the following:***   * ***outcomes for learners,*** * ***the quality of teaching, learning and assessment, and*** * ***the effectiveness of leadership and management.***   ***Useful resource:-*** [***E Book – Conducting Peer Review***](http://beseen.net.au/acpet/codeofethics/peerreview.pdf) | | | | | | |
| **Provide details of Peer Review activities undertaken in the previous 12 months:** | | | | | | |
| **Date:** | | **Individuals involved in Peer Review/s process** | **Focus of Peer Review Activity/ies**  **e.g. Course Delivery, Leadership and Management, Trainer/Assessor reviews, review of student satisfaction data, validation activities.** | **Summary of outcomes from Peer Review activities** | | |
| Click here to enter a date. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | | |
| Click here to enter a date. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | | |
| Click here to enter a date. | | Click here to enter text. | Click here to enter text. | Click here to enter text. | | |
| **If Peer Review has not been undertaken please provide an overview of how this will be addressed in the next 12 months.** | | | | | | |
| Click here to enter text. | | | | | | |
| **Chief Executive Officer:** | | | | | | |
| ***Insert Name***, acknowledges that it is a condition of membership to adhere at all times with ACPET’s Code of Ethics. | | | | | | |
| Signature: |  | | | | Date: | Click here to enter a date. |

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| **4.0 Student Recruitment** | | | | | | | | | | |
| **4.1 Provide an overview of your organisations student recruitment practices inclusive of any third party arrangements.** | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| **4.2 Outline what measures your organisation has in place to monitor the performance of educational agents and other third parties?** | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | |
| **4.3 Insert data to reflect the number of students recruited through third party agents in addition to internal mechanisms.** | | | | | | | | | | |
| Total number of enrolments for previous year | | Click here to enter text. | | Percentage of students recruited through third party agents | Click here to enter text. | | Percentage of students recruited directly by RTO. | | | Click here to enter text. |
| **Name of organisation:** | | | Click here to enter text. | | | **Date:** | | | | Click here to enter a date. |
| **ACPET Code of Practice (If applicable, to be completed by ACPET Members engaging the services of Agents/Brokers)** | | | | | | **Yes** | | | | **No** |
| The ACPET Member prior to engaging the services of an Agent or Broker ensures the arrangement is formalised by a written agreement that meets the requirements outlined in the ACPET Code of Practice. | | | | | |  | | | |  |
| The ACPET Member systematically monitors the services provided by any third party ensuring ongoing adherence with the ACPET Code of Practice. | | | | | |  | | | |  |
| **If no please indicate actions to be taken to address these requirements:-**  **Useful Resource:-** [**ACPET Code of Practice Self-Assessment Checklist**](http://www.acpet.edu.au/uploads/files/member_resources/Quality-manual/Self%20Assessment%20Agent%20Broker%20Code%20of%20Practice%20201509%20V1_1.pdf)**;** [**E Book – Conducting Peer Review**](http://beseen.net.au/acpet/codeofethics/peerreview.pdf)**;** | | | | | | **Date and staff member assigned for actions to be implemented:** | | | | |
| Click here to enter text. | | | | | | Click here to enter text. | | | | |
| **Chief Executive Officer:** | | | | | | | | | | |
| ***Insert Name***, acknowledges that it is a condition of membership to adhere at all times with ACPET’s Code of Practice. | | | | | | | | | | |
| Signature: |  | | | | | | | Date: | Click here to enter a date. | |