

## Training Services

The Organisation is permitted under the Tertiary Education Commission (TEC) contract, to enrol students using the *Student Enrolment Form*. Other processes for general aspects of the training service are documented as shown below:

- Training (for staff) – see HR Training and Development Policy: **HR Policy**
- Health and Safety Procedures (for staff and students) – see Health and Safety Policies in General Manual
- Field Trip / Training – use procedures for Programmes and Activities in Service Delivery manual.

## Management Systems

- Quality Assurance
- Requirements of the Standard
- Goals and Objectives
- Systems to achieve goals and Objectives
- Governance and management
- Personnel
- Physical and Learning resources
- Learner information, entry and support
- Development, delivery and review of programmes
- Assessment and moderation
- Notification and reporting on learner achievement
- Research N/A
- Achievement of goals and objectives