

## Veritas Institute Australia

RTO Number 41406 CRICOS Provider Code 03762M

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Continuous Improvement Request Form			
Date Raised			
Raised by			
Position			
Categories			
□Internal Audit	□Complaint & Appeal	□Training material validation	□Student Feedback
□Risk Assessment Review	w □Quality Indicator	□Trainer Feedback	□WHS Audit
□Assessment tool validation	on □Training Package Review	■Moderation	□Training & Assessment Strategy Review
□Staff Meeting Review □Others (Please specify)			
Issue/s Identified			
Rectification/s to be made			
By Whom			
By When			
Action taken (please mention the documents affected)			
Agreed Action Completed by		Signature	Date
Feedback provided to staff / student / stakeholder that recommended action. Approved and Communicated to staff by the CEO			
CEO Name		Signature	Date
CI Review Date			