

Veritas Institute Australia

RTO Number 41406 CRICOS Provider Code 03762M

Suite 14, Level 2 / 10–24 Moorabool Street | Geelong | Victoria 3220 | Australia Email ID: info@veritas.edu.au Phone: 03 5221 0927

Website: www.veritas.edu.au

Continuous Improvement Request Form							
Date Raised							
Raised by							
Position							
Catego	ries						
	Internal Audit			Risk Assessment Review			
	Staff Meeting Review			Complaint & Appeal			
	Training material validation			Quality Indicator			
	Moderation			Student Feedback			
	Assessment tool validation			Training Package Review			
	Trainer Feedback			Training & Assessment Strategy Review			
	Others (Please spe	ecify)					
Issue/s Identified							
Rectification/s to be made							
By Whom							
By When							
Action taken (please mention the documents affected)							
Agreed Action Completed by			Signa	ture	Date		
	ck provided to sunicated to staff by	staff / student / stakeł v the CEO	nolder th	nat recommended	action. Ap	proved	and
CEO Name			Signa	ture	Date		
CI Review Date			•			•	