# Continuous Improvement Checklist - RMIT Delivered Program VET In Schools (VETiS)

Copy: Forward to the Manager VETiS after Continuous Improvement Meetings.

RMIT Program Log.

<table>
<thead>
<tr>
<th>Date of meeting:</th>
<th>National Program code:</th>
<th>Home School:</th>
<th>Date for implementation</th>
<th>Person/s responsible for implementation</th>
</tr>
</thead>
</table>

**At beginning of program only**

- Induction – staff
- Induction - students
- Enrolment procedure

**Ongoing**

- Attendance
- Confirmations
- Behaviour
- Student feedback
- Home school teacher feedback
- Training delivery – consistency with requirements of training package/curriculum
- Assessment – Validation* - scrutiny of assessment design
- Moderation* – consistent, fair and flexible outcomes
- Other

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RMIT Name: ............................................................... RMIT Signature: ............................................................... Date: ...............................................................  

Home School Name: ............................................................... Home School Signature: ............................................................... Date: ...............................................................  

*For full definitions, see RMIT Policies and Procedures. Moderation and Validation – TAFE Procedures