

<b>Policy Name:</b>	<b>Statement of Commitment</b>
<b>Policy No.</b>	<b>RC6.0</b>
<b>Issued:</b>	20 March 2023
<b>Reviewed:</b>	

### **Purpose**

To provide a succinct summary of HITsa's ambitions towards best practice and compliance with RTO Standards

### **Areas Affected**

All training services provided to current and prospective learners

### **General**

HITsa is committed to provide high quality nationally accredited and non-accredited training to its students and supporting learners to be successful.

In undertaking its responsibilities and obligations as a Registered Training Organisation, HITsa will:

- At all times aim to provide high quality training and assessment services, that meet the expectations of clients, the specific industry sector and the relevant government authorities
- Supply suitably qualified and experienced trainers and assessors, who will provide training (refer Training and Assessment Procedure).
- Ensure that no individual student will be discriminated against either in their access to or participation in any course/s of study (refer Access and Equity Policy).
- Enable training and assessment services to be provided in a safe environment in accordance with the legislative requirements of the Occupational Health and Safety Act 2004.
- Rigorously implement its Confidentiality Policy regarding client confidentiality and access to student records (refer Student Records Procedure).
- Market, promote and advertise its training products and services in an ethical and professionally responsible manner (refer Marketing and Advertising Policy).
- Ensure students comply with HITsa Code of Conduct (refer Code of Conduct document).
- Provide significant support and assistance to students to maximize their potential to succeed.
- Ensure that all students are informed upon enrolment of its complaint and appeals process (refer Complaints and Appeals Procedure).
- Maintain confidentiality of all student records. Information contained within student records will only be disclosed with the student's consent.
- Maintain systems for recording student enrolments, attendance, completion, assessment outcomes including recognition of prior learning results, qualifications issued to students, grievances and archiving of records.

**END**

Date	Version	Amendment(s)
20.03.23		Original Document – Replaces HITP19/9, HITP22/13