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# ASQA audit readiness checklist

Walk your catalogue against these checks quarterly – not the week before a performance assessment. Every "no" is a finding you fixed before anyone asked. This checklist is general guidance, not legal or compliance advice; your RTO remains responsible for compliance with the Standards.

## Quality Area 1 – Training and assessment

- Every training product on scope is the current release on training.gov.au (no superseded units in delivery without a transition plan)
- Products converting under TPOF 2025 are identified, with upgrade plans for tools written to the new format (incl. ASK-format units)
- Each assessment tool has a mapping matrix written before the tasks – covering all unit requirements, current against the tool as it exists today
- New and materially changed tools have recorded pre-use validation outcomes
- A rolling validation schedule exists, is on track, and outcomes (and fixes) are recorded
- Assessment tools are contextualised to your actual learner cohorts and industry partners – no unmodified generic materials in delivery
- Assessor guides give benchmarks clear enough for two assessors to reach the same judgement
- Clustered / integrated assessment arrangements are documented and mapped
- Each TAS matches the current product, the cohort actually enrolled, and the actual timetable – with a logged review date and reviewer
- Industry engagement is recorded per product: who, when, and what changed as a result

## Quality Area 2 – VET student support

- LLN profiles of enrolled cohorts are current and reflected in delivery and assessment design (reading level, language support)
- Support needs identified at enrolment have documented follow-through
- Reasonable adjustment practice is documented, with examples on file
- Learner information (fees, expectations, complaints, transition arrangements) is current and matches practice

## Quality Area 3 – Workforce

- Trainer/assessor matrix is current: credentials, vocational competency and currency evidence per person, per unit delivered
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- The people delivering this term are the people on the matrix
- Professional development records are current (VET currency and industry currency)
- New staff files are complete before first delivery, not after

## Quality Area 4 – Governance

- Self-assurance calendar exists (validations, TAS reviews, internal checks) and this quarter's items are done
- Version history exists for tools, TAS and policies – "what changed since last year and why" is answerable from records
- Transition plans exist for superseded products, with learner-transfer timing documented
- Third-party / partner arrangements (if any) are documented with current agreements
- Complaints and appeals records show actions and closure, not just receipt
- Data reporting (AVETMISS etc.) is current and reconciled

**The pattern behind every check:** current products, mapped tools, honest TAS, capable people, and records that accumulate as you work. If evidence has to be reconstructed to answer a check, that's the finding – fix the workflow, not just the file. VETos automates the mapping, currency alerts, version history and review trails behind most of the checks above: [vet.supahuman.com](http://vet.supahuman.com)