

Purpose

Use this checklist to assess your RTO's governance maturity against the Standards for RTOs 2025. Identify gaps to rectify and implement stronger governance control mechanisms.

Governance Structure	☐ Clear Organisational Structure ☐ All Roles & Responsibilities defined ☐ Board/Committee/Advisory Group established ☐ Governance Charter in place ☐ Fit & Proper Person declarations completed ☐ Conflict of Interest policy + Register active
Oversight & Accountability	☐ Regular governance meetings ☐ Compliance reporting system to governance body ☐ Risk register reviewed ☐ Assessment integrity risks monitored ☐ Training delivery risks monitored ☐ Quality system performance monitored ☐ Complaints & appeals data reviewed ☐ AI authenticity risks reviewed
Policies & Documentation	☐ Governance Policy updated for Standards 2025 ☐ Decision-making framework documented ☐ Delegations of authority defined ☐ Governance breach response procedure ☐ Oversight of assessment systems documented ☐ Oversight of training delivery documented ☐ Oversight of quality systems documented ☐ Oversight of risk management documented
Monitoring & Reporting	☐ Compliance monitoring schedule ☐ Internal audit program ☐ Corrective actions tracked

RTO Governance Checklist

2025 Standards Alignment	☐ Continuous improvement recorded
	☐ Data informs governance decisions
	☐ Annual governance work plan
	☐ Governance responsibilities mapped
	☐ Evidence of oversight retained
	☐ Governance decisions documented
Completion Details	☐ Risks escalated appropriately
	☐ Audit-ready governance evidence
	Completed by: _____
	Role/Position: _____
	Date: _____
Overall Readiness Rating	☐ Fully Ready
	☐ Partially Ready
	☐ Not Yet Ready
	☐ Key gaps identified: _____
	Reasons for gaps: _____
Required Actions	☐ Actions to be taken: _____
	☐ Responsible person: _____
	☐ Due date: _____
Reporting	☐ Report findings to: _____
	☐ Next review date: _____

Next Steps

If this checklist identifies gaps or areas requiring further support, Assess Consulting provides:

Governance Consultation

Governance Frameworks

AI Governance Framework

Board Governance Framework

Compliance documentation

Internal audit support

Standards 2025 implementation

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