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<th>Request Number:</th>
<th>OFFICE USE ONLY (Request Number per Improvement Register)</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Contact Number:</td>
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<td>Contact E-Mail:</td>
<td></td>
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<tr>
<td>Date:</td>
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This Continuous Improvement Request relates to:
- Policy or Procedure
- RTO System(s)
- Documents / Forms
- Training & Assessment Strategy
- Training Materials
- Assessment Materials
- Training services
- Assessment services
- Client services
- Facilities / Equipment / Resources
- Other:

Request Category Specifications (e.g. Policy/Document name):

Reason(s) for Improvement:

Improvement Specifications:

Signature: [Signature]
Date: [Date]

Action Plan (Specifications / Timeframe(s) / Responsible Parties):

RTO Manager Signature: [Signature]
Date: [Date]

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<table>
<thead>
<tr>
<th>Document:</th>
<th>Continuous Improvement Request Form</th>
<th>Prepared By:</th>
<th>RTO Manager: RM</th>
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<tbody>
<tr>
<td>Version:</td>
<td>1.2</td>
<td>Endorsed By:</td>
<td>RTO CEO: DL</td>
</tr>
<tr>
<td>Date Effective:</td>
<td>28/05/11</td>
<td>Review Date:</td>
<td>31/10/13</td>
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<tr>
<td>Date Modified:</td>
<td>31/10/13</td>
<td>Next Review Date:</td>
<td>30/10/14</td>
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</table>

**Action Taken:**

**Outcome(s):**

**Further Action / Improvement Identified**

- Specifications / Timeframe(s) / Responsible Parties:

**RTO Manager Name:**

**RTO Manager Signature:**

**OFFICE USE**

- Request entered into Improvement Register.
  - Initials: 
  - Date: 

- Action Plan developed & communicated to relevant stakeholder(s) for implementation.
  - Initials: 
  - Date: 

- Action Plan traced for review.
  - Review Date: 
  - Initials: 
  - Date: 

- Improvement Register updated.
  - Initials: 
  - Date: 

- Outcome(s) communicated to instigator of request.
  - Initials: 
  - Date: 

- RTO Quality System revised (as applicable)
  - Initials: 
  - Date: 

- Further Improvement requirements entered into Improvement Register.
  - Initials: 
  - Date: 

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**Document:** Continuous Improvement Request Form  
**Prepared By:** RTO Manager: RM  
**Version:** 1.2  
**Endorsed By:** RTO CEO: DL  
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