

**Template**

**Internal Review and Self-assessment Report  
National Standards for Group Training Organisations**

Assessor \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Standard 1. Systems for group training services including management of hosting  
Compliant Yes  No

The GTO has systems in place to plan for and provide quality group training services to apprentices, trainees and host employers.

**Evidence required**

1.1 The GTO shall conduct an internal audit of its compliance with the Standards and the policies and/or procedures in sub-clause 1.3 at least annually adopting a continuous improvement approach to the self-assessment.

**Evidence to indicate compliance**

- .....
- .....
- .....
- .....
- .....
- .....
- .....

**Improvement actions recommended:**

- 1. ....
- 2. ....

**Response including priority rating and target date for completion:**

- 1. ....
- 2. ....

Authorising Officer \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_