

## SOUTHERN SCHOOL OF NATURAL THERAPIES

# BUSINESS PLAN POLICY AND PROCEDURE

### **Purpose**

This procedure describes the processes whereby SSNT reviews and maintains its business plan, that is consistent with its scope and scale of operations.

### **Related ATQF standard**

Standard 3: The RTO uses a systematic and continuous improvement approach to the management of operations.

### **Scope**

This procedure applies to the Principal and the SSNT Heads of Department

### **Responsible parties**

The Principal is responsible for the control and implementation of this procedure.

### **Definitions**

The business plan is a document that sets out the projected growth and development of the training and assessment services offered by SSNT and the resource requirements to facilitate that growth.

### **Policy**

To establish clear goals and objectives for SSNT for the next three years.

To review each year's performance against the goals and objectives from the business plan.

To revise the business plan in the light of past performance, emerging and/or lost opportunities.

### **Procedures**

The Principal and relevant Heads of Department are to determine the training and assessment services to be delivered and developed over the ensuing three-year period.

The resources and facilities required to achieve the proposed service delivery are determined and a strategy to acquire those resources and facilities agreed.

Contingency plans are to be developed to cater for over or under-achievement of projected service delivery.

A review of performance against targets will occur regularly and contingency plans will be implemented where appropriate.

The business plan will be revised at least annually.

