

# Introducing ITA

a database specifically designed for RTOs

# ITA

## IMPROVEMENT TRACKING & ANALYSIS

### Why use ITA?

All RTOs need to record continuous improvement activities...

#### What does ITA do?

ITA tracks activities such as:

- Assessment moderation and validation activities
- Staff meeting outcomes
- Internal and external audit outcomes
- Customer and industry feedback

and many more.

ITA replaces the following registers:

- Appeals
- Complaints
- Staff professional development.

#### Why we developed ITA

As experienced AQTF consultants and operators of our own RTO, we understand the importance of continually improving the products and services on offer.

Having audited hundreds of RTOs we also know that being able to record and analyse continuous improvement activities is critical to business success and ensuring AQTF compliance.

ITA is specifically designed for RTOs to assist with the task of recording and tracking improvements.

### Compliance

Auditors will love ITA because it allows you to record all your improvements in a central database.

### Archive & Reports

You can store information forever or generate reports on request. The reporting function of this database is extensive and can be used for future business planning by observing emerging trends.

### Easy to use

ITA comes with on-board verbal and visual instructions to tell you how to use it, change its contents, add users and run reports. ITA also has its own internal communication tool which automatically generates emails to the relevant individuals (e.g. Training Manager, Quality Manager or CEO).

ITA is an inexpensive program which will run on any Windows® PC. The application is available on CD or as an easy download via our website.

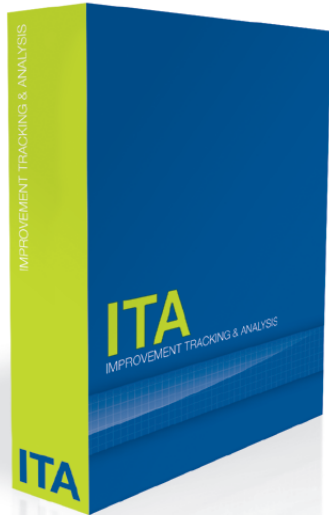
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For prices and availability visit:  
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# ITA

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## Features

- Central point to record all continuous improvement activities
- Runs on any PC (Windows® 95/98/Me/XP/Vista)
- Single user licence
- Integrated visual and voice instructions
- Email communication tool built in
- Extensive reporting function
- Use as is or customise yourself

## Benefits

- Completely auditable
- Inexpensive solution – no extra software requirements
- No ongoing fees
- No training required
- Shared information among staff
- Analyse what improvements really benefit your business
- Tailored to suit your business and your staff