

Governance Policy

Policy

Governance encompasses control and management of the organisation. It is the role of the Principal Executive Officer to provide leadership around the RTO's purpose, values, direction, quality and performance expectations. It is also the responsibility of the Principal Executive Officer to provide leadership around the RTO's daily routines to ensure they:

- Align with the Organisation's Business Objectives
- Meet VET Quality Framework requirements
- Meet ESOS Legislative Framework requirements
- Meet Business compliance requirements

1.0 Quality Responsibilities

The Principal Executive Officer is responsible for the development, implementation and improvement of the quality management system (QMS).

This includes:

1. Communicating to staff the importance of meeting customer expectations and compliance requirements
2. Authorising the quality policy and policy objectives
3. Ensuring resources for QMS are available
4. Conducting management reviews

2.0 Compliance Responsibilities

The RTO's Principal Executive Officer is responsible for and will ensure that RTO complies with:

- All aspects of The VET Quality Framework including, but not limited to:
 - The Standards for National VET Regulator (NVR) Registered Training Organisations
 - The Fit and Proper Person Requirements
 - The Financial Viability Risk Assessment Requirements
 - The Data Provision Requirements, and
 - The Australian Qualifications Framework
- All aspects of the VET Quality Framework where another organisation is delivering under the RTO's scope of registration
- All aspects of the ESOS Legislative Framework including, not limited to:
 - The Education Services for Overseas Student Act 2000 (ESOS Act)

- Education Services for Overseas Student (ESOS) Regulations (2001)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code)
- Education Services for Overseas Students (Registration Charges) Act 1997
- Education Services for Overseas Students (TPS Levies) Act 2012
- All relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to the Institute's operations and scope of registration (See Legislative and Regulatory Requirements Policy)

The Principal Executive Officer must also ensure that the RTO:

- Acts on outcomes of audit reports
- Meets requirements about providing Quality Indicator Data
- Cooperates with the National VET Regulator:
 - In the conduct of audits and the monitoring of its operations
 - By providing accurate and timely data relevant to measures of its performance
 - By providing information about significant changes to its operations in line with the procedures and timelines stipulated by the National VET Regulator
 - By providing information about significant changes to its ownership in line with the procedures and timelines stipulated by the National VET Regulator
 - In the retention, archiving, retrieval and transfer of records consistent with the National VET Regulator's requirements

3.0 Change of RTO / CRICOS Details

The Australian Skills Quality Authority (ASQA) will be notified of any 'administrative change' to the organisation, should a change occur, such as:

- Registered training name/s
- Address and/or contact details of the RTO's head office
- Principal place of business (if different from the head office)
- Details of the Chief Executive Officer or equivalent person
- Details of the 'day-to-day' contact person
- Details of high managerial agents

- Location and/or contact details of permanent delivery sites
- Commencement or cessation of offshore delivery
- Commencement of delivery in other states or territories
- Change of financial status
- Change in legal name or legal status
- Change in our ownership, directorship or control
- Changes in any written agreement entered into Under Clause 2.3 of the Standards for Registered Training Organisations (RTO) 2015 for the delivery of services on its behalf. This includes when entering into an agreement with a third party organisation and following the agreement coming to an end

The Principal Executive Officer is responsible for notifying ASQA using the 'Notification of change of provider details form', 'Notification of material change or event' or any other forms or supporting documentation as required by ASQA as soon as practicable and within 10 working days of the event occurring.

Where the Institute is intending on relocating its premises, the Institute will notify the designated authority and enrolled students at least 20 working days prior to the relocation.

4.0 Business and Operational Responsibilities

The RTO's Principal Executive Officer is responsible for:

- Providing strategic guidance through ratification of the Strategic Plan
- Providing effective oversight of management
- Promoting ethical and responsible decision making
- Ensuring continuing viability, including financial viability of the Institute and its operations at all times during its period of registration
- Safeguarding the integrity of financial reporting
- Ensuring a sound system of risk oversight and management
- Ensuring compliance with all legislation, standards and frameworks relevant to the Institute's operations and scope of registration
- Implementing and monitoring the organisation's Quality Management System
- Ensuring policies and procedures are implemented consistently across the organization
- Ensuring evidence necessary for proving compliance is available at audit

5.0 Procedure

The Principal Executive Officer will ensure that the RTO complies with its

compliance obligations including but not limited to the VET Quality Framework and ESOS Legislative Framework by doing the following:

- Ensuring the RTO's Quality Management System at all times aligns to all its current compliance and regulatory obligations
- Ensuring all Staff implement the RTO's Quality Management System
- Ensuring effective monitoring of staff implementation of the RTO's Quality Management System in line with the RTO's Quality policies
- Ensuring that the RTO's Quality Management System is reviewed in line with its Quality policies
- Ensuring improvement of the RTO's Quality Management System in line with its Quality policies
- Acting on outcomes of Audit Reports
- Undertaking immediate corrective action where non-compliances are identified

6.0 Meetings

The RTO Management Team formally monitors its quality and compliance responsibilities each month through its Monthly Management Meetings. This can also be as part of another meeting.

7.0 Reporting

The RTO's Principal Executive Officer is responsible for developing the Annual Governance Report which is to be made available to all Shareholders of the RTO by December of each Academic Year and the Registering Authority should they request it. The Annual Governance will include at a minimum a summary of the RTO's annual compliance performance and a summary of performance against each point stated in this policy.

Related Documents

- Monthly Management Meetings Minutes

Related Policies

- Legislative and Regulatory Requirements Policy