

Compliance with Legislation & Regulatory Requirements Policy

Purpose

This policy outlines the Australian College of the Arts Pty Limited's (Collarts) commitment to compliance with the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* as well as other Commonwealth, State and Territory legislative and regulatory requirements.

Scope

This policy applies to all enrolled students and persons employed by or contracted to Collarts for the provision of training and assessment services or the maintenance of training records and documents, including third parties providing services under Collarts auspices.

Policy

Collarts will ensure compliance with the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* as well as other Commonwealth, State and Territory legislative and regulatory requirements that are relevant to its operations and its scope of registration.

Collarts will work cooperatively with the National VET Regulator:

- by providing accurate and truthful responses to information requests from the VET Regulator relevant to our RTO registration;
- in the conduct of audits and the monitoring of its operations;
- by providing quality and performance indicator data;
- by providing information about substantial changes to its operations or any event that would significantly affect the RTO's ability to comply with these standards within ninety calendar days of the change occurring;
- by providing information about significant changes to its ownership within ninety calendar days of the change occurring; and
- in the retention, archiving, retrieval and transfer of records.

Collarts will ensure that any third party delivering services on its behalf is required under written agreement to cooperate with the VET Regulator:

- by providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services; and
- in the conduct of audits and the monitoring of its operations.

Collarts will notify the Regulator through the Notification of Material Change or Event Form:

- of any written agreement entered into for the delivery of services on its behalf within thirty calendar days of that agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first; and

- within thirty calendar days of the agreement coming to an end.

Collarts will provide an annual declaration on compliance with these Standards to the VET Regulator and in particular whether it:

- currently meets the requirements of the Standards across all its scope of registration and has met the requirements of the Standards for all AQF certification documentation it has issued in the previous twelve months; and
- has training and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.

Collarts will ensure compliance with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations. This includes, but is not limited to, compliance with:

- Student Identifiers Act 2014
- National Vocational Education and Training Regulator Act 2011
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Racial Discrimination Act 1975
- Commonwealth Sex Discrimination Act 1984
- Working with Children Act 2005
- Occupational Health and Safety Act 2004
- Privacy Act 1988
- Commonwealth Copyright Act 1968
- Commonwealth Privacy Amendment (Private Sector) Act 2000

The VET Manager will ensure staff and clients are informed of any changes to legislative and regulatory requirements relevant to the organisation's operations as an RTO. The VET Manager will ensure relevant matters of legislation and regulation are:

- current and available for viewing in induction and orientation materials;
- updated annually or as required and information disseminated amongst staff at meetings and via email memorandums;
- communicated to all partnering organisations

Collarts is registered on the automatic email notification services for changes to:

- Commonwealth legislation and regulations (<http://www.comlaw.gov.au/>)
- Victorian legislation and regulations (<http://www.dms.dpc.vic.gov.au/>)
- Australian Skills and Quality Authority: (<http://www.asqa.gov.au>)
- Australian Qualifications Framework: (<http://www.aqf.edu.au/>)
- Relevant Industry Skills Councils (IBSA)

Complaints & Advice

Complaints relating to this policy are to be lodged in accordance with **Collarts RTO Complaints & Appeals Policy**. Queries about compliance with legislation and regulatory requirements are to be directed to the CEO, contactable on 1300 818 777, or via email, vet.support@collarts.edu.au.