



CEO NOTIFICATION OF CHANGE IN POLICY

Purpose

The purpose of this Policy/Procedure is to support:

National Code: Standard 14 – Staff capability, education resources and premises and

National Code: Standard 15 – Changes to registered providers ownership or management and

AQTF 2010 Essential Standards for Continuing Registration: Conditions of Registration 2 and Standard 3.3

Outlining the process required to proactively inform the designated authority when any of the following occurs:

1. Change of ownership of the registered provider
Any prospective or actual change to the high managerial agents (representing the provider refer to ESOS Act section 5)
2. Change of location of premises including head office
3. Opening a new office

Action

It is the CEO's responsibility to contact the designated authority within the following timelines when any of the following occurs

Timelines for Notification

The following timelines must be adhered to:

1. Change of ownership: notify the designated authority in writing within 10 working days of the change taking effect where the change cannot be determined until it takes effect
2. Change of high managerial agents (CEO): notify the designated authority in writing within 10 working days of the change taking effect where the change cannot be determined until it takes effect
3. Change of location or opening a new office: notify the designated authority and the students enrolled of any intention to relocate premises (including head office and campus locations) at least 20 working days before the relocation.

Document Template for Notice of Change

Complete the template letter: Notification of Change Letter form NCL