



LEGISLATION COMPLIANCE & RTO Standards Procedure

Objective

To ensure that company operations are in compliance with Commonwealth, State/Territory legislation, regulatory RTO requirements, and the Standards for Registered Training Organisations under the Australian Quality Training Framework.

Scope

All RTO operations

Legislation and Regulations

Procedures

- A. CEO has assigned the Training Manager to have responsibility and authority to ensure the company complies with all legislation and regulations relevant to the RTO's operations and the Standards for Registered Training Organisations under the AQTF 2010 framework. Compliance with the legislation and Standards underpins the continuous improvement process.
- B. The assigned member of staff provides all new staff upon commencement of employment with a company Induction Manual (Forms-INDA, INDBD, INDT) detailing legislation and regulatory information pertinent to their duties.
- C. The assigned member of staff distributes any changes in legislation and regulations to relevant personnel via a training update memo, newsletter, or staff meeting

- D. The assigned member of staff forwards new/existing clients with copies of any legislative and training regulatory information or updates that relates to their participation in education and training delivery
- E. Legislation and regulations are to include, but not be limited to:
 - I. Occupational Health and Safety
 - II. Insurance (workers compensation, public liability)
 - III. Workplace harassment and victimisation
 - IV. Anti-Discrimination (Including equal opportunity, disability and racial discrimination)
 - V. VET legislative requirements
 - VI. Apprenticeship and traineeship regulations
 - VII. Complaints, Grievances and Appeals
 - VIII. Access and Equity principles

The Legislation Update Register has been designed for the Training Manager to record and monitor updates to legislation specific to their RTOs vocational area and to then use this data to provide updates to staff and students. In some cases the data will be printed out for staff and students and provided at staff meetings or to students via various media such as email, letters etc..

Standards for RTO's

- A. The assigned member of staff compiles, maintain and record information in accordance with the current Standards for Registered Training Organisations. This compliance will form the basis of information required for AQTF audit, to maintain RTO registration, and underpins the continuous improvement process.
- B. The assigned staff member is required to have a detailed understanding of all aspects of the RTO's operation and would be the personnel to provide all information and evidence required at the time of an audit.
- C. The assigned staff member facilitates evidence collection, maintain and make available all pertinent records, and provide access to relevant documents, facilities and personnel on request, in accordance with the Standards.
- D. Evidence of compliance with the current Standards must be collected in, but not be limited to, the following areas:
 - I. Systems for Quality Training and Assessment
 - II. Legislation and regulatory requirements
 - III. Financial management
 - IV. Administration and record management
 - V. Recognition of qualifications issued by other RTO's

- VI. Access and Equity
 - VII. RTO staff
 - VIII. RTO assessments
 - IX. Continuous Improvement
 - X. Learning and assessment strategies
 - XI. Qualifications and statement of attainments
 - XII. National/State logos
 - XIII. Marketing and advertising
- E. Circulation Policy: the assigned member forwards new and existing clients and staff with any information or updates that relate to compliance with the current Standards and must modify the Version Control Form (Form CV).
- F. The assigned member of staff, together with relevant personnel, conducts a meeting or workshop at least annually, to review and modify (if required) company compliance with the Standards
- G. An update register (Form CC) will be maintained by the responsible member of staff; any changes to legislation will be monitored and recorded on this register.

Refer to:

Legislation Update Register form CC