

GOVERNANCE AND ADMINISTRATION POLICY

POLICY: GOVERNANCE AND ADMINISTRATION

POLICY NUMBER:	EIT07	VERSION:	1.0
DATE ADOPTED:	1 September 2015	DATE LAST REVIEWED:	
DATE OF NEXT REVIEW:	1 September 2016	REVIEW FREQUENCY:	Annually
AUTHORISED BY:	Governance Board	REVIEWED BY:	Finance Manager
POLICY OWNER	Chief Executive Officer (CEO)		
RESPONSIBLE FOR REVIEW:	CEO, Finance Manager, Accreditation Manager, E-Learning Manager		
REVIEW PROCESS:	CEO, Finance Manager, Accreditation Manager, E-Learning Manager		
DOCUMENT MANAGEMENT:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
COMMUNICATION	<p>All relevant staff will be automatically notified by email when the reviewed policy has been authorized.</p> <p>Staff will also be notified in the fortnightly team meetings and in the E-Learning team meetings. All meetings will be minuted.</p>		
Policy context: This policy relates to:			
STANDARDS FOR RTOS 2015	2015: Standard 7 – Clauses 7.1-7.5		
LEGISLATION OR OTHER REQUIREMENTS	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • VET Quality Framework • Financial Viability Risk Assessment Requirements 2011 • Australian Qualifications Framework • Income Tax Assessment Act 1936 • Income Tax Assessment Act 1997 • A New Tax System (Goods and Services Tax) Act • Corporation Act 2001 • Australian Auditing Standards 		
OTHER POLICIES	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i></p>		
FORMS AND OTHER DOCUMENTS	<ul style="list-style-type: none"> • Fit and Proper Person Information • Financial Viability Risk Assessment Requirements Pack 		

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	<ul style="list-style-type: none"> • Public Liability Insurance Certificate • Quality Indicator annual summary report template • Board meeting minutes • Training.gov.au (TGA) • Financial statements • Audit report • ASIC • Enrolment forms • Withdrawal/postpone/transfer forms • Course Brochure • Certificate Reprint Form • Bank Guarantee Documentation • Payment Request Form • Credit Note Request – ESI ONLY • Logo Usage Guidelines (NRT, AQF etc) • Workers Compensation Insurance Certificate • Risk Management Register
<p>DEFINITIONS</p>	<p>Refer to EIT Glossary of Terms</p> <p><i>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i></p>
<p>EVIDENCE</p>	<p>W:\Data - ALL.Standard\Banking & Finance\Insurances</p> <p>W:\Data - ALL.Standard\Taxation\EIT 2014 Accounts</p> <p>E-Learning\Administration General\Coordinator-Internal Details</p> <p>Y:\Data - ALL.E-Learning\Administration General\Accounts</p> <p>W:\Data - ALL.Standard\Banking & Finance\Bank Guarantee Calculation</p> <p><i>See Internal EIT folders for locations of the above "Forms and Other Documents"</i></p>

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Policy Information:

POLICY	EIT has effective governance and administration arrangements in place.
SCOPE	This policy applies to all staff
PROCEDURES	<p>EIT will achieve this policy by:</p> <ul style="list-style-type: none"> • ensuring that its executive officers or high managerial agent: <ul style="list-style-type: none"> ○ are vested with sufficient authority to ensure EIT complies with the Standards for RTOs at all times, and ○ meets each of the relevant criteria specified in the Fit and Proper Person Requirements • satisfying the Financial Viability Risk Assessment Requirements • protecting student fees by: <ul style="list-style-type: none"> ○ holding an unconditional financial guarantee from a bank operating in Australia where: <ul style="list-style-type: none"> ▪ the guarantee is for an amount no less than the total amount of prepaid fees held by EIT in excess of the threshold prepaid fee amount for each learner for services to be provided by EIT to those learners, and ▪ all establishment and ongoing maintenance costs for the bank guarantee are met by EIT. ▪ the bank guarantee limit is constantly monitored and should the limit be exceeded, a self-imposed review will be conducted after 3 months to see if fees have regularised their position. If prepaid fees are still in excess of the limit, a higher financial guarantee from a bank will be sought. ▪ providing a refund to the learner of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount if an equivalent course cannot be found. • holding public liability insurance that covers the scope of its operations throughout its registration period • providing accurate and current information on its performance and governance consistent with the Data Provision Requirements as updated from time to time.
PROCESS	

END OF DOCUMENT