

GOVERNANCE AND ADMINISTRATION POLICY

POLICY: GOVERNANCE AND ADMINISTRATION

POLICY NUMBER:	EIT07	VERSION:	2.0
DATE ADOPTED:	12 March 2019	DATE LAST REVIEWED:	9 March 2019
DATE OF NEXT REVIEW:	9 March 2020	REVIEW FREQUENCY:	Annually
AUTHORISED BY:	Governance Board	REVIEWED BY:	CEO, Finance Manager, Accreditation & Compliance Manager
POLICY OWNER	Finance 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 regular team meetings. All meetings will be minuted.</p>		
Policy context: This policy relates to:			
STANDARDS FOR RTOS 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 1999 • Corporations 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 • Public Liability Insurance Certificate • Quality Indicator annual summary report template 		

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	<ul style="list-style-type: none"> • Board meeting minutes • National Register (training.gov.au (TGA)) • Financial statements • Audit reports • ASIC • Application forms • Withdrawal/postponement/transfer forms • Course Brochures • Replacement Certificate Form • Tuition Assurance Scheme documentation • Payment Request Form • Direct Debit Authorisation Form • Credit Note Request • Logo Usage Guidelines (NRT, AQF etc) • Workers Compensation Insurance Certificate • Risk Management Register
DEFINITIONS	Refer to EIT Glossary of Terms <i>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i>
EVIDENCE	<i>See Internal EIT folders for locations of the above "Forms and Other Documents"</i>

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 current membership of a Tuition Assurance Scheme approved by its VET Regulator which, if EIT is unable to provide services for which the learner has prepaid, must ensure: <ul style="list-style-type: none"> a) the learner will be placed into an equivalent course such that: <ul style="list-style-type: none"> - the new location is geographically close to where the learner had been enrolled (where applicable); and - the learner receives the full services for which they



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	<p>have prepaid at no additional cost to the learner; or</p> <p>b) if an equivalent course cannot be found, the learner is paid a refund of any prepaid fees for services yet to be delivered above the threshold prepaid fee amount.</p> <ul style="list-style-type: none">• 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
