# Policy: Interactions with the National VET Regulator

**Policy Number:** EIT19  
**Version:** 2

<table>
<thead>
<tr>
<th>Date Adopted/Approved:</th>
<th>9/10/13</th>
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<tbody>
<tr>
<td>Date of Next Review:</td>
<td>9/10/15</td>
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<tr>
<td>Review Frequency:</td>
<td>Two years</td>
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<tr>
<td>Authorised By:</td>
<td>Academic Board</td>
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<td>Reviewed By:</td>
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<tr>
<td>Policy Owner:</td>
<td>Chief Executive Officer</td>
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<td>Responsible for Review:</td>
<td>Chief Executive Officer and Accreditation Manager</td>
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<tr>
<td>Review Process:</td>
<td>Chief Executive Officer, Accreditation Manager, E-Learning Manager, E-Learning Coordinators and IT Manager</td>
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<tr>
<td>Document Management:</td>
<td>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</td>
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**Communication:** All staff will be automatically notified by email when the reviewed policy has been authorized. Staff will also be notified in the fortnightly team meetings and in the E-Learning team meetings. All meetings will be minuted.

**Policy context:** This policy relates to:

- NVR Standards: SNR19
- Legislation or Other Requirements:
  - National Vocational Education and Training Regulator Act 2011
  - VET Quality Framework
- Other Policies: All EIT Overarching and Supplementary Policies  
  *Note: All EIT policies can be found in W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures\VET policies*
- Forms and Other Documents:
  - Audit Reports
  - Power Pro
  - Avetmiss Reports
  - AQF Spreadsheet
  - ASQA Net
  - Moodle
INTERACTIONS WITH THE NATIONAL VET REGULATOR POLICY

- IT Back-ups
- Course Folders

DEFINITIONS
- National VET Regulator
- Avetmiss
- Moodle
- PowerPro

EVIDENCE
See internal EIT folders for locations of the above “Forms and Other Documents”

Policy Information:

POLICY
EIT will cooperate in all its interactions with the National VET Regulator

19.1 EIT co-operate with the National VET Regulator:
(a) in the conduct of audits and the monitoring of its operations;
(b) by providing accurate and timely data relevant to measures of its performance;
(c) by providing information about significant changes to its operations;
(d) by providing information about significant changes to its ownership; and
(e) in the retention, archiving, retrieval and transfer of records consistent with the National VET Regulator’s requirements.

SCOPE
This policy applies to all staff

PROCEDURES
EIT will achieve this policy by:

- Ensuring that EIT has one person who is responsible as the authorised person to communicate with the regulator
- EIT will ensure the company conducts internal audits and assesses performance against the standard including communication with the regulator
- EIT will ensure it has appropriate records of communications with the regulator and tracks responses, outstanding matters and due dates for communications and reports
- The Managers responsible for the RTO management and operations have sufficient authority to meet their responsibilities
# INTERACTIONS WITH THE NATIONAL VET REGULATOR POLICY

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<tr>
<th>PROCESS</th>
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- The RTO staff are aware of, have access to, and understand their responsibilities to meet this standard on a daily basis.

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**END OF DOCUMENT**