**Policy: Compliance with Legislation**

<table>
<thead>
<tr>
<th>Policy Number:</th>
<th>EIT20</th>
<th>Version:</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Adopted/Approved:</td>
<td>9/10/13</td>
<td>Date Last Reviewed:</td>
<td></td>
</tr>
<tr>
<td>Date of Next Review:</td>
<td>9/10/15</td>
<td>Review Frequency:</td>
<td>Two years</td>
</tr>
<tr>
<td>Authorised By:</td>
<td>Academic Board</td>
<td>Reviewed By:</td>
<td></td>
</tr>
<tr>
<td>Policy Owner:</td>
<td>Chief Executive Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible for Review:</td>
<td>Chief Executive Officer, E-Learning Manager and Accreditation Manager</td>
<td></td>
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<tr>
<td>Review Process:</td>
<td>Chief Executive Officer, E-Learning Manager and Accreditation Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Management:</td>
<td>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication:</td>
<td>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.</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>NVR Standards</th>
<th>SNR 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislation or Other Requirements</td>
<td>National Vocational Education and Training Regulator Act 2011</td>
</tr>
<tr>
<td></td>
<td>VET Quality Framework</td>
</tr>
<tr>
<td></td>
<td>Health &amp; Safety Legislation</td>
</tr>
<tr>
<td></td>
<td>Access &amp; Equity Legislation</td>
</tr>
<tr>
<td></td>
<td>The Copyright Act 1968</td>
</tr>
</tbody>
</table>

**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*

<table>
<thead>
<tr>
<th>Forms and Other Documents</th>
<th>Relevant legislation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Training.gov.au (TGA)</td>
</tr>
</tbody>
</table>
## Definitions
- Scope of Registration
- Vocational Education & Training
- Training.gov.au (TGA)
- Access & Equity

Refer to EIT VET Policy Glossary:
W:\Data - ALL Standard\Policies and Procedures\EIT Policies and Procedures\VET policies

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

## Policy Information:

### Policy
**EIT will comply with legislation, as follows:**

20.1 EIT will comply with relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to its operations and its scope of registration.

20.2 EIT will ensure that its staff and clients are fully informed of legislative and regulatory requirements that affect their duties or participation in vocational education and training.

### Scope
This policy applies to all staff

### Procedures
EIT will achieve this policy by:

- Monitoring changes to relevant legislation through information gained via material updates, feedback from lecturers and students, subscription emails from VET and industry bodies, associations etc.

- Informing administrative staff, when required, by email, at regular staff meetings and e-learning meetings of any changes to relevant legislation.

- Informing students, when required, of any changes to relevant legislation.

- Informing instructors, when required, via regular instructor newsletters sent via email.

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End of Document