

# GOVERNANCE AND ADMINISTRATION POLICY

<b>POLICY NUMBER:</b>	EIT07	<b>VERSION:</b>	5.0
<b>DATE ADOPTED:</b>	7 December 2020	<b>DATE LAST REVIEWED:</b>	12 March 2022
<b>DATE OF NEXT REVIEW:</b>	12 March 2025	<b>REVIEW FREQUENCY:</b>	3 Years
<b>AUTHORISED BY:</b>	Governance Board	<b>REVIEWED BY:</b>	Finance Manager, Accreditation & Compliance Manager
<b>POLICY OWNER</b>	Finance Manager		
<b>COMMUNICATION</b>	<p>All relevant staff will be automatically notified by email when the reviewed policy has been authorised.</p> <p>Staff will also be notified in regular team meetings. All meetings will be minuted.</p>		

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

<b>STANDARDS FOR RTOs 2015</b>	Standard 7 – Clauses 7.1-7.5
<b>VET STUDENT LOANS ACT 2016</b>	Section 52.
<b>LEGISLATION OR OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• <a href="#">Standards for Registered Training Organisations (RTOs) 2015 (Cwth.)</a></li> <li>• <a href="#">National Vocational Education and Training Regulator Act 2011 (Cwth.)</a></li> <li>• <a href="#">VET Quality Framework</a> (link to ASQA's outline of the Framework).</li> <li>• <a href="#">National Vocational Education and Training Regulator (Financial Viability Risk Assessment Requirements) Instrument 2021 (Cwth)</a></li> <li>• <a href="#">Australian Qualifications Framework (AQF)</a></li> <li>• <a href="#">Income Tax Assessment Act 1936 (Cwth.)</a></li> <li>• <a href="#">Income Tax Assessment Act 1997 Cwth.)</a></li> <li>• <a href="#">A New Tax System (Goods and Services Tax) Act 1999 (Cwth,)</a></li> <li>• <a href="#">Corporations Act 2001 (Cwth.)</a></li> <li>• <a href="#">Australian Auditing Standards</a></li> <li>• <a href="#">VET Student Loans Act 2016 (Cwth.)</a></li> <li>• <a href="#">VET Student Loans Rules 2016 (Cwth.)</a></li> </ul>
<b>OTHER POLICIES</b>	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found at <a href="https://www.eit.edu.au/about/policies-procedures/">https://www.eit.edu.au/about/policies-procedures/</a></i></p>
<b>FORMS AND OTHER DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• Fit and Proper Person Information</li> <li>• <a href="#">Financial Viability Risk Assessment Tool (2021)</a></li> <li>• Public Liability Insurance Certificate</li> <li>• Quality Indicator annual summary report template</li> </ul>

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	<ul style="list-style-type: none"> <li>• Board meeting minutes</li> <li>• National Register (<a href="http://training.gov.au">training.gov.au</a> (TGA))</li> <li>• Financial statements</li> <li>• Audit reports</li> <li>• ASIC</li> <li>• Application forms</li> <li>• Withdrawal / Cancellation / Deferral forms</li> <li>• Course Brochures</li> <li>• Replacement Certificate Form</li> <li>• Tuition Assurance Scheme documentation</li> <li>• Payment Request Form</li> <li>• Direct Debit Authorisation Form</li> <li>• Credit Note Request</li> <li>• <a href="#">Use of the National Recognised Training (NRT) Logo (ASQA)</a></li> <li>• <a href="#">Use of the Australian Qualification Framework (AQF) Logo</a></li> <li>• <a href="#">VET Student Loan Style Guide</a></li> <li>• Workers Compensation Insurance Certificate</li> <li>• Risk Management Register</li> </ul>
<b>DEFINITIONS</b>	<p>Refer to EIT Glossary of Terms - <a href="https://www.eit.edu.au/policies/EIT_Training_Glossary.VET.HE.pdf">https://www.eit.edu.au/policies/EIT_Training_Glossary.VET.HE.pdf</a></p>
<b>EVIDENCE</b>	See Internal EIT folders for locations of the above "Forms and Other Documents"

### ***Policy Information:***

<b>POLICY</b>	<b>EIT has effective governance and administration arrangements in place.</b>
<b>SCOPE</b>	This policy applies to all staff
<b>PROCEDURES</b>	<p>EIT will achieve this policy by:</p> <ol style="list-style-type: none"> <li>1. Complying with the <i>Standards for Registered Training Organisations (RTOs) 2015</i>, the <i>VET Student Loan Act 2016</i> and the <i>VET Student Loan Rules 2016</i> at all times.</li> <li>2. ensuring that its executive officers or high managerial agent: <ol style="list-style-type: none"> <li>2.1. are vested with sufficient authority to ensure EIT complies with the <i>Standards for Registered Training Organisations (RTOs) 2015</i> at all times, and</li> <li>2.2. meets each of the relevant criteria specified in the Fit and Proper Person Requirements</li> </ol> </li> <li>3. satisfying the Financial Viability Risk Assessment Requirements</li> </ol>

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4. Submitting, to the Secretary of VET Students Loans, Department of Education, Skills and Employment (DESE), the following information:
  - 4.1 the audited, annual financial statements within three (3) months after the end of the financial year, and
  - 4.2 annual forecasts of the Approved Courses, student numbers, census dates and tuition fees together with any other information requested.
5. protecting student fees by:
  - 5.1 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:
    - 5.1.1 the learner will be placed into an equivalent course such that:
      - i. the new location is geographically close to where the learner had been enrolled (where applicable), and
      - ii. the learner receives the full services for which they have prepaid at no additional cost to the learner, or
    - 5.1.2 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.
6. Protecting students, with a VET Student Loan, by maintaining ongoing arrangements with the Tuition Protection Scheme (TPS). This protects students, in the unlikely event that EIT should close, fail to start a course or stops offering a course to eligible students, and helps students to:
  - 6.1 continue their studies with a replacement provider in an equivalent or similar course, or
  - 6.2 if a suitable course is not available, receive a loan re-credit for parts of the course commenced but unable to be completed because of the provider's default.
7. holding public liability insurance that covers the scope of its operations throughout its registration period.
8. providing accurate and current information on its performance and governance consistent with the Data Provision Requirements as updated from time to time.
9. Providing the Secretary, VET Student Loans, Department of Education, Skills and Employment (DESE) with information about any notices given by the VET Regulator.
10. Providing information to the Secretary, VET Student Loans, Department of Education, Skills and Employment (DESE), on demand regarding 'genuine students' and / or any other information pertaining to compliance with the *VET Student Loans Act 2016* and / or *VET Student Loans Rules 2016*.

END OF DOCUMENT