

## GOVERNANCE AND ADMINISTRATION POLICY

### POLICY: GOVERNANCE AND ADMINISTRATION

<b>POLICY NUMBER:</b>	EIT07	<b>VERSION:</b>	4.0
<b>DATE ADOPTED:</b>	7 December 2020	<b>DATE LAST REVIEWED:</b>	27 July 2020
<b>DATE OF NEXT REVIEW:</b>	27 July 2021	<b>REVIEW FREQUENCY:</b>	Annually
<b>AUTHORISED BY:</b>	Governance Board	<b>REVIEWED BY:</b>	CEO, Finance Manager, Accreditation & Compliance Manager
<b>POLICY OWNER</b>	Finance Manager		
<b>DOCUMENT MANAGEMENT:</b>	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures		
<b>COMMUNICATION</b>	<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>		
<b>Policy context:</b> This policy relates to:			
<b>STANDARDS FOR RTOS 2015</b>	Standard 7 – Clauses 7.1-7.5		
<b>LEGISLATION OR OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• VET Quality Framework</li> <li>• Financial Viability Risk Assessment Requirements 2011</li> <li>• Australian Qualifications Framework</li> <li>• Income Tax Assessment Act 1936</li> <li>• Income Tax Assessment Act 1997</li> <li>• A New Tax System (Goods and Services Tax) Act 1999</li> <li>• Corporations Act 2001</li> <li>• Australian Auditing Standards</li> </ul>		
<b>OTHER POLICIES</b>	<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>		
<b>FORMS AND OTHER DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• Fit and Proper Person Information</li> <li>• Financial Viability Risk Assessment Requirements Pack</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 (training.gov.au (TGA))</li> <li>• Financial statements</li> <li>• Audit reports</li> <li>• ASIC</li> <li>• Application forms</li> <li>• Withdrawal/postponement/transfer 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>• Logo Usage Guidelines (NRT, AQF etc)</li> <li>• Workers Compensation Insurance Certificate</li> <li>• Risk Management Register</li> </ul>
<b>DEFINITIONS</b>	Refer to EIT Glossary of Terms <i>W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures</i>
<b>EVIDENCE</b>	<i>See Internal EIT folders for locations of the above "Forms and Other Documents"</i>

***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> <ul style="list-style-type: none"> <li>• ensuring that its executive officers or high managerial agent: <ul style="list-style-type: none"> <li>○ are vested with sufficient authority to ensure EIT complies with the Standards for RTOs at all times, and</li> <li>○ meets each of the relevant criteria specified in the Fit and Proper Person Requirements</li> </ul> </li> <li>• satisfying the Financial Viability Risk Assessment Requirements</li> <li>• protecting student fees by: <ul style="list-style-type: none"> <li>○ 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"> <li>a) the learner will be placed into an equivalent course such that: <ul style="list-style-type: none"> <li>- the new location is geographically close to where the learner had been enrolled (where applicable); and</li> </ul> </li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>- the learner receives the full services for which they have prepaid at no additional cost to the learner; or</li><li>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.</li></ul> <ul style="list-style-type: none"><li>• holding public liability insurance that covers the scope of its operations throughout its registration period</li><li>• providing accurate and current information on its performance and governance consistent with the Data Provision Requirements as updated from time to time.</li></ul>
<b>PROCESS</b>	

**END OF DOCUMENT**