

POLICY NUMBER:	EIT08	VERSION:	5.0
DATE ADOPTED:	7 December 2020	DATE LAST REVIEWED:	16 March 2022
DATE OF NEXT REVIEW:	16 March 2025	REVIEW FREQUENCY:	3 years
AUTHORISED BY:	Governance Board	REVIEWED BY:	CEO and Accreditation and Compliance Manager
POLICY OWNER	Chief Executive Officer (CEO)		
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 8 – Clauses 8.1 – 8.6
LEGISLATION OR OTHER REQUIREMENTS	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • VET Quality Framework (link to ASQA's outline of the Framework) • Privacy Act 1988 • Health & Safety Legislation • Access & Equity Legislation • Copyright Act 1968 (Cwth.)
OTHER POLICIES	<p>All EIT Overarching and Supplementary Policies</p> <p><i>Note: All EIT policies can be found at https://www.eit.edu.au/about/policies-procedures/</i></p>
FORMS, SOFTWARE AND OTHER DOCUMENTS	<ul style="list-style-type: none"> • Audit Reports • Student Management System (TrussRTO) • AVETMISS Reports • Transition Spreadsheet • ASQA Website • Moodle • IT Back-ups • Course Folders • Training and Assessment Strategies (TAS) • Training and Assessment Matrices (TAMs)
DEFINITIONS	<p>Refer to EIT Glossary of Terms - https://www.eit.edu.au/policies/EIT_Training_Glossary.VET.HE.pdf</p>
EVIDENCE	See Internal EIT folders for locations of the above “Forms and Other Documents”

Policy Information:

POLICY	EIT cooperates with the VET Regulator and is legally compliant at all times.
SCOPE	This policy applies to all EIT staff involved with VET courses
PRINCIPLES	<p>EIT will achieve this policy by:</p> <ul style="list-style-type: none"> 1.1 providing accurate and truthful responses to information requests from the VET Regulator relevant to our registration 1.2 conducting audits and monitoring our operations 1.3 providing quality/performance indicator data 1.4 providing information about substantial changes to our operations or any event that would significantly affect our ability to comply with the standards within 90 calendar days of the change occurring 1.5 providing information about significant changes to our ownership within 90 calendar days of the change occurring, 1.6 retaining, archiving, retrieving and transferring records. 1.7 ensuring any third-party delivering services on its behalf is required under written agreement to cooperate with the VET Regulator: <ul style="list-style-type: none"> 1.7.1 by providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services, and 1.7.2 in the conduct of audits and the monitoring of its operations. 1.8 notifying the Regulator: <ul style="list-style-type: none"> 1.8.1 of any written agreement entered into for the delivery of services on its behalf within 30 calendar days of that agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first, and 1.8.2 within 30 calendar days of the agreement coming to an end. 1.9 making an annual declaration on compliance with the Standards for RTOs and in particular whether it: <ul style="list-style-type: none"> 1.9.1 currently meets the requirements of the Standards for RTOs across all its scope of registration and has met the requirements of the Standards for RTOs for all AQF certification documentation it has issued in the previous 12 months, and 1.9.2 has training and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards for RTOs. 1.10 ensuring it complies with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations; and 1.11 informing EIT staff and clients of any changes to legislative and regulatory requirements that affect the services delivered. 1.12 encouraging a policy of transparency and openness and all staff to actively identify and remedy non-compliances.

END OF DOCUMENT