Condition 1: Governance

OBJECTIVE
The CEO of RGIT ensures that RGIT operation complies with the AQTF Essential Standards for Registration by:
- delegating responsibility for day to day operations to the staff
- meeting regularly with RTO CEO/ Directors to keep informed of those operations
- signing documentation and report data as required

RESPONSIBILITY
The CEO has responsibility and authority for the quality training and assessment system in RGIT. Director of Studies has responsibility to:
- oversee operation of RGIT status
- keep the CEO of RGIT informed of all matters regarding all matters including RTO status
- manage the continuous improvement process including the Internal Audit process.
- complete any relevant documentation and to include in the documentation accurate and timely information as appropriate

POLICY
Organisational chart & duty statements
RGIT organisational chart and duty statements for all staff/contractors involved in its operation as an RTO show the relevant lines of authority.

Fit and Proper personage – Senior Management of RGIT
This establishes the criteria to assist the CEO of RGIT in determining whether an individual is fit and proper to serve in a “responsible person’s” position and has adequate knowledge, expertise and experience commensurate with their responsibilities and are willing to support the vision of RGIT.

All appropriate background checks are undertaken by CEO/HR Manager. These checks may include police checks, working with Children Checks, VIT check, Driver’s licence and staff file.

Additionally, the HR Manager will ask the CEO to complete a declaration of fit and proper status. RGIT will comply with all statutory and regulatory requirements including VRQA Fit and Proper conditions for RTOs in regards to the fit and proper requirements for responsible persons.

At this point the Police Check will be required.
Internal audits policy

All aspects of RGIT operation as an RTO will be reviewed at least once each year through an internal audit process. This process contributes to RGIT compliance with AQTF.

**PROCEDURE**

**Internal audit procedure**

An audit team consists of one or more people with the necessary skills and knowledge to carry out the audit. When conducting internal audits, one of the appointed Advisory committee will complete the internal audit checklist and report by collecting objective evidence. They will use the following processes to ensure that the stated policies and procedures of RGIT are being circulated, understood and implemented consistently throughout RGIT and that these procedures are compliant with the AQTF:

- examining documents and systems such as policies and procedures, student resources, relevant components of business plans, trainer/assessor qualifications
- examining records of actual training conducted
- perusing a sample of student files
- analysing resources for delivery and assessment required by the relevant Training Package or course, including assessment tools
- questioning the RTO representative to further explore evidence
- holding interviews with administration staff, trainers, learners, and employers (if relevant)
- observing processes such as assessment and learning activities; and
- Looking at facilities and observing training and assessment activities.

The Compliance Manager of RGIT (or equivalent) reviews internal audit reports, progress on any rectification and ongoing compliance with the AQTF. The Compliance Manager (or representative) will act on any opportunities for improvement.

**Related Forms:**
- Fit and Proper Personage
- Online Police Check application
- Internal audit checklist