HESG Interactions with the Registering Body Policy

OBJECTIVE
Interactions with the registering body are managed by RGIT CEO. The RGIT agrees to the “Conditions of Registration” contractual agreement with Skills Victoria, which has been signed by RGIT CEO. RGIT will cooperate with relevant registering bodies and where applicable in:
- the conduct of audits and the monitoring of its operations
- providing accurate and timely data relevant to measures of its performance
- providing information about significant changes to its operations
- providing information about significant changes to its ownership
- the retention, archiving, retrieval and transfer of records consistent with its registering body’s requirements
- providing a statement demonstrating its financial viability and/or financial projections,
- and/or financial statements and/or a business plan on request of the registering body

RESPONSIBILITY
RGIT CEO

POLICY
Financial viability risk assessment
RGIT will also ensure that a financial viability risk assessment is prepared by an independent accountant each financial year. Yearly review of Business Plan and goals of the business and review financial targets.

PROCEDURE
Identify and comply with relevant laws
RGIT will regularly review legislative and regulatory requirements to ensure currency of information.

- Keep a list of legislation which is relevant to the organisation
  - located within this policy
  - located within the training and assessment strategies of the courses on scope
- Record the date and version of the legislation
- The RTO must ensure its policies and procedures meet the requirements of Commonwealth or state/territory legislation and regulatory requirements that are relevant to the RTO’s operations including industry legislation and regulatory requirements specific to its scope of registration
- Look at current legislation at least once a year, to check if changes have occurred
- Yearly review of the policies and documents as outlined in the version control of the documents
- If legislation has changed / is new:
  - notify management
  - update policies and procedures
  - notify staff
  - update relevant documents
- It is MANDATORY that policies and procedures meet the requirements of Commonwealth & State legislation, and regulatory requirements.
- It is MANDATORY that policies and procedures who know staff and clients are provided with information about current legislation and regulatory requirements that significantly
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<table>
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<tr>
<th>Management are required by AQTF Condition 3: Compliance with Legislation (2010) to provide staff with information about current legislation and regulatory requirements that significantly affect their duties</th>
<th>Email notice on notice board, meeting – professorial development updating staff documents eg. code of practice, induction procedures for new staff</th>
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| Companies and trainees must receive information about current legislation and regulatory requirements that significantly affect their participation in VET. | As above.

The following procedures ensure that information on any relevant changes to the ownership, registration and/or management structure of RGIT RTO is provided to the Registration Authority within the timelines specified in AQTF Condition 2, and that all staff are aware of the structure of the organisation.

**Notification of Changes to Management and/or Location Policy and Procedure**

Where RGIT intends to relocate its premises, it will notify all parties necessary: students, trainers, assessors, ASQA, Skills Victoria and stakeholders at least twenty days before the relocation.

Where the ownership of RGIT RTO is to change, we will notify ASQA and Skills Victoria and stakeholders the proposed change as soon as practicable, and prior to the change of ownership taking effect.

- Where it is proposed to change the person holding a high managerial position of RGIT will notify ASQA and Skills Victoria and stakeholders of the change as soon as practicable prior to the change taking effect. Where the change cannot be determined prior to the change taking effect, the RTO will notify the ASQA of the change within 10 working days of the change taking effect.

- A person holding a high managerial position means an employee, agent or officer of RGIT with duties of such responsibility that his or her conduct may fairly be assumed to represent the RTO in relation to the business of providing courses.

- Where RGIT has had its registration suspended or cancelled, we will inform Skills Victoria, all persons employed or engaged by RGIT, and all relevant governing bodies including ASQA and Skills Victoria within 24 hours.
  - This will be done by the CEO or delegate via email and registered post.
HESG Interactions with the Registering Body Policy

- On cessation of operation as an RTO, any member of RGIT will provide records of all students in the form as required by the registering body on request (see Record Control Policy and Procedure)

Related Forms

See record control policy and procedure