RGIT is subject to legislation related to training and assessment as well as general business practice. This legislation governs our obligations as a Registered Training Organisation (RTO), our obligations to students, and relates to the industry in which we conduct training. This legislation is continually being updated and all RGIT representatives and staff are made aware of these changes as they occur. The legislation that particularly affects the delivery of our training and assessment services include but are not limited to:

**Federal Legislation:**
- A New Tax System (Goods and Services Tax) Act 1999
- Accident Compensation (Work Cover Insurance) Act 1993
- Age Discrimination Act 2004
- Charter of Human Rights Act 2006
- Disability Discrimination Act 1992
- Disability Discrimination And Other Human Rights Legislation Amendment Act 2009
- Equal Opportunity Act 2010
- Equal Opportunity for women in the workplace Act 1999
- Fringe Benefits Tax Assessment Act 1986
- Privacy Act 1988
- Privacy Amendment Act 2004
- Superannuation Guarantee (Administration) Act 1992
- Superannuation Guarantee Charge Act 1992
- Superannuation Act 2005
- Tax Agent Services Act 2009
- Trade Practices Act 1974
- Trade Practices Amendment Act (No. 1) 2001
- Workplace Relations Act 1996
- Workplace Relations And Other Legislation Amendment Act 1996
- Wrongs (Public Contracts) Act 1981

**State Legislation (Victoria Specific):**
- Administrative Appeals Tribunal Act 1984
- Associations Incorporations Act 1987
- Audit Act 1994
- Companies (Acquisition of Shares) Act 1981
- Companies (Administration) Act 1981
- Companies (Application of Laws) Act 1981
- Crimes Act 1958
- Disability Act 2006
- Duties Act 2000
- Equal Opportunity Act 2010
Legislative Requirements Policy

- Fair Trading Act 1999
- Financial Management Act 1994
- Freedom of Information Act 1982
- Land Tax Act 2005
- Occupational Health and Safety Act 2004
- Payroll Tax Act 2007
- State Superannuation Act 1988
- Victorian Qualifications Authority Act 2000
- Vocational Education and Training Act 2006
- National Vocational Education and Training Regulator Act 2011

Please note: industry specific legislation is recorded in the Training and Assessment strategies for their specific course requirements

Identifying legislative requirements
RGIT will apply a risk management approach to meeting legislative requirements and record the assessed risks and treatment measures within the AQTF Risk Register at Condition 3 (Compliance with Legislation). This analysis of risks and treatment strategies is to be detailed to allow all staff to understand the RGIT strategy to meeting specific legislative responsibilities. Further information on the RGIT approach to risk management is contained within the risk management policy further on in this section.

Informing staff of their responsibilities
RGIT acknowledges that it has a responsibility to inform and educate staff about the legislative requirements that apply to its day to day operations. By taking a coordinated approach to inform staff of these requirements, we will build a culture of acceptance and positive compliance. It is the responsibility of the Chief Executive Officer (or delegate) to ensure RGIT staff is fully informed of applicable legislative requirements.

Induction training: All new staff are to receive (at a minimum) a one on one brief on the specific legislative requirements that apply to RGIT. The brief is to be delivered by the Chief Executive Officer or a suitable delegate. This training is to be acknowledged and recorded in the Staff Induction Checklist located within this manual.

Annual Refresher training. All staff are to participate in an annual training session dedicated to RGIT legislative requirements. This training will serve to update RGIT personnel on change’s to legislative requirements and to remind all staff about the role they play in complying with legislation in the context of RGIT operations.

RGIT staff are encouraged to take an active role in the interpreting and application of legislative requirements with RGIT operations.