

POLICY	Compliance with Legislation
NVR REF:	Standard 8
IBI Ref:	IBI-1-A 1
Statement	IBI is committed to complying with relevant Commonwealth, State or Territory legislation and regulatory requirements.
Purpose	This procedure exists to ensure we comply with relevant Commonwealth, State or Territory legislation and regulatory requirements.
Principles	IBI ensures staff have access to current information about the range of legislation relating to own work.
Overview	IBI's policies and procedures and practices facilitate compliance with relevant legislation.
Scope	<p>The Policy and Procedure applies to:</p> <ul style="list-style-type: none"> ▪ Reporting and interaction with NVR in accordance with the Standards for Registered Training Organisations (RTOs) 2015. ▪ Staff with responsibilities for planning, delivery and/or leadership of teaching and learning in IBI. ▪ Staff with administrative responsibilities related to teaching, learning, research and specific operational requirements. ▪ All organizational units involved with student experience of teaching, learning and Training Packages, who may, from time to time, seek data and feedback information relating to their service provision. ▪ Corporate services staff. ▪ Compliance with and reporting AQTF Quality Indicator Report to Regulators ▪ Compliance with Standards for NVR Registered Training Organisations 2011 - Standards for Registered Training Organisations (RTOs) 2015. ▪ Compliance and reporting of Government Funded and Non Government Course fee and charges. ▪ Compliance and reporting of Student Statistical Report to Higher Education and Skills Group (HESG) (formerly known as Skills Victoria) via SVTS ▪ Compliance and reporting National Student Outcomes Survey managed by the National Centre for Vocational Education and Research (NCVER). ▪ Compliance and reporting requirement for Victorian Student Number (VSN)
Definitions	AQF: Australian Qualifications Framework provides the hierarchy of educational

	<p>qualifications in Australia. It is administered nationally by the Commonwealth Government Department of Education, Employment and Workplace Relations (DEEWR).</p> <p>DEEWR: Department of Education, Employment and Workplace Relations - responsibility includes Higher Education and research.</p> <p>ASQA means the Australian Skills Quality Authority - Regulatory body for VET education in Australia.</p> <p>NVR means the National VET Regulator</p> <p>RTO means Registered Training Organisation</p> <p>VET means Vocational Education and Training</p>
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Action/Method	<p>1.1 The key reference point for a list of Commonwealth legislation and regulatory requirements that relate to our RTO operation is www.comlaw.gov.au .</p> <p>1.2 This information is also available at www.austlii.edu.au with specific reference to State legislation and regulatory requirements that relate to our RTO operation.</p> <p>1.3 All applicable Commonwealth and State specific legislation and regulatory requirements have been embedded in the relevant organizational policies and procedures of IBI.</p> <p>1.4 Commonwealth and State specific legislation and regulatory requirements are included in our Handbooks and other materials (for clients/staff). These handbooks/materials are provided to stakeholders to ensure they are aware of legislation that affects their participation in Vocational Education and Training (VET).</p> <p>1.5 Compliance with legislation is reviewed annually (as part of the internal audit) or on a needs basis (when we are made aware of changes to a particular legislation).</p> <p>1.6 Any changes/updates are to be included in the relevant organizational policies and communicated to stakeholders.</p> <p>1.7 Staff shall confirm, examine and extract data from student enrolment form into SMT and Paradigm to satisfy reporting requirements for</p> <ul style="list-style-type: none"> • VSN • National Student Outcomes Survey (NCVER) • Student Statistical Report to Higher Education and Skills Group (HESG) (formerly known as Skills Victoria) • collect your town of birth, drivers license number, passport number or Medicare number) or VISA Number (if applicable) and to • Confirming a student Commonwealth “Unique Student Identifier” (USI) from the appropriate government authority, and if not provided by the Student for IBI to apply for a USI for you.
Related Legislation and Regulatory requirements	<ul style="list-style-type: none"> ▪ National Vocational Education and Training Regulator Act 2011 ▪ Standards for Registered Training Organisations (RTOs) 2015 ▪ Australian Quality Training Framework 2010 ▪ Australian Qualifications Framework (AQF) ▪ Privacy Act 1988

	<ul style="list-style-type: none"> ▪ OHS ▪ Equal Opportunities ▪ Anti-discrimination ▪ Unique Student Identifier ▪ Company Law ▪ Contract Law ▪ Consumer Law ▪ TASA Tax Agents Services Act ▪ ASIC ▪ Corporations Act
<p>Related Documentation</p>	<ul style="list-style-type: none"> ▪ Course Review Policy ▪ Human Resource Management Policy ▪ Quality Assurance and Continuous Improvement Policy ▪ Staff Performance, Review and Development Policy ▪ Continuous Improvement Business Model ▪ Quality Compliance Register ▪ Quality Management System ▪ Staff Handbook ▪ Student Handbook

VERSION CONTROL

Review/ amendment history

Policy Approved by: Chief Executive Officer

Responsible Officer: Chief Executive Officer

Next Policy Review Date: April 2017

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes