

RegisteredTrainingOrganisation (RTOCompliance **Procedures**

1. Associated Policy

These Registered aining Organisation (RTO) ompliance Procedures have been developed in conjunction with the Registered Training Organisation (RTO) ompliance Policy and the CIT Compliance Framework

2. Introduction

CITmust meet the requirements the following regulatory bodies and Standards for registered training organisations

- Standards for Registered Training Organisations (RTOs) 2015 Χ
- National Vocational Education and Training Regulator Act (NVETR)
- Australian Skills Qualityuthority (ASQA)
- ELICOS Standards and tible tation Services for Overseas udents (EOS) National Code Х
- ACT Vocational ducation and Training (VETQuality Framework

These procedures provide additional clarification and guidance for consistencyapthicationof these legislative and regulatory requiments across CLT as well as procedural steps where appropriate to support the Registered Training Organisation (RTO) Compliatice. P

3. Procedures

3.1. Roles and Responsibilities

Roles	Responsibilities	
BoardMembers	Upon initial appointmentomplete an ASQA Fit and Proper Person Declaration	
	Monitor Compliance Obligatioregister	
Executive Management	Upon initial appointment complete an ASQA Fit and Proper Person	

Committee

(CEO)	Nominate and approve Accountable Executive(s) for ASQA including Commonwealth Register for Institutions and Gurses for Oerseas Students (CRICOS)	
	Approve all Material Change Requests for ASQA	

Procedure Owner: Executive Branch Manager, Risk, Audit and

Procedure Contact OfficeDirector, Audit, Risk and Corporate Governance Approval Date: 26 March 2023

Next Review Due Date: 31 January 2025



Approve all changes to Scope of **Reg**tion or delegate such to Executive Director, Education Futures and Students

Approve responses to ASQA requests for information and compliance assessments

Notify relevant committees of relevant compliance related activities

Provide an Annual Declaration of Compliance to ASQA

Provide Quality Indicator (QI) Summary to ASQA by 30 June each calendar year for the previous year

Executive Director, Education Futures and Students Act as Accountable Executive for CRICOS R >> BDgb A C2.7 (ted)5.6

Next Review Due Date: 31 January 2025



Manager, Awardand	Coordinate the following activities and maintaippropriaterecords:			
Programs	x Scope of Registration thanges including addition, amendment and deletion			
	x ASQARequests for Information			
	x Minor updates to registration details (i.e. enquiries, email, phone)			
	x Submission of hanges to scope of registration ASQANeon behalf of the Student Experience Lead			
Director, Governance	Coordinate the compilation of the ASQA Fit and Proper Person Declarations for Boardhembes upon initial appointmentand in preparation for a registration renewal application			
International Student Operations	Coordinate and maintain appropriate records for the registration of recruitment agents athird parties in ASQANet			
Manager, Survey s nd Data	ConductVETStudentExperience SurveV(ES) and Employer Experience Survey (EES) once a year and provide a report to the CEO to submit to ASQA			
	Submit AVETMISS data once approved			
All staff	Notify any identified or suspected Reportable Occurrence that i8.ivO.			

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- x Events that would **46**ct the fit and proper status of Council members or key senior staff e.g. Party to a civil or criminal action before court or proceedings before a professionally registration/licensing body or subject of an inquiry or investigation of a government department, regulatory body or former employer that could reasonably raise an expectation of interference with public duties;
- x Changes that may impact on financial viability such as significant changes to the provider's existing, new or anticipated revenue sourcethe appointment of an external administrator, liquidator or receiver;
- x New arrangements to deliver a course of study in whole, or in part, through a third party (onshore or offshore)
- x Significant issues arising from a third part arrangement or arrangements such as failures of the control and reporting systems in place to monitor third party delivery or failures on the part of the third patty to ensure that course delivery meets relevant regulatory requirements;
- x Any events that may have a significant impage students, including:
 - Addition or removal of training products;
 - o Changes in course delivery sites including new delivery sites;
 - o A change or lapse in professional accreditation status of a course;

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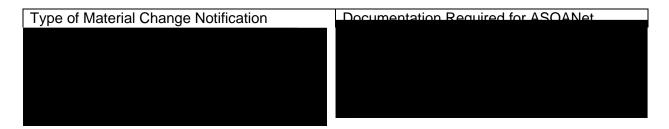
- a) The Executive Branch Manager, Audit, Risk and Corporate Governance will communicate changes to the standards or ASQA materials to the relevant business areas.
- b) The Senior Education leader will communicate changes and their impacts relating to any assessmentand training standard or ASQA material to all educators and other relevant staff.
- c) All changes will also be communicated via the CIT Newsfeed.

3.13. Notification of a Breach

- a) Where an incident of noncompliance with a practice or procedure is identified, threatch must be reported to the relevant Compliance Officer within the business area.
- b) The notification must include date of identification, description of the breach, and rectification actions
- c) Wherethere are multiple breaches identified relating to a program, an audit will be enacted to determine if the program should be permitted to continue and the impact on students.
- d) Non-compliance with a Standard or Softbause must be reported to the ExecutBreanch Manager, Audit, Risk and Corporate Governance for consideration under the Compliance Framework.



Schedule 1



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