



## Compliance with Legislation Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the college via email ([Kyabram.P12@education.vic.gov.au](mailto:Kyabram.P12@education.vic.gov.au)) or phone (03 5851 2100).

### Purpose

Kyabram P-12 College RTO is committed to complying with all regulatory requirements for operation as a Registered Training Organisation. The Kyabram P-12 College RTO Compliance with Legislation Policy outlines key principles and statements designed to meet the relevant requirements of the VET Quality Framework. Kyabram P-12 College implements all reasonable actions to ensure that at all times we comply with all legislation and regulatory obligations which relate to the provision of educational services to our learners.

### Scope

This policy applies to the Kyabram P-12 College Registered Training Organisation.

### Location of Policy

Staff handbook

RTO Student Handbook

### Rationale for Compliance with Legislation

Training and/or assessment services provided to clients on behalf of Kyabram P-12 College are closely monitored to ensure compliance with all aspects of the VET Quality Framework. Staff and clients are fully informed of legislative and regulatory requirements that affect their duties or participation in vocational education and training. Records are maintained, monitored and are subjected to regular internal and external auditing to ensure their accuracy and integrity. Actions are scheduled and progress is tracked in the organisation's RTO Continuous Improvement register.

### Governance

The Kyabram P-12 College Chief Executive Officer will ensure that the organisation continues to comply with the VET Quality Framework and with relevant Commonwealth, State and Territory legislation and regulatory requirements. This

applies to all of the operations within Kyabram P-12 College's scope of registration, as listed on the National Register available on the Training.gov.au website at <http://training.gov.au/>.

## Legislative Requirements

Registered training organisations are subject to legislation pertaining to training and assessment, as well as business practice. Kyabram P-12 College will comply with relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to its intended scope of registration.

Kyabram P-12 College will also inform all staff and clients of the legislative and regulatory requirements that affect their duties or participation in vocational education and training. Kyabram P-12 College recognises that compliance with legislative requirements underpins the effective implementation of its operations and ensures accountability and transparency of activities of both management and staff.

## Complying with Legislation

Staff will be advised at induction and kept up-to-date with changes to legislation through monthly management meetings and written correspondence. Policies and procedures and associated tools and templates will be updated to reflect updates to legislation as soon practical following advice. Any training that is required will be organised in a professional and timely manner.

All staff are encouraged to view current legislation online.

Kyabram P-12 College's RTO policies reflect on our commitment to our regulatory requirements. Examples of legislation relevant to the training business and its staff includes, but is not limited to:

### Commonwealth legislation:

- Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing Registration
- Privacy Act 1988 (Commonwealth), Australian Privacy Principles, Privacy Amendment Act 2012/Privacy Regulation 2013
- Sector) Act 2000 (Commonwealth), Privacy Amendment (Enhancing Privacy Protection) Act 2012
- National VET Data Policy.
- Work Health and Safety Act 2011 (Commonwealth)
- Copyright Act 1968 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth); Racial Discrimination Act 1975 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Student Identifiers Act 2014 (Commonwealth)

- Age Discrimination Act 2004 (Commonwealth)
- National Vocational Education and Training Regulator Act 2011
- Standards for VET Regulators 2015
- Standards for registered Training Organisations 2015

### Victorian legislation:

- Education and Training Reform Act 2006 (Victoria) and Education and Training Reform Regulations 2017 (Victoria)
- VRQA Guidelines for VET Providers
- Occupational Health and Safety Act 2004 (Victoria), Occupational Health and Safety Regulations 2017 (Victoria)
- Worker Screening Act 2020 (Victoria)
- Equal Opportunity Act 2010 (Victoria)

### Training authorities / regulators:

- National VET Regulator (NVR)
- Department of Education
- Department of Employment
- Australian Skills Quality Authority (ASQA)
- Council of Australian Governments Industry and Skills Council (COAGISC)
- Victorian Registration and Qualifications Authority (VRQA)

POLICY REVIEW AND APPROVAL	
Policy last reviewed	June 2023
Consultation	June 2023      RTO Leadership Team August 2023      College Council September 2023      College Newsletter
Approved by	Principal
Next scheduled review date	July 2025 – Recommended cycle of 2 years or earlier if required