

# Cooperating with VET Regulator

## Policy & Procedure

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## 1. PURPOSE

This policy is to ensure that AFTT cooperates and communicates with the VET Regulator and is legally compliant at all times.

## 2. SCOPE

This policy applies to all AFTT Team Members, and all agents and third parties engaged by AFTT.

## 3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

## 4. POLICY

### 4.1. Communicating with the Registering Body

- 4.1.1 AFTT cooperates with the VET Regulator when conducting audits on the operations of AFTT by providing quality indicator data and AVETMISS data at the required times, any change of organisation details and operations of AFTT and in the retention, archiving, retrieval, and transfer of records
- 4.1.2 In situations where AFTT may use a third party for services delivered on its behalf it has a written agreement in place with the third party and the VET Regulator is informed
- 4.1.3 Where AFTT uses a third party the third party will be monitored to ensure compliance with the Standards
- 4.1.4 AFTT will provide an annual declaration of compliance with the Standards to the VET Regulator when required
- 4.1.5 AFTT ensures that all AQF certification documentation issued meets the requirements of the Standards, Training Package requirements and is within AFTT's scope of registration
- 4.1.6 AFTT's training and assessment strategies and practices ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards
- 4.1.7 AFTT ensures that it complies with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations
- 4.1.8 AFTT informs Team Members and clients of any changes to legislation and regulatory requirements that affect AFTT services

### 4.2. Quality Indicator Reporting

- 4.2.1 AFTT reports all Quality Indicator Reports upon request of the National VET Regulator
- 4.2.2 AFTT follows the Data Provision Requirements 2011 for reporting the Quality Indicators
- 4.2.3 AFTT informs learners on how their personal information is used for reporting requirements to the National VET Regulator
- 4.2.4 AFTT follows all legislative requirements

### 4.3. AVETMISS Reporting

- 4.3.1 AFTT reports all AVETMISS requirements when required by the National VET Regulator
- 4.3.2 AFTT ensures that all records in the Student Management System are current and accurate to ensure compliance with the National VET Regulator
- 4.3.3 AFTT conducts audits on AVETMISS at least annually to ensure that all information that is provided by learners is correct and current
- 4.3.4 AFTT ensures that learners are aware of how where and what their information is used for
- 4.3.5 AFTT ensures that it abides by the Privacy Act and the Australian Privacy Principles when obtaining information from students
- 4.3.6 Learners can make a complaint if they feel their information has been used inappropriately

## **5. PROCEDURE**

- 5.1. AFTT will achieve this policy by:
  - providing accurate and truthful responses to information requests from the VET Regulator relevant to our registration;
  - conducting audits and monitoring our operations;
  - providing quality/performance indicator data;
  - providing information about substantial changes to our operations or any event that would significantly affect our ability to comply with the standards within ninety (90) calendar days of the change occurring;
  - providing information about significant changes to our ownership within 90 calendar days of the change occurring;
  - retaining, archiving, retrieving, and transferring records; and
  - ensuring any third-party delivering services on its behalf is required under written agreement to cooperate with the VET Regulator:
    - by providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services, and
    - in the conduct of audits and the monitoring of its operations.
  - notifying the Regulator:
    - of any written agreement entered into for the delivery of services on its behalf within thirty (30) calendar days of that agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first, and
    - within thirty (30) calendar days of the agreement coming to an end.
  - making an annual declaration on compliance with the Standards for RTOs and in particular whether it:
    - currently meets the requirements of the Standards for RTOs across all its scope of registration and has met the requirements of the Standards for RTOs for all AQF certification documentation it has issued in the previous twelve (12) months, and
    - has training and assessment strategies and practices in place.

## **6. RELATED DOCUMENTS**

- 6.1. AFTT Glossary
- 6.2. Records Management Policy
- 6.3. Cyber Security Policy
- 6.4. Personal Information and Privacy Policy
- 6.5. Business Continuity Management Policy

## **7. RELEVANT LEGISLATION**

- 7.1 Standards for Registered Training Organisations (RTOs) 2015
- 7.2 User Guide Standards for Registered Training Organisations (RTOs) 2015
- 7.3 Australian Skills Quality Authority (ASQA)
- 7.4 Australian Qualification Framework (AQF)
- 7.5 Data Provision Requirements 2012
- 7.6 Vocational Education and Training Act 2011

## **8. POSITIONS RESPONSIBLE**

- 8.1. Campus Manager
- 8.2. Head/s of Department
- 8.3. Administration

## 9. APPROVAL INFORMATION

<b>Approval Authority</b>	Quality Education and Risk Committee (QERC)
<b>Health Check approval authority</b>	AFTT CEO
<b>Review date</b>	01/12/2023

Version	Approved by	Approval date	Effective date	Modifications	Status
4.0	QERC	02/02/2022	03/02/2022	New template	Current

## REFERENCES and ACKNOWLEDGEMENTS

This policy was initially developed with reference to the relevant policies and procedures of the following institutions:

- *Engineering Institute of Technology*
- *Health Information Management Association Australia*