

POL009 – COMPLIANCE WITH LEGISLATION POLICY

This policy applies to both Southern Training Organisation RTO#91378 and MBA Group Training Limited RTO#88163

This policy outlines the approach of, and method adopted by the RTO to comply with the RTO Standards as well as other relevant Commonwealth, State and Territory legislation as described in Standard 8 of the Standards for Registered Training Organisations (RTOs) 2015.

COMPLIANCE COMMITMENT

MBA GT as an RTO is committed to maintaining compliance with all legislation which impacts the delivery of and participation in training and assessment. Through regular monitoring of compliance operations and applicable Commonwealth, State and Territory legislation, the RTO informs staff and students of their legal obligations regarding their participation or delivery in training and assessment.

The RTO will complete a regular schedule of reviewing all policies and procedures, including a review of the Legislation Register included in this policy. All review activity will be conducted with relevant staff, where needed the RTO will consult the MBA GT Member and Legal Services Team.

The RTO will co-operate, notify, and provide information to the VET Regulator as specified in Standard 8 of the Standards for Registered Training Organisations (RTOs) 2015. An annual internal audit is also conducted of the RTO by an external provider to assess the RTO's compliance with the Standards for Registered Training Organisations (RTOs) 2015.

STUDENT INFORMATION

Students are provided with ongoing access to the documentation below during their training and assessment with the RTO. This documentation includes information for students regarding the RTO's policies and procedures and the students' obligations in regard to their participation in training and assessment.

- Student handbook
- Course, unit or block outline
- Training and assessment materials

STAFF INFORMATION

RTO Staff are provided with ongoing access to all documentation applicable to the training courses they deliver or participate in the administration of. Matters relating to staff employment are handled by the RTO's Human Resources and Legal Services Team.

- RTO policies and procedures
- RTO advertising materials
- RTO training and assessment materials
- Quality assurance documentation

COMPLIANCE ROLES AND RESPONSIBILITIES

The above compliance commitment is primarily enforced by the Training Director and Business Support Manager. Roles and responsibilities in relation to compliance with legislation for students and staff are described in the table and Legislation Register on the following pages.

Roles and Responsibilities	
Role	Responsibilities
Training Director	Enforce MBA GT policies and procedures across the RTO, ensuring compliance with legislation. Participate in compliance monitoring activities within the RTO and conduct annual review of this policy.
Business Support Manager	Enforce MBA GT policies and procedures across the RTO, ensuring compliance with legislation. Participate in compliance monitoring activities within the RTO and conduct annual review of this policy.
Short Course Training Manager	Ensure short course training team members are informed of and following policies, procedures, and legislation.
Short Course Supervisor	Support the Short Course Training Manager to ensure team members are informed of and following policies, procedures, and legislation.
General Manager – High Risk Training	Support the Short Course Training Manager to ensure team members are informed of and following policies, procedures, and legislation. Monitor High Risk Work Licence training and assessment tools, trainers and legislation. Inform relevant staff of any changes.
GT Manager	Ensure apprentice training administration is carried out in accordance with policies, procedures, and legislation.
Carpentry Training Manager	Ensure apprentice training delivery is carried out in accordance with policies, procedures, and legislation.
Trainers and Assessors	Review and comply with all policies, procedures, and legislation. Monitor training and assessment materials for appropriate use.
Learning and Development Coordinator	Assist the Business Support Manager and Training Director to inform trainers and assessors of changes to policy, procedure and legislation. Monitor and maintain training and assessment materials in accordance with policies, procedures, and legislation.
Short Course Coordinators and Administration	Review and comply with all policies, procedures, and legislation. Monitor training and assessment materials for appropriate use.
Legal Counsel	Advise relevant staff of changes to policies, procedures, and legislation. Participate in annual review of this policy.
HR Manager	Advise relevant staff of changes to policies, procedures, and legislation. Participate in reviews of this policy as required.
Students	Review and comply with all policies, procedures, and legislation.

Legislation Register				
Name	Where to find changes/updates	Last review	Next review	Responsibility
Australian Privacy Principles	https://www.oaic.gov.au/privacy/australian-privacy-principles/australian-privacy-principles-quick-reference/	January 2023	January 2024	Legal Counsel
Building and Construction Industry Training Levy Act 1999 (ACT)	http://www.legislation.act.gov.au/a/1999-30/	January 2023	January 2024	Legal Counsel / Training Director / Short Course Training Manager
Building and Construction Industry (Improving Productivity) Act 2016 (Cth)	https://www.legislation.gov.au/Details/C2022C00340	January 2023	January 2024	Legal Counsel
Construction Occupations (Licensing) Act 2004 (ACT)	https://www.legislation.act.gov.au/a/2004-12/	January 2023	January 2024	Legal Counsel
Copyright Act 1968 (Cth)	https://www.legislation.gov.au/Series/C1968A00063	January 2023	January 2024	Legal Counsel
Dangerous Substances Act 2004 (ACT)	http://www.legislation.act.gov.au/a/2004-7/	January 2023	January 2024	Legal Counsel
Disability Discrimination Act 1992 (Cth)	https://www.legislation.gov.au/Details/C2022C00367	January 2023	January 2024	Legal Counsel
Disability Standards for Education 2005 –	https://www.legislation.gov.au/Details/F2005L00767	January 2023	January 2024	Legal Counsel

Discrimination Act 1991 (ACT)	http://www.legislation.act.gov.au/a/1991-81/	January 2023	January 2024	Legal Counsel
Education Act 2004 (ACT) – incorporating 2020 amendments	http://www.legislation.act.gov.au/a/2004-17/default.asp	January 2023	January 2024	Legal Counsel
National Construction Code 2019	https://ncc.abcb.gov.au/	January 2023	January 2024	Legal Counsel
National Vocational Education and Training Regulator Act 2011 (Cth)	https://www.legislation.gov.au/Details/C2021C00430	January 2023	January 2024	Training Director / Business Support Manager
Privacy Act 1988 (Cth) – incorporating 2020 amendments	https://www.legislation.gov.au/Details/C2022C00361	January 2023	January 2024	Legal Counsel
Smoke-Free Public Places Act 2003 (ACT)	http://www.legislation.act.gov.au/a/2003-51/	January 2023	January 2024	Legal Counsel
Standards for Registered Training Organisations (RTOs) 2015 (Cth)	https://www.legislation.gov.au/Details/F2019C00503	January 2023	January 2024	Training Director / Business Support Manager
Student Identifiers Act 2014 (Cth)	https://www.legislation.gov.au/Details/C2021C00535	January 2023	January 2024	Training Director / Business Support Manager / Short Course Training Manager
Work Health and Safety Act 2011 (ACT)	http://www.legislation.act.gov.au/a/2011-35/	January 2023	January 2024	Legal Counsel

Working with Vulnerable People (Background Checking) Act 2011 (ACT)	http://www.legislation.act.gov.au/a/2011-44/	January 2023	January 2024	Legal Counsel
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DOCUMENT INFO


Relevant Standards: Standards for Registered Training Organisations (RTOs) 2015 – Standard 8

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Document last edited by: Eilysh Scowcroft, Business Support Manager

Responsibility: Training Director

Jo Whitfield



Training Director