

## 30. AOT Governance Policy

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Related Legislation & Guidelines		Standards for Registered Training Organisations (RTOs) 2015	
Scope	Course Type	ALL	
Version Updates	Version 1	Implemented	01/12/2013
	Version 2	Updated	01/12/2014
	Version 3	Updated	01/12/2015
	Version 4	Updated	15/02/2016
	Version 5	Updated	29/06/2016
	Version 6	Updated	01/03/2017
	Version 7	Updated	17/07/2017
	Version 8	Minor updates to wording	17/08/2018
<p><b>Communication:</b></p> <p>All AOT policies, procedures and guidelines are saved in PolicyDoc (cloud based document management system) which is accessible by all relevant staff. Updates are communicated to staff through our knowledge management system. Updates are communicated to students via announcements in our Learning Management System.</p>			

## 1. Purpose

AOT complies with the requirements of the Standards for Registered Training Organisations (RTOs) 2015 as well as other relevant Commonwealth, State and Territory legislation. This is critical for AOT to deliver training products that have integrity and which fulfil their obligations to our students by meeting the Financial Viability Risk Assessment Requirement as guided by legislation.

## 2. Policy

All of AOT's third party arrangements are documented and transparent informing the regulator within the required set time period. AOT's executive must sign the 'Fit and Proper Persons Form', meeting these requirements, and have full authority to ensure AOT meets the Standards for Registered Training Organisations (RTO's) 2015. Complete and submit the RTO annual declaration on compliance statement confirming compliance with all requirements of the Standards. ASQA will be notified of any changes to AOT executive within the required timeframe.

### 2.1 Students

Students are advised in the Student Handbook:

- a) AOT is monitored by the regulator with accurate, up-to-date information about AOT;
- b) AOT conforms to the relevant legislation and regulatory requirements of an RTO;
- c) Of the requirements that relate to their training and assessment;
- d) Of their informed choices through AOT providing accurate and up-to-date information.

### 2.2 Industry/Employers

Employers and other industry stakeholders are assured AOT complies with the Standards for Registered Training Organisations (RTO's) 2015.

## 3. Cooperation with ASQA

AOT complies with Clause 8.1 of Standards for Registered Training Organisations (RTO's) 2015 by ensuring all information requests from ASQA are relevant, accurate and truthful when:

- a) conducting and recording annual internal audits and continual monitoring of its operations
- b) providing quality/performance indicator data including, but not limited to, 'Total VET Activity' data, and 'Quality Indicator' data.

- c) providing information within 90 calendar days of any change occurring which may have a substantial impact to AOT operations, including changes to ownership, or any event that would significantly affect the RTO's ability to comply with these standards
- d) retaining, archiving or retrieving and transferring of records.
- e) providing an annual 'declaration of compliance with the Standards' to demonstrate that AOT systematically monitor compliance with the Standards and whether any issues identified have been corrected.

## 4. Third Party Arrangements

All of AOT's third party arrangements are documented and transparent informing the regulator within the required set time period.

## 5. Employees and Contractors

All staff and contractors of AOT are provided with information to ensure that relevant legislative and regulatory requirements are met. Training includes:

- a) employee handbook
- b) student handbook, Terms & Conditions and AOT website
- c) online induction course
- d) policy access

## 6. Fees

AOT meet the requirements of Fee Protection for students, AOT may only collect up to \$1,500 in fees in one instance, before, during or after enrolment. Please refer to full policy document linked within Terms & Conditions.

## 7. Declaration of Compliance

AOT provides an annual 'Declaration of compliance with the Standards' to demonstrate that:

- a) AOT currently meets the requirements of the Standards across all its scope of registration and has met the requirements of the Standards for all AQF certification documentation it has issued in the previous 12 months

- b) AOT has training and assessment strategies and practices in place that ensure that all current and prospective students will be trained and assessed in accordance with the requirements of the Standards
- c) All current and prospective students are informed of any changes legislative and regulatory requirements that may affect the delivery of training and assessment.

## **8. Public Liability Insurance**

AOT have in place Public Liability insurance and hold a copy of same on record identifying AOT as the registered training organisation. This ensures that the Public Liability Insurance confirms the training and assessment activities covered, or that there are no restrictions on the activities covered.

## **9. Data Provision Requirements**

AOT collect and report Quality Indicator data to ASQA, using the required learner engagement and employer satisfaction questionnaires.

### **9.1 National VET Provider Collection data**

AOT ensures the accurate capture and reporting of VET information about students, providers, courses and training outcomes through our student management system and reported annually.

### **9.2 Quality indicator data**

AOT will collect and report Quality Indicator data to ASQA annually by 30 June, using the required learner engagement and employer satisfaction questionnaires. This is provided to each student on the completion of their course through a course link.

## **10. Risk Management**

The Australian and New Zealand Risk Management Standard (by AS/NZS ISO 31000:2009) definition of risk management is the processes adopted to identify and take advantage of opportunities for enhancing business and individual outcomes, as well as reducing negative impacts.

The definition of risk is the chance of something happening that will have an impact on objectives (by AS/NZS ISO 31000:2009).

AOT recognises risk management as an integral part of good management practice. We are committed to managing risk consistent through:

- a) the objectives of the policy and rationale for managing risk;
- b) the extent, or range of issues to which the policy applies;
- c) guidance on what may be regarded as acceptable risk;
- d) who is responsible for managing risk
- e) the support/expertise available to assist those responsible for managing risks;
- f) the level of documentation required; and
- g) the plan for reviewing organisational performance in regard to the policy.'

Refer to Risk Management Policy

## **11. Related Forms and Documents**

AOT's Document Register outlines all the forms and documents that relate to this policy. The Document Register is saved within PolicyDoc and is accessible by all relevant staff.

## **12. Quality and Continuous Improvement**

All policies, procedures and processes are reviewed on an annual basis. This policy will be formally reviewed on the date set out in the version control table at the beginning of this document.

AOT reserves the right to review and update policies, procedures and processes at any time outside of the formal review cycle, as required by:

- a) changes in regulatory, statutory, or contractual obligations,
- b) results of internal quality assurance processes,
- c) feedback received from staff.

Any recommendations to improve this document must be submitted to [ceo@aot.edu.au](mailto:ceo@aot.edu.au) .