

# Governance Policy

<b>POLICY NUMBER:</b>	RC-DSNR-PO-0007	<b>VERSION:</b>	1
<b>DATE ADOPTED/APPROVED:</b>	12.08.2015	<b>DATE LAST REVIEWED:</b>	12.08.2015
<b>DATE OF NEXT REVIEW:</b>	12.08.2017	<b>REVIEW FREQUENCY:</b>	2 YEARS
<b>AUTHORISED BY:</b>	David Donovan	<b>REVIEWED BY:</b>	Robyn Dupuis
<b>POLICY OWNER:</b>	Training Manager		
<b>REVIEW PROCESS:</b>	Training Manager, Compliance Coordinator, DTEC RAC HR representative		
<b>DOCUMENT MANAGEMENT:</b>	K:\RDC\Training\RTO\Compliance\ASQA\SNR 7		
<b>COMMUNICATION:</b>	Relevant staff will be notified by email when the policy has been authorised.		
<b>POLICY CONTEXT:</b> This policy relates to:			
<b>NVR STANDARDS:</b>	SNR 7		
<b>LEGISLATION OR OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>National Vocational Education and Training Regulator Act 2011</li> <li>VET Quality Framework</li> </ul>		
<b>OTHER POLICIES</b>	All DTEC Overarching and Supplementary Policies		
<b>FORMS AND OTHER DOCUMENTS</b>	<ul style="list-style-type: none"> <li>HR Questions for High Managerial Positions</li> <li>Training Manager Position Description</li> <li>Public Liability Insurance form</li> </ul>		
<b>DEFINITIONS</b>	VET Quality Framework Training.gov.au Scope of Registration		
<b>POLICY INFORMATION:</b>			
<b>POLICY</b>	i) DTEC ensures that its executive officers or high managerial agents <ol style="list-style-type: none"> <li>are vested with sufficient authority to ensure the compliance with RTO Standards at all times; and</li> <li>meet each of the relevant criteria specified in the Fit and Proper Person Requirements in SNR Schedule 3.</li> <li></li> </ol> ii) DTEC satisfies the Financial Viability Risk Assessment Requirements.  iii) DTEC courses are all priced below \$1500 therefore we may		

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	<p>request payment upfront.</p> <p>iv) DTEC holds Public Liability Insurance at all times.</p> <p>v) DTEC provides accurate and current information as required by the Data Provision Requirements as updated from time to time.</p>
<b>SCOPE</b>	This policy applies to all staff.
<b>PROCEDURES</b>	<p>DTEC will achieve this policy by:</p> <ul style="list-style-type: none"> <li>• Ensuring DTEC has a current, valid copy of the legislation and regulations available.</li> <li>• The managers responsible for the RTO management and operations are suitably familiar with the policies, legislation and regulations to identify issues and develop appropriate responses</li> <li>• The managers responsible for the RTO management and operations have sufficient authority to meet their responsibilities on a daily basis.</li> <li>• The RTO staff are aware of, and have access to, and understand their responsibilities to meet this standard.</li> <li>• As part of the RAC group DTEC has yearly audits. The yearly audit statements will be reviewed to ensure DTECs ongoing financial viability.</li> <li>• DTEC uses Sales Force to upload the AVETMISS data to meet required yearly reporting requirements. The Quality Indicators reporting is collated and reviewed monthly and reported on yearly as required.</li> </ul>