

Governance Policy & Procedure

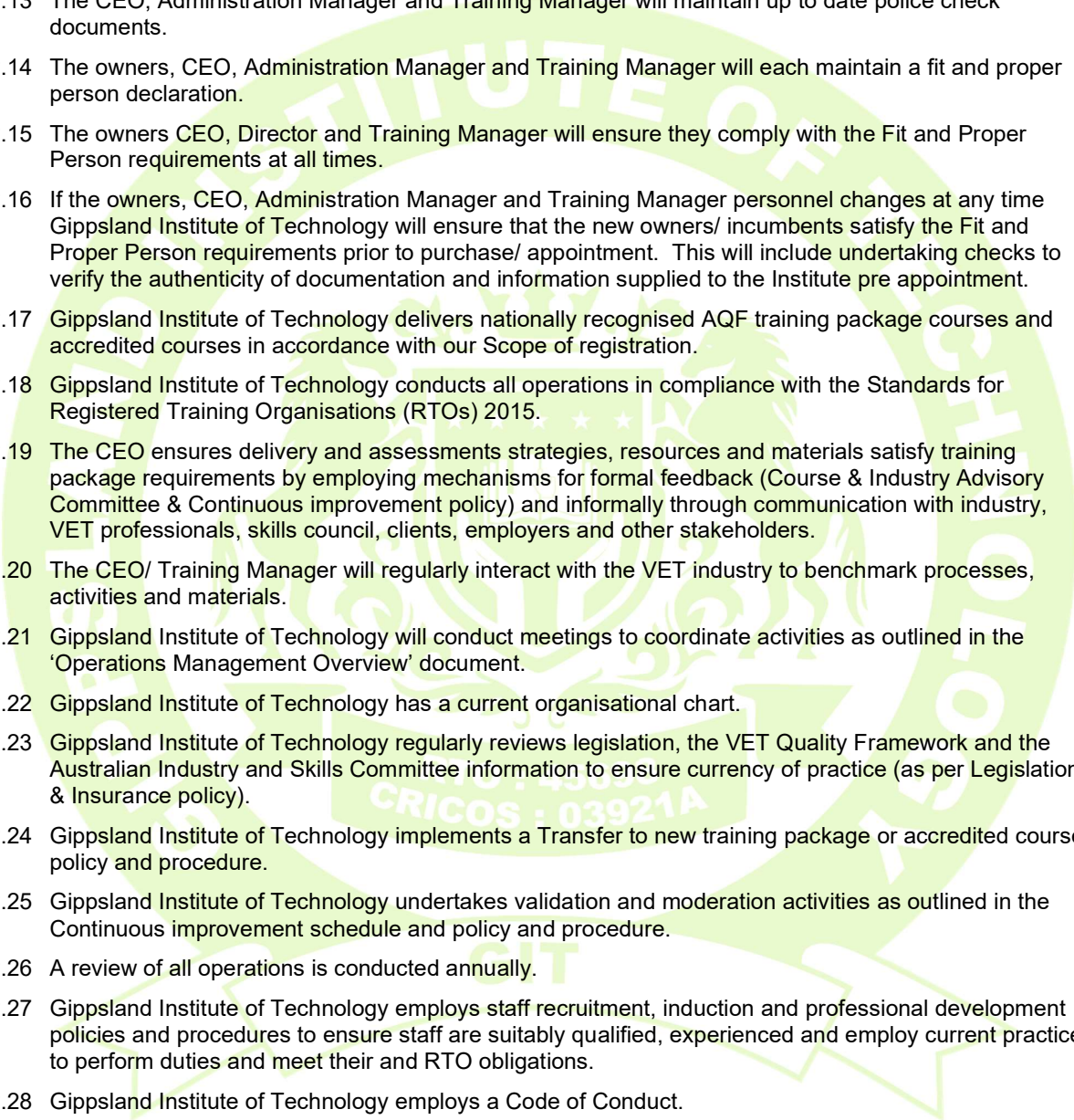
1. Policy

- 1.1 Gippsland Institute of Technology implements an effective governance policy.
- 1.2 The purpose of this policy is to guide the management of operations in meeting its obligations to clients, staff, the regulator and other stakeholders.
- 1.3 Gippsland Institute of Technology exercises due care, skill and judgment in providing services to clients.
- 1.4 Gippsland Institute of Technology and staff perform activities in a professional and ethical manner.
- 1.5 Gippsland Institute of Technology employs a policy and procedure manual and supporting documentation to guide activities in compliance with the VET Quality Framework, the Australian Industry and Skills Committee guidelines and relevant legislation.
- 1.6 The CEO is responsible for implementing this policy and reviewing its effectiveness in compliance with regulatory guidelines.
- 1.7 This policy will be implemented in compliance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015 Standard 7.

Procedure

2. Governance

- 2.1 Gippsland Institute of Technology maintains a Certificate of Incorporation, Business name registration certificate, Australian Company Number, Australian Business Number, details of all high managerial agents, executive officers and/ or shareholders, executive officers and/ or shareholders dealing with other RTO's or businesses.
- 2.2 Gippsland Institute of Technology will implement a Training and assessment, Continuous improvement, Academic misconduct, Complaints and appeals, Transition to new training packages, Staffing, Version control, Workplace clients, Recognition of prior learning and Credit transfer, Records management and Legislation and insurance policies and procedures to ensure operations are in compliance with the requirements of the Australian Qualifications Framework.
- 2.3 Gippsland Institute of Technology will implement Financial Management, Risk Management, Governance; Interactions with Standards for Registered Training Organisations (RTOs) 2015, Legislation and Insurance policies and procedures to ensure operation are in compliance with the Data Provision Requirements 2011.
- 2.4 Gippsland Institute of Technology will implement Financial management, Risk management, Governance, Interactions with Standards for Registered Training Organisations (RTOs) 2015, Record management, Legislation and insurance policies and procedures to ensure initial and continuous compliance with the Financial Viability Risk Assessment Requirements 2011.
- 2.5 Gippsland Institute of Technology develops and implements an effective Strategic & Business plan to guide its activities.
- 2.6 The Strategic and Business plan indicates the organisation's properties and how they plan to achieve these.
- 2.7 Gippsland Institute of Technology formally reviews the Strategic and Business plan twice per year to track its performance and makes amendments where appropriate.
- 2.8 Operational objectives are implemented through the organisation's meeting framework as indicated in the 'Operations Management overview' document.
- 2.9 The organisation's meeting framework ensures that management decisions are informed by internal academic and support staff.

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- 2.10 All actions are planned; resources coordinated/ organised and implemented then reviewed. Corrective action is implemented where appropriate.
- 2.11 Gippsland Institute of Technology prepares financial projections based on market research. Projections are monitored at least monthly. Corrective action will be taken where appropriate.
- 2.12 Gippsland Institute of Technology also monitors its performance in relation to delivering high quality services to clients through its Continuous Improvement policy.
- 2.13 The CEO, Administration Manager and Training Manager will maintain up to date police check documents.
- 2.14 The owners, CEO, Administration Manager and Training Manager will each maintain a fit and proper person declaration.
- 2.15 The owners CEO, Director and Training Manager will ensure they comply with the Fit and Proper Person requirements at all times.
- 2.16 If the owners, CEO, Administration Manager and Training Manager personnel changes at any time Gippsland Institute of Technology will ensure that the new owners/ incumbents satisfy the Fit and Proper Person requirements prior to purchase/ appointment. This will include undertaking checks to verify the authenticity of documentation and information supplied to the Institute pre appointment.
- 2.17 Gippsland Institute of Technology delivers nationally recognised AQF training package courses and accredited courses in accordance with our Scope of registration.
- 2.18 Gippsland Institute of Technology conducts all operations in compliance with the Standards for Registered Training Organisations (RTOs) 2015.
- 2.19 The CEO ensures delivery and assessments strategies, resources and materials satisfy training package requirements by employing mechanisms for formal feedback (Course & Industry Advisory Committee & Continuous improvement policy) and informally through communication with industry, VET professionals, skills council, clients, employers and other stakeholders.
- 2.20 The CEO/ Training Manager will regularly interact with the VET industry to benchmark processes, activities and materials.
- 2.21 Gippsland Institute of Technology will conduct meetings to coordinate activities as outlined in the 'Operations Management Overview' document.
- 2.22 Gippsland Institute of Technology has a current organisational chart.
- 2.23 Gippsland Institute of Technology regularly reviews legislation, the VET Quality Framework and the Australian Industry and Skills Committee information to ensure currency of practice (as per Legislation & Insurance policy).
- 2.24 Gippsland Institute of Technology implements a Transfer to new training package or accredited course policy and procedure.
- 2.25 Gippsland Institute of Technology undertakes validation and moderation activities as outlined in the Continuous improvement schedule and policy and procedure.
- 2.26 A review of all operations is conducted annually.
- 2.27 Gippsland Institute of Technology employs staff recruitment, induction and professional development policies and procedures to ensure staff are suitably qualified, experienced and employ current practice to perform duties and meet their and RTO obligations.
- 2.28 Gippsland Institute of Technology employs a Code of Conduct.
- 2.29 Gippsland Institute of Technology conducts internal audits as per the continuous improvements schedule.
- 2.30 The RTO will provide the most recent Standards for Registered Training Organisations (RTOs) 2015 audit report to any person who requests a copy.

- 2.31 Gippsland Institute of Technology facilitates the auditing of its operations, documentation, staff practices and any other process or documentation by the National VET Regulator. Gippsland Institute of Technology makes available all training and assessment, accounting and supporting records available to the National VET Regulator upon request at the location and time specified, in the format requested and within the agreed time frame.
- 2.32 Gippsland Institute of Technology fully co-operates the National VET Regulator during the auditing process.
- 2.33 Gippsland Institute of Technology takes appropriate remedial action within agreed timelines on all areas of non-compliance identified in audits undertaken internally or by the National VET Regulator. Action plans are developed and submitted to the National VET Regulator during this process.
- 2.34 Improvement actions are documented and implemented where appropriate.
- 2.35 Gippsland Institute of Technology performs all duties in a compliant, professional and ethical manner to provide high quality services to our clients and maintain registration as an RTO.
- 2.36 Gippsland Institute of Technology satisfies the requirements and the Standards for Registered Training Organisations 2015 schedule 6 fee protection requirements when collecting fees in advance from prospective clients.
- 2.37 Gippsland Institute of Technology will submit an annual declaration of compliance with the Standards for Registered Training Organisations 2015 to the National VET Regulator on or before the 31st March each year. When Gippsland Institute of Technology submits this declaration, we are confirming to the National VET Regulator that Gippsland Institute of Technology:
- systematically monitors Gippsland Institute of Technologys' compliance, and
 - implements preventive and corrective actions where considered necessary
- 2.38 Gippsland Institute of Technology employs a comprehensive policy and procedure manual to guide all activities in compliance with the VET Quality Framework, the Australian Industry and Skills Committee (or its replacement) guidelines and relevant legislation.

Documents to be employed when implementing this policy and procedure:

- All policies and procedures
- Code of conduct
- Assessment moderation and validation schedules/ records
- Strategic and business plans
- Financial projection tool
- Police checks
- Fit and proper person declarations
- Statutory declarations
- Course and industry advisory committee terms of reference and minutes
- Legislation review record
- Internal audit checklists and reports

Revision history

| Creation/ Revision Date | Comment | Created/ Revised by |
|----------------------------|------------------------------|---------------------|
| 21/8/20 | Policy and procedure created | CEO |