

# Legislation and Insurance Policy & Procedure

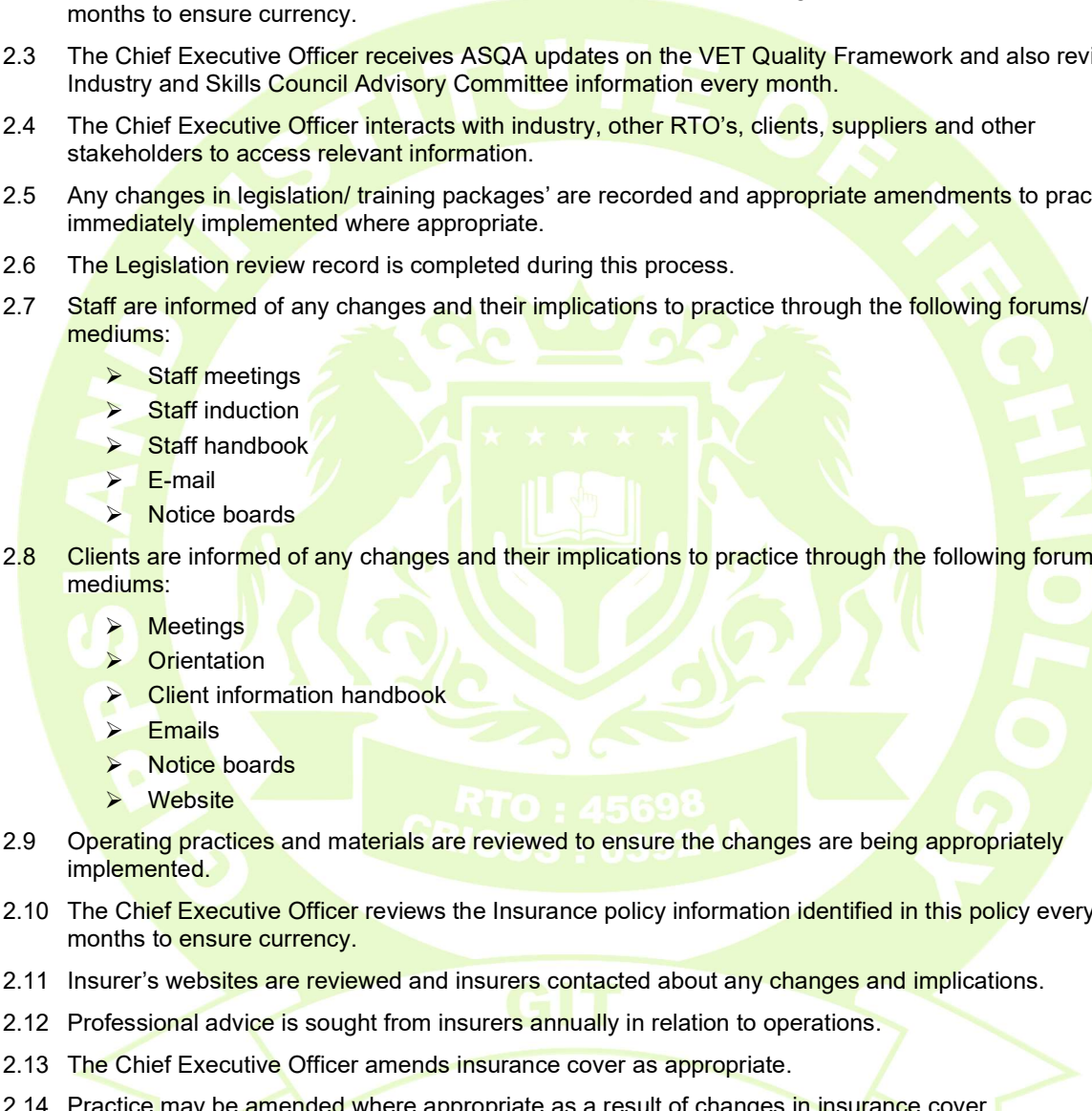
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## 1. Policy

- 1.1 Gippsland Institute of Technology employs an effective Legislation and Insurance policy and procedure to ensure that it complies with all relevant legislation and maintains appropriate current insurance for its scope and scale of operations.
- 1.2 Gippsland Institute of Technology complies with the following legislation/ regulatory guidelines:
  - VET Quality Framework
    - Standards for Registered Training Organisations (RTOs) 2015
    - Data Provision Requirements 2012
    - Fit & Proper Person Requirements 2011
    - Financial Viability Risk Assessment Requirements 2011
    - Australian Qualifications Framework
  - ESOS Act 2000/1
  - National code of practice 2018
  - ASQA regulatory/ compliance updates/ fact sheets
  - Australian Industry and Skills Committee
  - Amendments to the National Vocational Education and Training Regulator Act 2011
  - VET industry information/ guidelines
  - Equal opportunities and anti-discrimination
  - Occupational Health & safety
  - Privacy Act 2000
  - Public Records Act 1973
  - Electronic transactions Act 2000
  - Workplace harassment
  - Industry legislation relevant to the Scope of Registration
  - Copyright
  - Work experience students (where applicable)
  - Taxation
  - Superannuation
- 1.3 Gippsland Institute of Technology ensures its delivering the current Training package and employs a policy for transition to new packages introduced,
- 1.4 Gippsland Institute of Technology maintains the following insurances:
  - Public liability - \$20 million
- 1.5 Gippsland Institute of Technology maintains Public Liability Insurance of \$20 million per event.
- 1.6 Gippsland Institute of Technology maintains adequate level of insurance to cover any risk, loss or damage resulting from the delivery of Training and Assessment services to eligible individuals.
- 1.7 The Chief Executive Officer is responsible for implementing this policy and reviewing its effectiveness in compliance with contractual/ regulatory guidelines.
- 1.8 This policy and procedure is implemented in compliance with the requirements of the Standards for Registered Training Organisations (RTOs) 2015 Standard 8.

## Procedure

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- 2.1 Gippsland Institute of Technology employs a policy and procedure manual and supporting documentation to guide activities in compliance with the VET Quality Framework, the Industry and Skills Council Advisory Committee guidelines and relevant legislation.
  - 2.2 The Chief Executive Officer reviews the websites indicated on the Legislation Review Record every 3 months to ensure currency.
  - 2.3 The Chief Executive Officer receives ASQA updates on the VET Quality Framework and also reviews Industry and Skills Council Advisory Committee information every month.
  - 2.4 The Chief Executive Officer interacts with industry, other RTO's, clients, suppliers and other stakeholders to access relevant information.
  - 2.5 Any changes in legislation/ training packages' are recorded and appropriate amendments to practice immediately implemented where appropriate.
  - 2.6 The Legislation review record is completed during this process.
  - 2.7 Staff are informed of any changes and their implications to practice through the following forums/ mediums:
    - Staff meetings
    - Staff induction
    - Staff handbook
    - E-mail
    - Notice boards
  - 2.8 Clients are informed of any changes and their implications to practice through the following forums/ mediums:
    - Meetings
    - Orientation
    - Client information handbook
    - Emails
    - Notice boards
    - Website
  - 2.9 Operating practices and materials are reviewed to ensure the changes are being appropriately implemented.
  - 2.10 The Chief Executive Officer reviews the Insurance policy information identified in this policy every 4 months to ensure currency.
  - 2.11 Insurer's websites are reviewed and insurers contacted about any changes and implications.
  - 2.12 Professional advice is sought from insurers annually in relation to operations.
  - 2.13 The Chief Executive Officer amends insurance cover as appropriate.
  - 2.14 Practice may be amended where appropriate as a result of changes in insurance cover.
  - 2.15 Knowledge and application of regulatory requirements is included in the staff performance review process. Professional development activities are planned accordingly.
  - 2.16 Gippsland Institute of Technology provides access to insurance documentation/ certification to the Standards for Registered Training Organisations (RTOs) 2015 on request.
  - 2.17 The effectiveness of this policy and procedure is reviewed annually as part of our continuous improvement policy.

### Documents to be employed when implementing this policy and procedure:

- Legislation review record
- Legislative websites
- Insurance documentation
- Client information handbook
- Staff handbook
- Orientation documentation
- Staff induction documentation
- Website

### Revision history

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

