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## Governance Procedure

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### Procedure

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Greenwich College Pty Ltd implements the steps set out below to monitor and review its governance.

#### The company will:

- Regularly, that is at least monthly, access updates on any changes or potential changes to the regulations and legislations governing its operations by:
  - » Checking updates and information releases in PRISMS
  - » Reviewing all updates and announcements made by the regulator, ASQA, or other relevant government department, such as the Department of Education or the Department of Immigration and Border Protection
  - » Updates from industry peak bodies, such as English Australia
  
- Ensure all policies and procedures are fully compliant with all relevant legislation and regulations by:
  - » Ensuring adjustments are made immediately on learning of any changes made to the legislation or regulations or to the requirements of the regulator
  - » Ensuring staff are employed who are capable and knowledgeable in these requirements
  - » Contract external expert 'auditors' of all compliance documentation where any major change is made to the legislation, regulations, or to any of the compliance documents
  - » Make any and all rectifications to policy and procedure documentation if directed to do so by the regulator and do so in the minimum time practice and reasonable, but at least within 20 working days

- Conduct regular training sessions, not less than annually, to ensure all staff have knowledge of any and all policies and procedures that are relevant to them
- Ensure effective induction processes for all new staff to ensure they have knowledge of any and all policies and procedures that are relevant to them
- Keep records of all training to ensure accountability and visibility of any potential gaps in staff training and knowledge
- Ensure that, in the case of the placement of any new senior office holder and/or financial services staff member, that the appropriate background checks, including a police check, is performed prior to the person taking official office and a 'fit and proper person' form is completed and submitted to the regulator
- Ensure that any staff involved in provision of services to students complete a police check to confirm there are no restrictions to them delivering services to students under the age of 18 years. As Greenwich does not in normal operations accept students under the age of 18, this will only be performed in the exceptions that under age students are accepted

## References

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ASQA Standards for Registered Training Organisations 2015

National Vocational Education and Training Regulator Act 2011

National ELICOS Standards National Code (2018) ESOS Act

Authorising Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Review Date: \_\_\_\_\_

This policy is to be reviewed twelve (12) months from this date.