
Governance Policy

Purpose

The purpose of this policy is to set out the overall governance of Greenwich English College Pty Ltd with respect to its adherence to:

- VET Quality Framework including the Standards for RTO's (SRTO's) 2015
- The Education Services for Overseas Students (ESOS) Act 2000
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
- English Language Intensive Courses for Overseas Students (ELICOS) National Standards 2018
- Education Services for Overseas Students Regulations 2001
- Other relevant VET regulations and Commonwealth, State and Territory legislation

This policy and procedure outlines Greenwich English College Pty Ltd's approach to ensuring compliance with the above regulations and legislation and contributes to compliance with Clauses 7.1, 7.5, all of Standard 8 and Schedule of the Standards for RTOs 2015. It also ensures compliance with ESOS Act requirements, as well as National Code 2018 Standards 14 and 15.

In addition to legislative and regulatory compliance Greenwich English College Pty Ltd will also ensure business and financial viability through regular monitoring and review and business operations. The monitoring process will review the likelihood of business continuity and the RTO's capacity to continually achieve quality outcomes. During this process strategic directions may be reviewed in order to maintain viability. Greenwich English College Pty Ltd will develop and implement a risk management framework which includes identification, measurement, treatment, monitoring and review mechanisms.

Scope

This policy covers all actions by Greenwich English College Pty Ltd and its staff.

The CEO and the General Manager are responsible for ensuring the ongoing adherence of Greenwich English College Pty Ltd to legislation, regulations and the contents of this policy and the associated procedures.

This policy sets out the overall governance of Greenwich English College Pty Ltd and its staff with respect to adherence to legislation, regulations and all other policies and procedures and how Greenwich English College Pty Ltd and its staff will ensure the ongoing currency and appropriateness of those policies and procedures.

Policy

Greenwich English College Pty Ltd will ensure its policies and procedures address all requirements as set out in the relevant legislation and regulations and meet all the requirements of said legislation and regulations. Greenwich English College Pty Ltd and its staff will actively pursue updates to said legislation and regulations to ensure the currency of all policies, procedures and practices. Greenwich English College Pty Ltd and its staff will actively ensure that all stakeholders are informed of the

requirements of all such legislation and regulation whenever it is relevant to their activities and/or involvement with the courses and related activities of Greenwich English College Pty Ltd.

Greenwich English College Pty will ensure it cooperates with ASQA in line with Standard 8 by always providing truthful, accurate and timely information to ASQA as required. This includes cooperating during an audit, providing quality and performance data and informing ASQA of substantial and significant changes to the RTO within 90 days of the change occurring. This includes but is not necessarily limited to changes in ownership, positions of significant leadership, such as CEO, PEO, or General Manager, and decisions regarding to continuation or otherwise of operations.

Additionally, Greenwich English College Pty Ltd will:

- Ensure the RTO complies with the RTO Standards at all times.
- Conduct regular audits in line with its internal audit schedule to ensure ongoing compliance with the standards and other relevant legislation and regulations.
- Hold at all times, public liability insurance to cover all training and assessment activities it provides as an RTO and will ensure that the insurance is appropriate to the RTO's size and scope of operations.
- Ensure that executive officers or high managerial agents meet the relevant criteria specified in the Fit and Proper Person Requirements in Schedule 3.
- Provide a truthful and accurate Annual Declaration of Compliance to ASQA in the format and by the date required.
- Ensure that it complies with VET legislation and regulations and inform staff and clients of any changes in legislation and regulations which impact them.
- Submit Total VET Activity Data in line with the National VET Data Requirements unless it is exempt from doing so as stated in the national policy.
- Collect and report Quality Indicator Data to ASQA using the required learner engagement and employer satisfaction questionnaires in the required format by the date required.
- Use PRISMS to manage student enrolments and comply with ESOS requirements
- Ensure it reports to the TPS Director and Secretary about provider and student defaults
- Abide by ASQA's General Direction for Retention of Requirements for Completed Student Assessment Items by ensuring that student assessment evidence is retained for at least 6 months from the date the assessment decision was made.
- Ensure that should it cease to operate or have its RTO registration expire, withdrawn or cancelled it will transfer to ASQA sufficient digital records so that ASQA is able to confirm what each student completed during the period of registration. This information will be sent to ASQA in the form required within 30 days of expiry or cessation of operations. Greenwich English College Pty Ltd will also return its certificate of registration to ASQA within 10 days of expiry.
- In accordance with Schedule 5 of the standards Greenwich English College Pty Ltd will retain records of AQF qualifications and statements of attainment issued for a period of 30 years on its student management system.

References

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Education Services for Overseas Students Regulations 2001

Authorising Officer: _____ **Date:** _____ **Review Date:** _____

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