

Compliance with Legislation Policy

Purpose and Scope

This policy applies to all qualifications on the scope of registration for ECA College and staff.

This policy and procedure is to assist ECA College and staff to ensure compliance with legislation, regulations and laws relevant to the organisation and Scope of Registration and to ensure that the management and implementation of relevant laws, regulations and legislation are effectively managed with accuracy, reliability, validity and in a timely manner.

Responsibility

- The Director of Studies is responsible for this policy.
- The Lead Trainers is responsible for the implementation of this policy and is responsible for the day to day management of this policy.
- The Compliance Manager is responsible for the maintenance of this policy.

Policy

1. A register of Commonwealth and State legislation will be maintained.
2. Legislation, Regulations and laws relating to RTO operations will be sourced from www.comlaw.gov.au for Australian Commonwealth and www.austlii.edu.au for Australian State and Territory websites.
3. The finalised list of Commonwealth and State specific legislation and regulatory requirements will become the Legislation Register.
4. All staff will be made aware of relevant Commonwealth and State specific legislation and regulatory requirements during the induction process.
5. To ensure students and staff are aware of relevant Commonwealth and State specific legislation and regulatory requirements relating to their course, this information will be included in:
 - a. Student Handbooks
 - b. Staff Manual
 - c. Assessor Guides (where appropriate)
 - d. Training and Assessment Strategies – relevant to the qualification, and,
 - e. any other materials deemed relevant

6. Legislation and regulations relating directly to the industry, qualification and/or unit of competency will be updated directly into relevant Learning material.
7. The Legislation Register is to be reviewed annually:
 - a. as part of the internal audit process or
 - b. as required; when changes to a particular and relevant legislation are introduced.
8. Changes and updates are to be included in the Legislations Register and communicated to stakeholders by updating the relevant materials.
9. The continuous improvement register will be updated as the Legislation register is updated.

Procedure

1. Legislation is reviewed

- a. Training Products on scope are reviewed and relevant legislation/regulations are identified.
- b. Legislation register is reviewed and links checked for updates.
- c. Changes / additions are made to Legislation register.

2. Documentation is updated

- a. Relevant and appropriate documents are updated. This includes, but is not limited to:
 - i. Student Handbooks
 - ii. Staff Manual
 - iii. Assessor Guides
 - iv. Training and Assessment Strategies
 - v. and any other relevant materials.
- b. Version control is updated
- c. Continuous Improvement Register is updated.

Related Documents

- Training and Assessment Strategy
- Student Handbook
- Trainer Guide
- Marketing material
- Staff Manual