

# GOVERNANCE POLICY AND PRODEDURES

## 1. PURPOSE

The purpose of this policy is to ensure that The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy and The Sydney English Language Academy herein known as “The Academy” through a variety of structures, policies and processes has the capacity to meet required statutory, corporate and regulatory requirements and that students know that we are stable and well-governed and confident that it will continue to operate and be properly resourced to deliver training and assessment.

The Academy has developed this policy and procedure to satisfy the VET Quality Framework and Standard 7 from the Standards for Registered Training Organisations to ensure all stakeholders including students, industry/employers and Government are confident that The Academy has effective governance and administration arrangement in place.

## 2. POLICY STATEMENT

The Chief Executive Officer will maintain a strategic plan that includes a Business Plan for a five-year period and will ensure that an annual review of each plan is conducted on an annual basis. The strategic plan is developed in conjunction with all relevant stakeholders and includes The Academy’s vision, mission, details of senior management group and strategic direction.

The Chief Executive Officer ensures that The Academy has appropriate governance structures, which include personnel with appropriate qualifications and educational experience to manage the affairs of the organisation and enable them to act appropriately in their roles.

The Chief Executive Officer’s ensures that any high managerial agent of The Academy who have any decision making power or influence over The Academy is required to satisfy and complete ASQA’s Fit and Proper Person Requirements declaration.

## 3. GENERAL STRUCTURES

### a) Chief Executive Officer

The Chief Executive Officer of The Academy is responsible for the operations and strategic direction of the organisation. The Chief Executive Officer is also responsible for:

- Delegating responsibilities for day to day operations of The Academy
- Ensuring that any decision-making at the senior management level regarding The Academy’s operations is explicitly informed by trainers and assessors’ experiences, and that this is documented appropriately.
- Signing appropriate documentation and report data as required by the regulatory bodies.
- Complete Fit and Proper Person Requirements by senior management as required.
- Completing Chief Executive Statutory Declaration when required by ASQA.

The Chief Executive Officer in conjunction with the Principal reviews:

- Internal audit reports/self-assessment reports
- Continuous improvement reports
- Progress on any rectifications
- Ongoing compliance with ASQA's Standards for RTOs
- Ensures The Academy acts on any opportunities for improvement.

#### **b) Qualified Training Staff**

The Chief Executive Officer in conjunction with the Principal ensures that trainers are selected to achieve the objective to provide students with best practice course delivery and that the trainers have the qualifications and competencies as required by the Australian Skills Quality Authority (ASQA) guidelines.

Trainers are required to demonstrate industry currency and, vocational competency at least to the level being delivered and assessed and current knowledge and skills in vocational training and learning that informs their training and assessment practices such as holding the qualification TAE40110/TAE40116 Certificate IV in Training and Assessment.

#### **4. INTERACTIONS WITH THE REGISTERING BODY, AUSTRALIAN SKILLS QUALITY AUTHORITY (ASQA)**

The Chief Executive Officer is ultimately responsible for ensuring that The Academy complies with Standard 7 from the Standards for RTOs. The Chief Executive Officer will ensure that The Academy will cooperate with ASQA by providing accurate information on performance and governance as follows:

- a) Conduct annual internal audits against the Standards and implement and document any continuous improvement arising out of the internal audit.
- b) Provide accurate and timely data relevant to measures of its performance (including quality indicator data), which is collected as per policies and procedures and duty statements.
- c) Provide ASQA information about any changes to operations and ensure that the information on the National Register is correct.
- d) Ensure that the retention, archival, retrieval and transfer of records is consistent with the National VET Regulator's requirements.
- e) Ensure that all high managerial agents complete the Fit and Proper Person Requirements declaration and submit it to ASQA when necessary.
- f) Provide ASQA a statement of its financial viability, an annual report and/or business plan on request by ASQA.
- g) Provide any other information as requested in writing by ASQA.

#### **5. PUBLIC LIABILITY INSURANCE**

The Chief Executive Officer will ensure that The Academy will hold public liability insurance that covers the scope of its operations throughout its registration period to cover all training and/or assessment activities its provides to the students.

A copy of the certificate of currency of the public liability insurance is kept on file as evidence if requested by ASQA. The certificate of currency:

- Identifies that The Academy is covered by the policy; and
- Confirms that training and assessment activities are covered

## 6. ORGANISATIONAL CHART AND DUTY STATEMENTS

The Chief Executive Officer ensures that the The Academy organisational chart and duty statements for all staff involved in its operation as an RTO are updated and show the relevant lines of authority and duties of each staff member within the company.

## 7. ASSOCIATED DOCUMENTS

Student Handbook  
 Training and Assessment Strategies  
 Policies and Procedures Manual

## 8. RELATED STANDARDS

- Standard 7, Clauses 7.1 – 7.5
- National Code 2007 Part D of the ESOS Act

## 9. RESPONSIBILITY

- Principal
- CEO/PEO
- Director of Studies
- Student Services Coordinator
- All staff

Approved by: Jane Koch  
 Position: Chief Executive Officer  
 Signature: *Jane Koch*  
 Date: 19 January 2018

| Version | Created by: | Date created | Reason for update               | Implementation date after circulation of draft to all stakeholders |
|---------|-------------|--------------|---------------------------------|--|
| 1       | CEO         | 2015         | Initial creation                | 2015   |
| 2       | CEO         | Dec 2016     | Updated to align with Standards | 2016   |
| 3       | CEO         | 8/9/2017     | Updated to align with Standards | 18 January 2018  |
|         |             |              |                                 |  |