

Legislative Requirements Policy

Purpose

RTO 22215 is subject to legislation related to training and assessment as well as general business practice. This legislation governs our obligations as a Registered Training Organisation (RTO), our obligations to students, and relates to the industry in which we conduct training. This legislation is continually being updated and all RTO 22215 representatives are made aware of these changes as they occur. The legislation that particularly affects the delivery of our training and assessment services includes but is not limited to:

- Occupational Health and Safety Act 2004 (Vic) and equivalent work health and safety legislation in New South Wales and Western Australia
- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Education and Training Reform Act 2006 (Vic)
- Age Discrimination Act 2004
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Privacy Act 1988
- Fair Work Act 2009
- National Vocational Education and Training Regulator Act 2011
- Relevant state and territory child protection legislation in Victoria, New South Wales and Western Australia
- Relevant Working with Children Check legislation in Victoria, New South Wales and Western Australia
- Copyright Act 1968
- Equal Opportunity Act 2010 (Vic)
- Prevention of Cruelty to Animals Act 1986 (Vic) and equivalent legislation in other states where applicable

Identifying legislative requirements

RTO 22215 will apply a risk management approach to meeting legislative requirements and record identified compliance risks and treatment measures within the RTO risk register. This analysis of risks and treatment strategies is to be detailed to allow all staff to understand the RTO 22215 strategy to meeting specific legislative responsibilities. Further information on the RTO 22215 approach to risk management is contained within the risk management policy further on in this section. Information will also be sourced by the Executive Officer from relevant regulatory updates, government publications and industry bodies to ensure currency.

Informing staff of their responsibilities

RTO 22215 acknowledges that it has a responsibility to inform and educate staff about the legislative requirements that apply to its day to day operations. By taking a coordinated approach to inform staff of these requirements, we will build a culture of acceptance and positive compliance. It is the responsibility

of the Executive Officer to ensure RTO 22215 staff are fully informed of applicable legislative requirements.

Induction training

All new staff receive (at a minimum) a one on one brief on the specific legislative requirements that apply to RTO 22215. The brief is delivered by the Executive Officer or a suitable delegate. This training is acknowledged and recorded in the Staff Induction Checklist.

Annual refresher training.

All staff participates in an annual training session dedicated to RTO 22215 legislative requirements. This training will serve to update RTO 22215 personnel on changes to legislative requirements and to remind all staff about the role they play in complying with legislation in the context of RTO 22215 operations. The training is acknowledged and recorded in each staff member's individual file.

RTO 22215 staff are encouraged to take an active role in the interpreting and application of legislative requirements within RTO 22215 operations.