

RTO015 Policy Cooperating and Communicating with the VET Regulator

1. Purpose

This policy is to ensure that Health Information Management Association of Australia Limited (HIMAA) cooperates and communicates with the VET Regulator and is legally compliant at all times.

2. Scope

This policy applies to all HIMAA staff.

3. Standard 8 Clauses 8.1 - 8.6

8. The RTO cooperates with the VET Regulator and is legally compliant at all times.

To be compliant with Standard 8 the RTO must meet the following:

8.1 The RTO cooperates with the VET Regulator:

- a) By providing accurate and truthful responses to information requests from the VET Regulator relevant to the RTO's registration;
- b) In the conduct of audits and the monitoring of its operations;
- c) By providing quality /performance indicator data
- d) By providing information about substantial changes to its operations or any event that would significantly affect the RTO's ability to comply with these standards within 90 calendar days of the change occurring;
- e) By providing information about significant changes to ownership within 90 calendar days of the change occurring; and
- f) In the retention, archiving, retrieval and transfer of records.

8.2 The RTO ensures that any third party delivering services on its behalf is required under written agreement to cooperate with the VET Regulator:

- g) By providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services; and
- h) In the conduct of audits and the monitoring of its operations.

8.3 The RTO notifies the Regulator:

- a) Of any written agreement entered into under clause 2.3 for the delivery of services on its behalf within 30 calendar days of that agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first; and
- b) Within 30 calendar days of the agreement coming to an end.

8.4 The RTO provides an annual declaration on compliance with these Standards to the VET Regulator and in particular whether it:

- a) Currently meets the requirements of the Standards across all of its scope of registration and has met the requirements of the Standards for all AQF certification documentation it has issued in the previous 12 months; and

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- b) Has training and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.

8.5 The RTO complies with Commonwealth, State and Territory Legislation and regulatory requirements relevant to its operations.

8.6 The RTO ensure its staff and clients are informed of any changes to legislation and regulatory requirements that affect the services delivered.

Clause 2.3

2.3 The RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.

4. References

This policy has been developed within the guidelines for:

- Standards for Registered Training Organisations (RTOs) 2015
- User Guide Standards for Registered Training Organisations (RTOs) 2015
- Australian Skills Quality Authority (ASQA)
- Fit and Proper Persons Requirements
- Australian Qualification Framework (AQF)
- Data Provision Requirements 2012
- Vocational Education and Training Act 2011
- Commonwealth, State and Territory Legislation and Regulatory Requirements
- RTO008 Policy Quality Assurance of RTO Operations
- RTO008 SOP Quality Assurance of RTO Operations
- RTO009 Policy Issuing, Maintaining and Accepting Statements of Attainment and AQF Certification and Access to Records
- RTO009 SOP Issuing, Maintaining and Accepting Statements of Attainment and AQF Certification and Access to Records
- RTO014 Policy Governance and Administration
- RTO014 SOP Governance and Administration
- RTO002 Policy Industry Relevance
- RTO002 SOP Industry Relevance
- RTO013 Policy Complaints and Appeals
- RTO013 SOP Complaints and Appeals
- RTO011 Policy Providing Accurate and Accessible information and Advertising and Marketing
- RTO011 SOP Providing Accurate and Accessible information and Advertising and Marketing
- RTO015 SOP Cooperating and Communicating with the VET Regulator
- RTO006 Policy Individuals Working Under the Supervision of a Trainer
- RTO006 SOP Individuals Working Under the Supervision of a Trainer
- RTO005 Policy Trainers and Assessors
- RTO005 SOP Trainers and Assessors
- RTO012 Policy Learners Informed and Protected
- RTO012 SOP Learners Informed and Protected

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- RTO003 Policy Learner Support Services
- RTO003 SOP Learner Support Services
- RTO010 Policy Unique Student Identifier (USI)
- RTO010 SOP Unique Student Identifier (USI)
- RTO001 Policy Training and Assessment Strategies and Practices
- RTO001 SOP Training and Assessment Strategies and Practices
- RTO007 Policy Transition of Training Products
- RTO007 SOP Transition of Training Products
- RTO004 Policy Assessment
- RTO004 SOP Assessment
- RTO018 Form Credential Request
- RTO017 Form Change of Personal Details
- RTO010 Access to Records Request

5. Policy

5.1 Communicating with the Registering Body

- 5.1.1 HIMAA cooperates with the VET Regulator when conducting audits on the operations of HIMAA by providing quality indicator data and AVETMISS data at the required times, any change of organisation details and operations of HIMAA and in the retention, archiving, retrieval and transfer of records
- 5.1.2 In situations where HIMAA may use a third party for services delivered on its behalf it has a written agreement in place with the third party and the VET Regulator is informed
- 5.1.3 Where HIMAA uses a third party the third party will be monitored to ensure compliance with the Standards
- 5.1.4 HIMAA will provide an annual declaration of compliance with the Standards to the VET Regulator when required
- 5.1.5 HIMAA ensures that all AQF certification documentation issued meets the requirements of the Standards, Training Package requirements and is within HIMAA's scope of registration
- 5.1.6 HIMAA's training and assessment strategies and practices ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards
- 5.1.7 HIMAA ensures that it complies with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations
- 5.1.8 HIMAA informs staff and clients of any changes to legislation and regulatory requirements that affect HIMAA services

5.2 Quality Indicator Reporting

- 5.2.1 HIMAA reports all Quality Indicator Reports prior to the 30th June each year. Or upon request of the National VET Regulator
- 5.2.2 HIMAA follows the Data Provision Requirements 2011 for reporting the Quality Indicators
- 5.2.3 HIMAA informs learners on how their personal information is used for reporting requirements to the National VET Regulator

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5.2.4 HIMAA follows all legislative requirements

5.3 AVETMISS Reporting

5.3.1 HIMAA reports all AVETMISS requirements when required by the National VET Regulator

5.3.2 HIMAA ensures that all records in the Student Management System are current and accurate to ensure compliance with the National VET Regulator

5.3.3 HIMAA conducts audits on AVETMISS at least annually to ensure that all information that is provided by learners is correct and current

5.3.4 HIMAA ensures that learners are aware of how where and what their information is used for

5.3.5 HIMAA ensures that it abides by the Privacy Act and the Australian Privacy Principles when obtaining information from students

5.3.6 Learners can make a complaint if they feel their information has been used inappropriately

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