

Charleville State High School

RTO policy and procedures (30259)

Governance, data and administration

March 2015

This document is provided by the Queensland Curriculum and Assessment Authority for the use of Queensland schools that are registered training organisations (RTOs). Its primary purpose is as an example and use is not mandatory. If used by a school RTO as part of its RTO management systems, it must be appropriately adapted and personalised to meet current requirements as defined in the *Standards for Registered Training Organisations (RTOs) 2015*, hereafter 'the Standards', (www.comlaw.gov.au/Details/F2014L01377).

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Policy statement

The school RTO (Charleville State High School) ensures that it adheres to the obligations of the governance, data provision requirements and administration arrangements as set out in the vocational education and training (VET) Quality Framework (VQF). The Australian Skills Quality Authority (ASQA) is the National VET Regulator, and the QCAA, as delegate for ASQA, registers and audits Queensland school RTOs.

The Principal of the school RTO, as the chief executive officer, is ultimately responsible for ensuring that the school RTO complies with the VQF. This applies to all of the operations within the RTO's scope of registration, as listed on the National Register.

The Principal of the school RTO ensures that its high managerial agent, the RTO Manager is vested with sufficient authority to ensure compliance with the VQF.

While many of the obligations are covered by the requirements of Education Queensland, the Non-State School Accreditation Board and the Queensland College of Teachers, the school RTO includes statements in this policy and procedures document acknowledging compliance.

Procedures in this document

1. [Governance procedures](#)
2. [Interactions with the registering body procedures](#)
3. [Updating RTO details procedures](#)
4. [Student fee protection procedure.](#)

1. Governance procedures

The Principal

The Principal ensures compliance with all the VQF requirements by:

- delegating responsibility and sufficient authority for day-to-day RTO operations to the school high managerial agent, the RTO Manager as outlined in the signed delegation statement and duty statement
- meeting each term with the RTO Manager to keep informed of those operations, and ensuring minutes of those meetings are taken
- ensuring that any decision making at the senior management level regarding RTO operations is explicitly informed by trainers' and assessors' experiences, and that this is documented appropriately
- authorising and signing (where necessary) the appropriate documentation, forms and report data as required by the *Data provision Requirements*
- completing a *Fit and Proper Person Requirements declaration* when required
- completing a *Chief Executive Statutory Declaration* when required
- holding public liability insurance that covers the scope of its operations throughout the registration period.

Executive management team

The school executive management team (or equivalent) reviews:

- the outcomes of the systematic monitoring and evaluation of the school's RTO training and assessment strategies and practices
- progress on any actions taken to meet compliance as well as actions taken for course development
- ongoing compliance with the VQF.

The school executive management team ensures the RTO will act on any opportunities for improvement.

RTO Manager

The RTO Manager has responsibility and authority for the day-to-day management of the RTO systems including:

- managing operation of the school's RTO status as per the high managerial agent duty statement
- liaising with the QCAA concerning all aspects of the school's RTO status
- keeping the Principal informed of all matters regarding the school's RTO status
- managing the systematic monitoring of the school's training and assessment strategies and practices
- completing a *Fit and Proper Person Requirements declaration* when required.

2. Interactions with the registering body procedures

The Principal will ultimately be responsible for ensuring that the school RTO complies with the VQF. Interactions with the registering body (QCAA) are managed by the RTO Manager.

The school RTO will cooperate with the QCAA by:

- allowing QCAA to conduct audits and monitor its operations
- providing accurate and timely data relevant to measures of its performance (including quality indicator data and SDCS data), which is collected as per policies and procedures and duty statements
- providing information about any event that would significantly affect the school RTO's ability to comply with [the Standards](#) within 90 calendar days, including but not limited to:
 - substantial changes to its operations
 - change of Principal or RTO Manager
 - significant changes to ownership
- ensuring information on training.gov.au is correct (see [3. Updating RTO details procedures](#))
- complying with [the Standards](#) regarding the retention, archiving, retrieval and transfer of records
- providing evidence of satisfying the Fit and Proper Person Requirements and Chief Executive Statutory Declaration Requirements when necessary
- submitting the QCAA school RTO verification form when requested, including checking scope of registration details thoroughly to ensure they are accurate
- submitting the annual declaration on compliance to the QCAA when requested to confirm compliance with the VQF
- informing the QCAA of any third party agreements via the appropriate notification form within 30 calendar days
- complying with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations
- providing any other information as requested in writing by the registering body (i.e. the QCAA).

3. Updating RTO details procedures

As a condition of registration, the school RTO must notify the QCAA in writing of:

- any changes to contact details
- any changes or events that affect the operation of the RTO.

All forms are available from the QCAA website: www.qcaa.qld.edu.au/12266.html.

Note: An RTO Manager change will require the completion of both a [Notification of change of provider details](#) and a [Notification of material change or event](#).

Provider details change

The RTO Manager, in consultation with all relevant RTO personnel, submits (within 90 calendar days) the [Notification of change of provider details](#) form to the QCAA regarding any of the following changes:

- change of details for registration enquires person on training.gov.au (i.e. RTO Manager)
- change of public enquiries person on training.gov.au (i.e. Deputy Principal responsible for the senior school)
- changes to any contact details
- changes to permanent RTO delivery sites.

Material change or event

The RTO Manager, in consultation with all relevant RTO personnel, submits (within 90 calendar days) the [Notification of material change or event](#) form to the QCAA regarding the following changes:

- change of Principal (i.e. chief executive officer)
- change of RTO Manager (i.e. high managerial agent)
- change to ownership or legal name
- significant or unexpected turnover of staff
- commencement or dissolution of an arrangement with another organisation to conduct training and/or assessment on the RTO's behalf
- other significant change to RTO operation.

A change of Principal also requires the submission of a [Fit and Proper Person Requirements Statutory declaration](#) and a [Chief Executive Statutory Declaration](#).

Third party arrangements

The RTO Manager, in consultation with all relevant RTO personnel, submits (within 30 calendar days) the [Notification of third party arrangements](#) form to the QCAA regarding the following events:

- commencement of an arrangement with another organisation to deliver services on the school RTO's behalf (i.e. a new arrangement that has not been previously reported)
- change to reported details of an arrangement with another organisation to deliver services on the school RTO's behalf (i.e. an arrangement that has been previously reported)
- cessation of a previously reported arrangement with another organisation to deliver services on the school RTO's behalf.

4. Student fee protection procedure

If students are required to prepay fees in excess of \$1 500, the school RTO must include within this document reference to policy and procedures for student fee protection. This policy should detail student fee protection arrangements that meet the requirements of Schedule 6 of [the Standards](#) if the school RTO is unable to provide the services that have been prepaid.