

1.03.832 LEGISLATIVE REQUIREMENT

What You Need to Know

- The purpose of this policy is to ensure that IRT Academy operates within the boundaries of relevant legislation.

Always read this Policy in conjunction with the Related Procedures identified below.

Policy Statement	<p>IRT Academy 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.</p> <p>This legislation is continually being updated and all IRT Academy representatives are required to implement strategies to maintain current levels of knowledge.</p>
Purpose	To meet the requirements of the National Vocational Education and Training Regulator Act 2011 and other relevant legislation listed in the compliance requirements section of this policy.
Risk Statement	IRT has a zero risk appetite for failing to meet its legislative obligations.
Scope	The scope of this policy covers all IRT Academy students, employees and/or third parties acting on behalf of IRT Academy.
Related Procedure	
Related Documents	<ul style="list-style-type: none"> • IRT Academy Procedure Manual • Student Handbook • Policy 1.03.803 Code of Practice • Policy 1.03.810 Continuous Improvement • Policy 1.03.844 Plagiarism • Policy 1.38 Privacy

Compliance Requirements	<ul style="list-style-type: none"> • Age Discrimination Act 2004 (Cth) • Aged Care Act 1997 (Cth) • Aged Care Quality Standards-Standard 8 • Anti-Discrimination Act 1977 (NSW) • Anti-Discrimination Act 1991 (Qld) • Apprenticeship and Traineeship Act 2001 (NSW) • Apprenticeship and Traineeship Act 2001 (NSW)ACT • Competition and Consumer Act 2010 (Cth) • Copyright Act 1968 (Cth) • Disability Discrimination Act 1992 (Cth) • Discrimination Act 1991 (ACT) • Further Education and Training Act 2014 (Qld) • Health Records (Privacy and Access) Act 1997 (ACT) • Health Records and Information Privacy Act 2002 (NSW) • Higher Education Support Act 2003 (Cth) • National Vocational Education and Training Regulator Act 2011 (Cth) • Privacy Act 1988 (Cth) • Privacy and Personal Information Protection Act 1998 (NSW) • Racial Discrimination Act 1975 (Cth) • Sex Discrimination Act 1984 (Cth) • Standards for Registered Training Organisations 2015 • Trade Marks Act 1995 (Cth) • Training and Tertiary Education Act 2003 (ACT) • Work Health and Safety Act 2011 (Cth) • Work Health and Safety Act 2011 (Qld) • Workplace Health and Safety Act 2011 (ACT) • Workplace Health and Safety Act 2011 (NSW)
Policy Owner	Group Head IRT Academy
Effective Date	May 2021
Review Date	May 2024
Content Manager Reference Number	EDOC2021/0073802

1 POLICY PRINCIPLES

1.1 Identifying legislative requirements

IRT Academy will apply a risk management approach to meeting legislative requirements and the Group Head will record the assessed risks and treatment measures within the IRT self-assessment tools managed through the iAuditor platform.

This analysis of risks and countermeasure strategies is to be detailed to allow all staff to understand the IRT Academy strategy to meeting specific legislative responsibilities.

The Group Head IRT Academy is responsible for ensuring appropriate information regarding the risk analysis and countermeasure strategies is communicated to all RTO employees in a timely and accessible manner.

1.2 Informing employees of their responsibilities

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

It is the responsibility of IRT Academy employees to ensure that they are fully informed of applicable legislative requirements. Subscriptions to relevant VET services may include but are not limited to; ASQA, NSW State Training Services, Skilled Capital, ITECA online newsletters are primary sources of legislative information updates.

1.3 Annual Professional Development

IRT Academy employees are encouraged to take an active role in the interpreting and application of legislative requirements within IRT Academy operations.

In Practice Example:

During the annual team professional development workshop a session was delivered by the IRT Legal team outlining the importance of the relevant legislation we are required to comply with.

2 ROLES AND RESPONSIBILITIES

Role	Responsibility
Policy Owner – Group Head IRT Academy	<ul style="list-style-type: none"> Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Learning Solutions Team Manager	<ul style="list-style-type: none"> Ensure day to day implementation and compliance with policy.
Policy Subject Matter Expert - IRT Legal Team representative	<ul style="list-style-type: none"> Provide expert advice regarding legislative changes relevant to IRT Academy operations.
Policy Subject matter Expert – IRT Risk Team representative	<ul style="list-style-type: none"> Provide expert advice regarding risk management, use of iAuditor platform and compliance issues.
Policy Implementation - All other IRT Academy employees	<ul style="list-style-type: none"> Implement procedure as per IRT Academy Procedure Manual

3 DEFINITIONS

In this Policy, words have the following meaning:

Term	Definition
RTO	Registered Training Organisation