SNR 20 Compliance with Legislations

Version 2.0

Version History

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<td>New</td>
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Purpose

The purpose of this procedure is to define the system used to ensure compliance with Commonwealth and State legislative and regulatory requirements.

Responsibility

The CEO is responsible for the implementation of this procedure and to ensure that staffs are aware of its application and implement its requirements.

Requirements

The institute will:

- Comply with relevant Commonwealth\(^1\) and State\(^2\) legislation and regulations
- Ensure staff and students are are fully informed of legislative and regulatory requirements affect their duties or participation in vocational education and training.

Legislations

In general terms relevant legislation and regulation refers to:

- The National Vocational Education and Training Regulator Act 2011
- Australian Qualification Framework
- Occupational Health & Safety Act 2007
- Industrial Act 1999
- Copyright Act 1968
- Copyright Amendment (Digital Agenda) Act 2000
- Privacy Act 1988
- Antidiscrimination Act 1991
- Sex Discrimination Act 1984
- Disability Discrimination Act 1992
- Fair work Act 2009
- Freedom of information Act 1982
- Vocational Education and Training Act 1996
- Education and Training Reform Act 2000
- Education Services for Overseas Students (ESOS) Act 2000

\(^1\) Commonwealth legislation and regulations can be viewed on the web at [http://www.comlaw.gov.au/](http://www.comlaw.gov.au/)

- Education Services for Overseas Students (ESOS) Regulations 2001
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code)
- Education Services for Overseas Students (Registration Charges) Act 1997.
- The Australian Student Visa Program administered by the Department of Immigration and Citizenship
- Charter of Human Rights and Responsibilities Act 2006 (Vic);
- Disability Act 2006; and
- Working With Children Act 2005

Commonwealth Privacy (applies to corporations with an annual turnover greater than $3 under the small business exemption arrangements. The Victorian Information Privacy Act 2000 will generally not be applicable to privately owned RTO’s)

Method

Legislation and regulation

- Review requirements of relevant Commonwealth and State legislative and regulatory requirements annually.
- Following the review, identify and implement relevant Commonwealth, State and Local Government Legislative and Regulatory requirements.
- Ensure that all staff is aware of and implement relevant Commonwealth and State legislative and regulatory requirements. This will be accomplished by:
  - Induction programs for staff
  - Information posted on the Acumen’s web site
  - Via myacumen.com.au
- Ensure students are aware of the legislative requirements of their visa obligations. This will be accomplished by:
  - Inclusion of information in the documentation provided to prospective students
  - Orientation program for students
  - Information posted on noticeboards accessible to students
  - Information posted on the Acumen’s web site