## POLICY

### Compliance with Legislation

<table>
<thead>
<tr>
<th>NVR REF:</th>
<th>Standard 8</th>
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<td>MCC Ref:</td>
<td>MCC-1-A 1</td>
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**Statement**

Macquarie Commercial College Ltd (ABN 99 005 582 767) (MCC) is committed to complying with relevant Commonwealth, State or Territory legislation and regulatory requirements.

**Purpose**

This procedure exists to ensure we comply with relevant Commonwealth, State or Territory legislation and regulatory requirements.

**Principles**

MCC ensures staff have access to current information about the range of legislation relating to their role and operations of the institution.

**Overview**

MCC’s policies and procedures and practices facilitate compliance with relevant legislation.

**Scope**

The Policy and Procedure applies to:

- Reporting and interaction with NVR in accordance with the VET Quality Framework (VQF)
- Staff with responsibilities for planning, delivery and/or leadership of teaching and learning in MCC.
- Staff with administrative responsibilities related to teaching, learning, research and specific operational requirements.
- All organizational units involved with student experience of teaching, learning and Training Packages, who may, from time to time, seek data and feedback information relating to their service provision.
- Corporate services staff.

**Definitions**

- AQF: Australian Qualifications Framework provides the hierarchy of educational qualifications in Australia. It is administered nationally by the Commonwealth Government Department of Education, Employment and Workplace Relations (DEEWR).
- DEEWR: Department of Education, Employment and Workplace Relations - responsibility includes Higher Education and research.
- ASQA means the Australian Skills Quality Authority - Regulatory body for VET education in Australia.
- NVR means the National VET Regulator.
- RTO means Registered Training Organisation.
- VET means Vocational Education and Training (formerly Skills Victoria).
**POLICY** | **Compliance with Legislation**
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**Action/Method** | 1.1 The key reference point for a list of Commonwealth legislation and regulatory requirements that relate to our RTO operation is [www.comlaw.gov.au](http://www.comlaw.gov.au).
1.2 This information is also available at [www.austlii.edu.au](http://www.austlii.edu.au) with specific reference to State legislation and regulatory requirements that relate to our RTO operation.
1.3 All applicable Commonwealth and State specific legislation and regulatory requirements have been embedded in the relevant organizational policies and procedures of MCC.
1.4 Commonwealth and State specific legislation and regulatory requirements are included in our Handbooks and other materials (for clients/staff). These handbooks/materials are provided to stakeholders to ensure they are aware of legislation that affects their participation in Vocational Education and Training (VET).
1.5 Compliance with legislation is reviewed annually (as part of the internal audit) or on a needs basis (when we are made aware of changes to a particular legislation).
1.6 Any changes/updates are to be included in the relevant organizational policies and communicated to stakeholders.

**Related Legislation**
- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations (RTOs) 2015
- Australian Quality Training Framework 2010
- Australian Qualifications Framework (AQF)
- Privacy Act 1988
- OHS
- Equal Opportunities
- Anti-discrimination
- Company Law
- Contract Law
- Consumer Law

**Related Documentation**
- Course Review Policy
- Human Resource Management Policy
- Quality Assurance and Continuous Improvement Policy
- Staff Performance, Review and Development Policy
- Continuous Improvement Business Model
- Quality Compliance Register
- Quality Management System
- Staff Handbook
Procedure - Compliance with Legislation

2.0 Upon the RTO Manager being informed of a potential breach of legislation obligations, they shall communicate this information or other suitable senior managers and stakeholders and request feedback and supporting evidence on the matter.

3.0 RTO Manager shall determine the materiality of the breach and communicate to responsible staff members.

4.0 RTO Manager shall evaluate feedback within 48 hours (or sooner) and inform the applicable government authority of compliance issue and address rectification solution.

5.0 RTO Manager shall monitor and keep all necessary government authorities up to date of the present situation including internal staff.