

<b>POLICY:</b>	<b>DELEGATION OF RESPONSIBILITIES</b>
<b>NVR Ref:</b>	<b>Standard 7</b>
<b>MCC Ref:</b>	<b>MCC-2- D1</b>
<b>Purpose</b>	<p>The purpose of the Policy is to ensure that relevant staff members have direct access to the CEO in relation to the operations of the Macquarie Commercial College as a Registered Training Organisation (RTO).</p>
<b>Responsibilities</b>	<p>The Director Studies will be the staff member with direct access to the CEO who has responsibility and authority for ensuring that the Institute:</p> <ul style="list-style-type: none"> <li>• complies with the Standards for RTOs across all of its operations and in all of the Institute's training/assessment activities, including those undertaken by other persons or bodies on its behalf;</li> <li>• provides for examination of documentation with reasonable access to all areas, records (including ASQA, Skills Victoria internal audit reports) and staff as required by the Institute's registering body for the purpose of audit;</li> <li>• CEO is made aware of the Institute's compliance against the Standards for RTO's in relation to the review process and as a basis for continuous improvement;</li> <li>• application is made for any proposed extensions to Scope of Registration;</li> <li>• makes available to its registering body, upon request, details of all operations, including operations in other States or Territories and outside Australia, within the Institute's Scope of Registration;</li> <li>• ensures notification is sent to the Institute's registering body (ASQA) if operations are commenced in any other State or Territory, including overseas, within 21 days of commencing operations;</li> <li>• Provides the registering body with accurate and timely information in relation to registration and compliance.</li> </ul>

**Policy: DELEGATION OF RESPONSIBILITIES (cont)**

<b>Responsibilities</b> (cont)	<p>The CEO, has financial responsibility for the Institute, based on the professional services of a qualified external Accountant, and will ensure that:</p> <ul style="list-style-type: none"> <li>• The Institute has financial management policies in place and complies with these policies</li> <li>• Monitoring and reporting on compliance with the Institute's financial management policies and procedures is conducted for review purposes and as a basis for continuous improvement</li> <li>• The Institute's registering body (ASQA) is provided with formal assurance that the Institute has sound financial management standards for matters related to the Institute's Scope of Registration and scale of operations, upon request</li> <li>• The Institute's accounts will be certified, at least annually, by a qualified accountant, with membership of one of the following: <ul style="list-style-type: none"> <li>• Certified Practicing Accountants Australia</li> <li>• The Institute of Chartered Accountants of Australia</li> <li>• The National Institute of Accountants</li> </ul> </li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• otherwise registered as an auditor with the Australian Securities &amp; Investment Commission</li> </ul> <li>• Upon request, provide certified accounts to the Institute's registering body (ASQA) Skills Victoria.</li>
<b>Implementation</b>	<p>The Delegation of Responsibilities Policy will be implemented through the Quality System.</p>

**VERSION CONTROL****Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Policy Review Date:** July 2018

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No Material Changes
5.0	June 2017	No material change