

POLICY:	CONTRACTORS AND AGENTS
NVR Ref:	Standard 2
MCC Ref:	MCC-3-C 4
Purpose	To ensure that all contractors acting on behalf of Macquarie Commercial College conduct themselves in a manner suitable to the Institute's ethics and principles.
Scope	This Policy and Procedure covers all contractors associated with training programs delivered by the Institute.
Responsibilities	The CEO has overall responsibility for ensuring procedures in relation to the conduct of contractors are adhered to and complied with.

PROCEDURE:	CONTRACTORS AND AGENTS
NVR Ref:	Standard 2
MCC Ref:	MCC-3-C 4

Action / Method	<p>A contractor representing the Institute is expected to:</p> <ol style="list-style-type: none"> 1. Have a thorough understanding of the Institute, its course offerings, facilities, staff and educators. 2. Refrain from discrediting other training providers by claiming that they are guilty of dishonourable conduct, are unable to fulfil the terms of a contract, are in trouble financially, or make other derogatory comments. 3. Refrain from making exaggerated statements concerning job or employment opportunities. 4. Cultivate a highly professional working relationship with all of the Institute's staff, especially educators. 5. Avoid making any promises to students that cannot be verified. <p>It is the responsibility of the Institute to provide all contractors with a copy of this Procedure.</p>
Websites	www.macquariecommercialcollege.edu.au
Access and Security	File Security
	Access to Electronic Records
	Access to Secondary Storage Areas
Freedom of Information	Disposal of Records with regard to the Freedom of Information Act
	Retention of Records for Freedom of Information Purposes
	Access to Archived Records

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

Version	Date	Details
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 change
5.0	June 2017	No material change