



PP40 – Annual Declaration on Compliance Policy

1. Purpose

This policy ensures that Austra College complies with Clause 15 of the Standards for RTOs 2025, which mandates the submission of an Annual Declaration on Compliance (ADC). The policy outlines the procedures for preparation, internal review, and submission of the declaration to the National VET Regulator (ASQA), supported by a formal internal audit.

2. Scope

This policy applies to the Chief Executive Officer (CEO) and RTO Manager and governs Austra College's annual compliance reporting.

3. Legislative and Regulatory Reference

- ✚ Standards for RTOs 2025 – Clause 15
- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ ASQA Communications and ADC Guidelines
- ✚ Training.gov.au – ADC Reporting Advice

4. Definitions

Term	Definition
ADC	Annual Declaration on Compliance – a formal declaration to ASQA confirming Austra College compliance status.
Internal Audit	Self-assessment of Austra College practices and compliance prior to the ADC.
CEO	Chief Executive Officer – authorised signatory and responsible person for ADC submission.
Annual Reporting Period	12-month reporting period specified by ASQA for the submission.

5. Policy Statement

Austra College is committed to regulatory transparency and must annually declare compliance with the Standards and VET legislation via the Annual Declaration on Compliance (ADC). The CEO is accountable for completing and submitting the declaration using the approved form issued by ASQA via email.

A thorough internal audit is undertaken prior to submission, identifying any non-compliance and implementing corrective actions before declaring full compliance.

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6. Procedure – Step-by-Step

Step	Action	Responsible Person
1	Monitor ASQA Notification: Await official ADC email notification from ASQA sent to the CEO during the annual reporting period.	RTO Manager/ CEO
2	Schedule Internal Audit: Conduct a full compliance audit covering all clauses and legislative requirements.	RTO Manager
3	Gather Supporting Evidence: Collect records related to student files, training and assessment, staff credentials, complaints, validation, etc.	RTO Manager
4	Identify and Rectify Gaps: Document findings. Resolve any issues and record actions in the Continuous Improvement Register.	RTO Manager
5	Complete ADC Form: Use the form received via email from ASQA. CEO ensures all responses are accurate and based on verified evidence.	CEO
6	Sign-Off and Submission: CEO signs the form and submits it via the ASQA portal or as directed in the email.	CEO
7	Retain Documentation: Save the signed declaration, internal audit records, and submission confirmation in the Compliance folder.	RTO Manager

7. Recordkeeping Requirements

- ✚ Internal Audit Report
- ✚ Completed ADC form and submission evidence
- ✚ Corrective Action Report (if applicable)
- ✚ Meeting minutes from compliance discussions
- ✚ Updated Continuous Improvement Register
- ✚ All records are kept securely for five years.

8. Related Documents

- ✚ Internal Audit Template
- ✚ Continuous Improvement Register
- ✚ ADC Submission Confirmation Email
- ✚ Compliance Action Tracker
- ✚ Staff Compliance Briefing Notes

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9. Flow chart

Annual Declaration on Compliance process



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