



PP46 – Communication with VET Regulator Policy

1. Purpose

This policy ensures Austra College complies with its legal obligations under the Standards for RTOs 2025, specifically Clauses 16 and 17, by maintaining timely, accurate, and transparent communication with the National VET Regulator (ASQA).

2. Scope

Applies to all governing persons, CEO, RTO Manager, and staff involved in third-party agreements, data provision, or material change management.

3. Legislative References

- ✚ Standards for RTOs 2025 – Clauses 16 & 17
- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ Data Provision Requirements
- ✚ ASQA General Directions
- ✚ Third Party Services Guidance

4. Definitions

Term	Definition
Material Change	Any change that significantly affects Austra College's ability to comply (e.g., change of ownership, key personnel, location, scope).
Governing Person	Any person involved in the governance of Austra College, such as CEO, Directors.
Third Party	Any external entity delivering services on behalf of Austra College.
ASQA net	The online platform used to notify ASQA of material changes.

5. Policy Statement

Austra College is committed to maintaining transparency and regulatory compliance through proactive communication with ASQA by:

- ✚ Notifying material changes within 10 business days as required under Clause 16.
- ✚ Reporting changes in ownership or governing persons as soon as practicable or within the prescribed timeframe.

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- ✚ Submitting written/electronic notifications and responding to ASQA requests promptly.
- ✚ Ensuring all third-party agreements meet the minimum requirements in Clause 17, including notifying ASQA within 30 calendar days of their commencement and termination.

6. Detailed Procedure – Step-by-Step

Step	Action	Responsible Person
1	Monitor operations for material changes, including ownership, CEO, location, delivery, scope, or financial position.	CEO/ RTO Manager
2	Identify whether the change qualifies under Clause 16.	RTO Manager
3	Notify ASQA via ASQA net within 10 business days of the event.	CEO
4	For changes in ownership or governing persons: ✚ If prospective and known notify before the change. ✚ If only known after notify within 10 business days.	CEO
5	Respond promptly to any further ASQA requests regarding the change.	RTO Manager
6	For any third-party arrangement: Draft agreement ensuring it includes all required details: ✚ Business/trading names ✚ Dates ✚ Responsibilities ✚ Monitoring rights ✚ Prohibited use of logos/branding ✚ Mandatory ASQA cooperation clause	RTO Manager
7	Enter the agreement before delivery begins and submit notification to ASQA within 30 calendar days.	CEO
8	When the third-party agreement ends, notify ASQA within 30 calendar days of termination.	RTO Manager
9	Maintain a Communication with Regulator Register, including: ✚ Date of notification ✚ Type of change ✚ Documents submitted	Admin Officer

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Step	Action	Responsible Person
	 Actioned by  ASQA response (if any)	
10	Conduct annual review to ensure no missed obligations.	CEO/ RTO Manager

7. Third-Party Agreement Compliance (Clause 17)

All third-party agreements must:

-  Be written and signed before services commence.
-  Include monitoring rights and responsibilities.
-  Prohibit use of NRT logo or Austra College branding.
-  Prohibit issuing certification.
-  Require full cooperation with ASQA.
-  Be notified to ASQA upon signing and termination.

8. Compliance Tools

-  Communication with Regulator Register
-  Third Party Agreement Template
-  Material Change Notification Checklist
-  Annual Compliance Review Checklist

9. Additional Compliance Requirements and Events

-  In line with Clauses 16 and 17 of the Standards for RTOs 2025 and the National VET Regulator Act 2011, Austra College must also ensure compliance with the following reporting and regulatory obligations:

Event	Compliance Requirement	Deadline	Responsible Person
QI Data Submission	Submit Quality Indicator (QI) data to ASQA via the required reporting tool	By 30 June each year	RTO Manager
Re-registration Application	Submit a full re-registration application including supporting evidence and declarations	Minimum 90 days before expiry	CEO/ RTO Manager

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Event	Compliance Requirement	Deadline	Responsible Person
Update to Contact Details	Notify ASQA of changes to email, phone, address or contact personnel via ASQAnet	Within 10 business days	RTO Manager
Change in Campus/Delivery Location	Notify ASQA of any new, relocated, or ceased delivery site	Within 10 business days	CEO/ RTO Manager
Change in Scope of Registration	Apply for addition or removal of units/qualifications on scope through ASQAnet	Prior to delivery or cessation	CEO/ RTO Manager

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10. Flow chart

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