



PP41 – Fit and Proper Person Policy

1. Purpose

This policy outlines the process Austra College follows to meet its obligations under Schedule 1 – Fit and Proper Person Requirements of the Standards for RTOs 2025. It ensures that Austra College collects and submits required declarations to ASQA for individuals in key management and governance roles. ASQA is the authority that determines whether an individual is considered fit and proper.

2. Scope

This policy applies to individuals identified by ASQA as governing persons, including:

- ✚ Chief Executive Officer (CEO)
- ✚ Directors or Owners
- ✚ Any person with control or significant influence over Austra College's operations or decisions

3. Legislative Reference

- ✚ Standards for RTOs 2025 – Schedule 1
- ✚ National Vocational Education and Training Regulator Act 2011 – Section 186
- ✚ ASQA Fit and Proper Person Requirements (guidance)

4. Definitions

Term	Description
Fit and Proper Person Requirements	A declaration required by ASQA to assess if a person is suitable to be involved in the management of Austra College.
Governing Person	Anyone who makes decisions about the operation, delivery, or finances of Austra College, such as CEO, directors.
ASQA	The National VET Regulator responsible for determining if a person is fit and proper.

5. Policy Statement

Austra College is committed to identifying and declaring all governing persons in line with Schedule 1. These individuals are required to complete and submit the Fit and Proper Person Declaration to ASQA.

Austra College does not make the assessment of whether a person is fit and proper. ASQA reviews the declarations and makes this decision.

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6. Procedure – Step-by-Step

Step	Action	Responsible Person
1	Identify all individuals who fall under the definition of governing persons.	CEO
2	Provide each governing person with the current Fit and Proper Person Declaration Form (from ASQA).	Admin Officer
3	Ensure each individual completes the declaration honestly and fully.	CEO
4	Collect and review all completed forms for completeness (not content).	RTO Manager
5	Submit the declarations to ASQA via asqanet or as required.	CEO
6	File copies of submitted declarations in the Fit and Proper Person Register.	Admin Officer
7	Update the register if any changes occur (e.g., new CEO, director).	RTO Manager
8	Notify ASQA immediately if a new governing person is appointed.	CEO

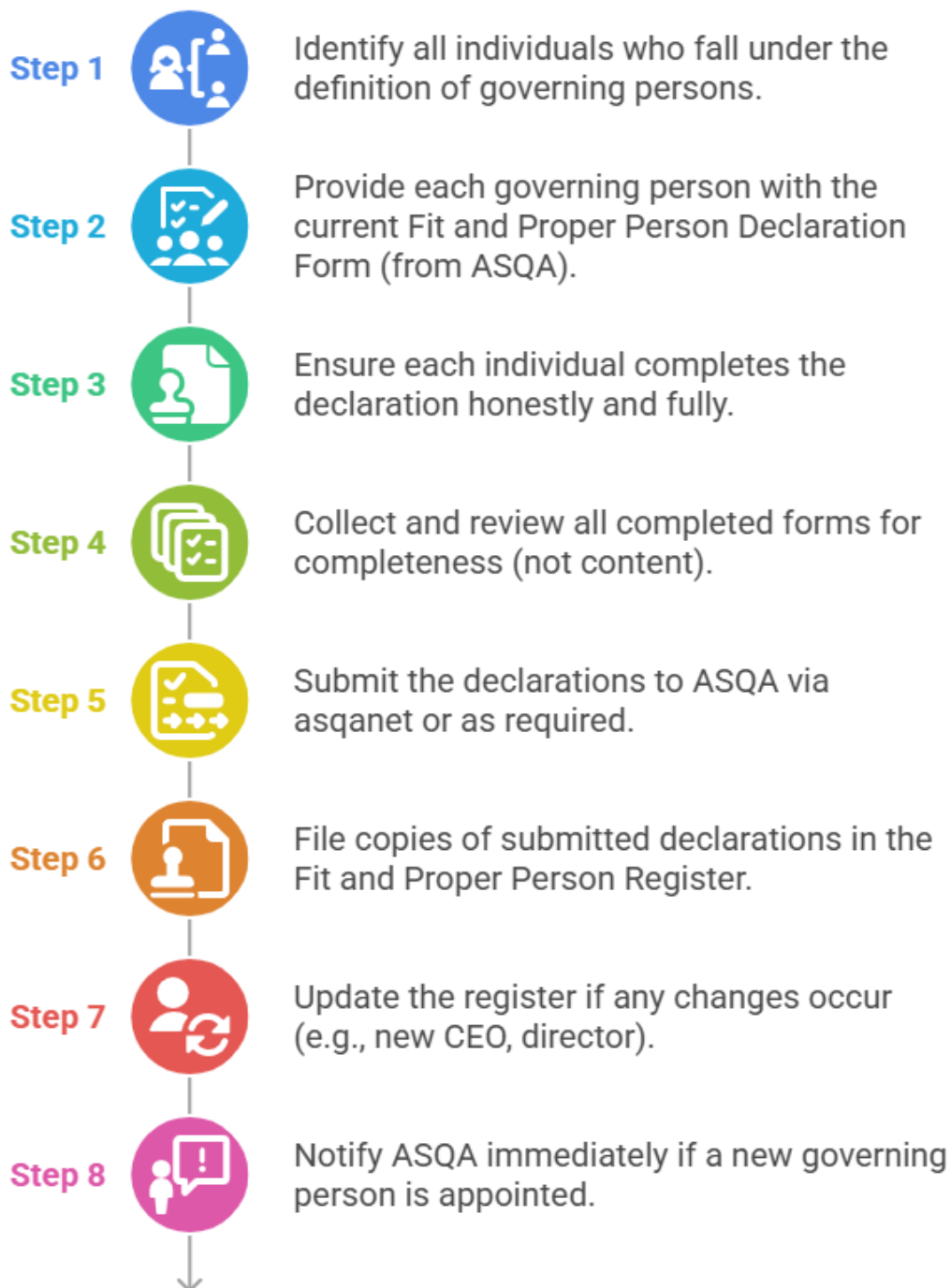
7. Related Documents

- ✚ ASQA Fit and Proper Person Declaration Form
- ✚ Staff Induction Checklist (include declaration step)
- ✚ Change of Personnel Notification Template to ASQA

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8. Flow chart

Fit and Proper Person Process



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