



PP23 – Leadership and Accountability Policy

1. Purpose

This policy sets out the principles and responsibilities that govern the leadership and accountability of Austra College. It ensures that the organisation and its governing persons act with integrity and meet the compliance obligations set out in Outcome Standard 4.1 of the Standards for RTOs 2025 and the Fit and Proper Person Requirements.

2. Scope

This policy applies to the CEO, Board Members, RTO Manager, and any other governing persons responsible for overseeing and directing the operation of Austra College.

3. Definitions

Term	Definition
Governing Person	Individuals who hold executive or decision-making authority, including directors, CEO, and board members.
Fit and Proper Person Requirements	Legislative criteria under section 186 of the National Vocational Education and Training Regulator Act 2011.
Integrity	Acting in an honest, fair, and transparent manner.
Accountability	Being responsible and answerable for decisions and outcomes.
Compliance Culture	Organisational environment that promotes regulatory adherence and quality assurance.

4. Legislative and Regulatory References

- ✚ Standards for RTOs 2025 – Outcome Standard 4.1
- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ Fit and Proper Person Requirements (F2011L01346)
- ✚ VET Quality Framework

5. Policy Statement

Austra College's leadership ensures that:

- ✚ All governing persons meet and maintain the Fit and Proper Person Requirements;
- ✚ Governance decisions promote organisational integrity and compliance;

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- ✚ Governing persons demonstrate leadership through ethical behaviour, informed decision-making, and operational oversight;
- ✚ A strong culture of fairness, transparency, and student-centred service delivery is maintained.

6. Step-by-Step Procedure

Step	Action	Responsible Person
1	Collect a signed Fit and Proper Person Declaration (FPPD) from all governing persons (including CEO, directors, board members) upon engagement	CEO
2	Conduct and document background checks for each governing person (including national police check, ASIC register check, bankruptcy register)	CEO
3	Ensure each governing person completes an Induction Program covering regulatory compliance, Fit and Proper Person Requirements, Standards for RTOs 2025, and governance obligations	CEO
4	Maintain and securely store all governance-related documentation including: FPPDs, induction records, conflict of interest information, governance meeting minutes	CEO
5	Conduct and document annual governance reviews covering organisational performance, regulatory compliance updates, risk areas, and changes in legislation or of Austra College operations	CEO
6	Review all major organisational decisions for alignment with the Standards for RTOs, the VET Quality Framework, and student best interests. Decisions must be recorded with supporting rationale	CEO
7	Establish and lead a culture of integrity, fairness, transparency, and student focus. This includes modelling ethical behaviour and addressing non-compliance or misconduct swiftly	CEO
8	Undertake an annual reassessment of each governing person's compliance with Fit and Proper Person Requirements. If any issues arise, immediately develop and implement a corrective action plan	CEO
9	Ensure information about Austra College's leadership, decision-making responsibilities, and accountability structures is available and shared with all new appointees	CEO
10	Lead the process for responding to any regulatory requests, notices, or audits concerning governance, and ensure timely and accurate communication with ASQA	CEO

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7. Quality Assurance and Continuous Improvement

- ✚ The CEO and RTO Manager will monitor leadership and governance activities quarterly.
- ✚ Any breach or risk to Fit and Proper Person compliance will be investigated and addressed immediately.
- ✚ All governance procedures are reviewed annually in alignment with Outcome Standard 4.1.

8. Related Documents

- ✚ Fit and Proper Person Declaration (FPPD)
- ✚ Meeting Minutes
- ✚ Staff Code of Conduct
- ✚ Risk Management Plan

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9. Flow chart

Leadership and Accountability Process



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