



PP38 – Legislative and Regulatory Compliance Policy

1. Purpose

This policy ensures that Austra College meets all its legal and regulatory responsibilities, as required by Clause 20 of the Compliance Standards and other legislative instruments. It provides a structured and proactive framework to support lawful operations, informed decision-making, and continuous compliance across the organisation.

2. Scope

This policy applies to:

- ✚ All staff (including administrative and academic)
- ✚ Senior management and governing persons
- ✚ Contractors, consultants, and third-party providers
- ✚ Volunteers and other stakeholders involved in Austra College operations

3. Definitions

Term	Definition
Austra College	A Registered Training Organisation authorised to deliver nationally recognised training in Australia.
Compliance Standards	A part of the Standards for RTOs 2025 under the National Vocational Education and Training Regulator Act 2011, which sets out legal obligations for Austra College.
Governing Persons	Individuals responsible for the overall operation of Austra College, such as Directors, CEO, and Board Members.
Legislation Register	An internal tool documenting all legislative and regulatory requirements applicable to Austra College.
Legislation	Laws passed by Parliament (Commonwealth, State, or Territory) that apply to VET and Austra College operations.
Regulator	Refers to the Australian Skills Quality Authority (ASQA) – the national regulator for Austra College.
Material Change	Any change that significantly impacts Austra College ability to deliver services, including scope changes, ownership, location, third-party arrangements, etc.
RTO Manager	The staff member designated to monitor, report on, and update all compliance-related activities and risks within Austra College.

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Term	Definition
Induction	The formal process of onboarding staff with essential knowledge of their compliance obligations.

4. Legislative and Regulatory Instruments

Austra College complies with all applicable legislation and frameworks, including but not limited to:

- ✚ National Vocational Education and Training Regulator Act 2011
- ✚ Standards for RTOs 2025 (including Clause 20 and all Outcome Standards)
- ✚ Data Provision Requirements
- ✚ Fit and Proper Person Requirements
- ✚ Work Health and Safety Act 2011 (Cth)
- ✚ Privacy Act 1988 (Cth)
- ✚ Equal Opportunity and Anti-Discrimination Laws
- ✚ Unique Student Identifier Act 2014
- ✚ Fair Work Act 2009
- ✚ Relevant State Funding Contracts

5. Policy Statement

Austra College is committed to:

- ✚ Understanding and meeting all compliance obligations under legislation and regulatory frameworks;
- ✚ Keeping staff informed and supported through training and communication;
- ✚ Proactively identifying and managing risks of non-compliance;
- ✚ Maintaining accurate documentation, registers, and reporting mechanisms; and
- ✚ Ensuring ASQA and other authorities are notified promptly of any material changes.

6. Step-by-Step Procedure

Step	Action	Responsible Person
1	Maintain a Legislation Register to list all relevant laws, regulations, and their requirements.	RTO Manager
2	Subscribe to ASQA updates, newsletters, and state training alerts to monitor regulatory changes.	RTO Manager

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Step	Action	Responsible Person
3	Conduct a gap analysis when a change is announced and update internal policies and procedures.	RTO Manager/ CEO
4	Inform staff through emails, staff meetings, and induction refreshers about changes in law.	RTO Manager
5	Conduct annual compliance training for all staff and governing persons.	RTO Manager
6	Maintain all reporting obligations to ASQA and regulators (e.g. Total VET Activity).	RTO Manager/ Admin Officer
7	Notify ASQA of any material changes within required timeframes.	CEO
8	Keep evidence of compliance activities, training, communications, and submissions.	RTO Manager
9	Conduct internal audits at least once per year and act on findings immediately.	RTO Manager/ CEO

7. Monitoring and Review

- A Compliance Calendar will be used to track deadlines and obligations.
- The Compliance Register is reviewed and updated quarterly.
- The CEO is responsible for ensuring this policy is reviewed annually or when significant legislative changes occur.

8. Related Documents

- Legislation Register
- Staff Induction Presentation
- Legislative & Regulatory Change Log
- ASQA Notification Guidelines
- Continuous Improvement Register
- Internal Audit Template
- Staff Training Records
- Compliance Calendar
- Compliance Register

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9. Flow chart

Legislative and Regulatory Compliance Process



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