

Delegation of Authority Policy & Procedure

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Owner	Senior Management	Approved By		CEO	

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1. POLICY

IQY Australia Pty Ltd T/A IQY Technical College ensures to maintain records of delegation of authority for the staff who can act on behalf of the organization and the CEO.

2. PURPOSE

The purpose of this process is to detail the IQY 's delegation of power and to outline who may act on behalf of the organisation and the CEO.

3. SCOPE

This policy applies to all IQY 's students, staff and stakeholders.

4. DEFINITIONS

SRTOs 2015: They are the Standards for National VET Regulator Registered Training Organisation.

ASQA: Australian Skills Quality Authority – The national vocational education and training (VET) regulator.

Delegation of authority simply means assigning tasks or responsibilities to another person and giving them the right to perform those tasks autonomously.

ELICOS: English Language Intensive Courses for Overseas Students

Vocational education and training (VET) is learning where you develop targeted and practical skills.

5. POLICY

Should IQY stop operating as an RTO, the CEO, or their Delegate, will transfer sufficient digital records to ASQA to confirm what each student has completed. Information about withdrawing the RTO's registration is available from ASQA's website.

IQY adheres to the principles of SRTOs Clause 7.1 by ensuring that a team of multiple influential managers demonstrate that managers and coordinator have sufficient authority by providing organisational charts, position descriptions, duty statements and delegation documents.

During the time when the CEO or their delegate is unavailable due to annual leave or any other Critical circumstances, delegated authority is assigned to the ASQA listed Fit and Proper Persons as and when needed. IQY listed Fit and Proper Persons are; Director of Academic and Business Development, National Quality and Compliance Manager.

6. PROCEDURE

Delegation Table:	<p>Chief Executive Officer (CEO) – Has full delegated authority to act on behalf of IQY . The CEO is also the officer who is legally responsible for all actions under the VQF. The CEO may delegate to any role or functions as they see fit.</p>
	<p>IQY Director – Has the delegated authority to support the CEO in all functions IQY</p>
	<p>Chief Operating Officer (COO) – Has the delegated authority to support the CEO in all functions. The COO may delegate to any role or functions as they see fit.</p>
	<p>Director of Academic and Business Development - Has the delegated authority to proactively work to maximise the financial performance of the RTO via the provision of quality training and excellent student service to ensure a profitable business outcome.</p>
	<p>National Quality and Compliance Manager - Has the delegated authority to develop and amend policies and procedures, to establish the RTO's compliance standards to a high and practical level across the business and manage and co-ordinate with internal/external stakeholders to maintain and add on the proposed registration courses into the scope.</p>
	<p>Head of VET – Has the delegated authority to ensure the IQY Vocational courses meet ASQA regulatory requirements ongoing. Ongoing monitoring and continuous improvement are a key delegated authority to ensure optimisation of training and assessment. Has the delegated authority to recruit Casual Vocational Trainers in line with agreed pay rates set by the Senior Management Group.</p>
	<p>ELICOS Academic Manager – Has the delegated authority to ensure the IQY ELICOS courses meet NEAS endorsement requirements ongoing along with ASQA regulatory requirements for the delivery of ELICOS courses. Ongoing monitoring and continuous improvement are a key delegated authority to ensure optimisation of training and assessment.</p>
	<p>ELICOS Operations Manager – Has the delegated authority to recruit casual ELICOS Teachers, and schedule classes, and or cancel/merge classes as Operationally needed from time-to-time. Teacher's pay rate determination is also a delegated authority inline with the Award when recruited Level 1 – 5 Teachers.</p>
	<p>Global Head of Business Development – Has the delegated authority to make decisions on non-tuition fee related expenses to assist with student recruitment on a case-by-case basis.</p>
	<p>Accounts Manager – Has the delegated authority to manage day to day financial transaction of IQY to the value agreed to by the CEO, banking and cash handling and financial reporting, and undertake the role of Accounts Manager as defined in their Position Description. The Accounts Manager may delegate to another function with the approval of the CEO.</p>
	<p>Student Journey Coordinator – Has the delegated authority to facilitate all enrolment to graduation activities and undertake the role of Student Journey Coordinator as defined in their Position Description. The Student Journey Coordinator may be delegated to another function with the approval of the COO.</p>

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	<p>Admissions Coordinator – Has the delegated authority to facilitate all admissions and course variation activities and undertake the role Admissions Coordinator as defined in their Position Description.</p> <p>The Admissions Coordinator may be delegated to another function with the approval of the COO.</p>
	<p>Enrolment Coordinator/s – Has the delegated authority to oversee all enrolment activities such as assessing of student application, issuance of letter of offers, issuance of COE & approving of deferrals/ re-enrolments and undertake the role Enrolment Coordinator as defined in their Position Description.</p> <p>The Enrolment Coordinator may be delegated to another function with the approval of the COO</p>
	<p>HR & Executive Assistant – Has the delegated authority to be involved in all Human Resource aspects of the business, from recruitment of staff, onboarding and training, disciplinary actions and exit of all IQY staff. All financial responsibilities linked to the role are approved by the CEO.</p>
	<p>Campus leads – Has the delegated authority to oversee all campus operations & facilities management such as ensuring health & safety of students & staff, maintaining an educationally friendly campus environment & represent on COO & CEO on campus level and undertake the role Campus leads as defined in their Position Description.</p> <p>The Enrolment Coordinator may be delegated to another function with the approval of the COO.</p>

7. RESPONSIBILITY

COO must monitor, evaluate and review this policy and relevant procedures on an ongoing basis and suggest appropriate changes to the National Quality and Compliance Department for approval.

The CEO has overall responsibility for the implementation and review of this policy.

8. RELATED DOCUMENTS

Related Documents
<ul style="list-style-type: none">• IQY Organisation Chart• Internal Departments' Operational Chart• Position Descriptions• Delegation related documentation