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1. POLICY

IQY Australia Pty Ltd T/A IQY Technical College is committed to complying with all legislative and regulatory requirements which impact its operation as a Registered Training Organisation.

2. PURPOSE

IQY Technical College is dedicated to providing educational services to its learners in accordance with Section 7 and Section 8 of the Part 4 of the Standards for Registered Training Organisations (RTOs) 2015, with regards to Clause 2.1, 8.5 and 8.6. The aim is to consistently uphold these legislative and regulatory obligations.

3. SCOPE

This policy applies to all management team members, employees, contractors, students, and stakeholders involved in the operations of IQY Technical College.

4. DEFINITIONS

ASQA: The Australian Skills Quality Authority, the regulatory body responsible for the oversight of the Vocational Education and Training (VET) sector in Australia.

General Manager/Chief Executive Officer (CEO), : The person nominated with ASQA as having the overall executive responsibility for overall management and strategic direction of IQY Technical College.

Senior Management: The Senior Management of IQY Technical College, including but not limited to the General Manager/Chief Executive Officer (CEO), , Director/Principal, Manager, Director/Principal of Academic and Business Development, and Training and Compliance Manager

High Managerial Agent: High managerial agent means an employee or agent of the organisation with duties of such responsibility that his or her conduct may fairly be assumed to represent the organisation in relation to the business of providing courses

Fit and Proper Person Requirements: The requirements outlined in Schedule 3 of the Standards for Registered Training Organisations (RTOs) 2015, which specifies the criteria for determining whether a person is fit and proper to hold a position of responsibility within an RTO.

Financial Viability Risk Assessment Requirements: The requirements outlined in Clause 1.8 of the Standards for RTOs 2015, which require an RTO to conduct an annual self-assessment of its financial viability.

Requirements for Fee Protection: The requirements outlined in Schedule 6 of the Standards for RTOs 2015, which specify the conditions under which an RTO must protect student fees paid in advance. TPS requires that not more than 50 per cent of the fees for an overseas student be prepaid unless the student chooses to pay more. This applies even if 50 per cent of the course fees would be less than the threshold prepaid fee amount of \$1500.

Public Liability Insurance: Insurance coverage held by IQY Technical College that covers the scope of its operations throughout its registration period.

Data Provision Requirements: The requirements outlined in Clause 7.3 of the Standards for RTOs 2015, which require an RTO to provide accurate and current information to the relevant authority.

5. POLICY PRINCIPLES

At IQY Technical College is committed to complying with all legislative and regulatory requirements which impact its operation as a Registered Training Organisation. This policy for governance is designed to ensure that the RTO always remains compliant with its obligations.

The following principles underpin the Governance Policy at IQY Technical College:

- ✚ IQY Technical College will ensure that its executive officers or high managerial agents are vested with sufficient authority to ensure the RTO always complies with the RTO Standards and meet each of the relevant criteria specified in the Fit and Proper Person Requirements.
- ✚ IQY Technical College will satisfy the Financial Viability Risk Assessment Requirements.
- ✚ IQY Technical College will meet the requirements set out in the Requirements for Fee Protection in Schedule 6 whenever, either directly or through a third party, a prospective or current learner to prepay fees more than 50% of the tuition fee or a total of \$1,500 for services that are yet to be provided.
- ✚ IQY Technical College will hold public liability insurance that covers the scope of our operations throughout our registration period.
- ✚ IQY Technical College will provide accurate and current information to the Australian Skills Quality Authority (ASQA), the National Centre for Vocational Education Research (NCVER), and any other relevant bodies as required by the Data Provision Requirements as updated from time to time.
- ✚ IQY Technical College will cooperate with ASQA by providing accurate and truthful responses to information requests, participating in audits and monitoring of our operations, providing quality/performance indicator data, and reporting significant changes to our operations or ownership.
- ✚ IQY Technical College does not have any third-party delivering services on its behalf.
- ✚ IQY Technical College will notify ASQA of any written agreement entered into for the delivery of services on its behalf and the end of such agreement.
- ✚ IQY Technical College will provide an annual declaration on compliance with these Standards to ASQA and ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.
- ✚ IQY Technical College will comply with Commonwealth, State and Territory legislation and regulatory requirements relevant to our operations.
- ✚ IQY Technical College will ensure our staff and learners are informed of any changes to legislative and regulatory requirements that affect the services delivered.

6. LEGISLATION AND STANDARDS

The IQY Technical College RTO – Governance Policy is designed to meet Standard 7 and 8 of the Standards for Registered Training Organisations (RTOs) 2015.

Standard 7 emphasises on the fact that the sustained viability of an RTO is crucial for ensuring the quality of its training and assessment outcomes and, consequently, the well-being of its learners. Adherence to operational and financial business standards serves as a protective mechanism for both learners and RTOs. Additionally, it acts as a deterrent for underprepared organisations considering entry into the market. An RTO's viability is contingent upon its specific business objectives and operational characteristics.

Standard 8 emphasises on the fact that the RTOs are required to adhere to the RTO Standards along with applicable Commonwealth, State, and Territory legislation. Compliance is essential for delivering training products with integrity and fulfilling obligations to clients. Transparent documentation of third-party arrangements is crucial for the Regulator's awareness of these relationships. This allows them to consider these arrangements in assessing the risk profile during compliance enforcement with the Standards. Additionally, it provides a basis for reviewing the terms and effectiveness of third-party arrangements in facilitating compliance during RTO audits.

7. ROLES AND RESPONSIBILITIES

Role/Decision/Action: This policy ensures that the IQY Technical College RTO meets its governance obligations as a Registered Training Organisation.

Responsibility:

General Manager/Chief Executive Officer (CEO),
Director/Principal
Manager
Director/Principal of Academic and Business Development
Training and Compliance Manager
Student Journey Manager

8. CORRESPONDING PROCEDURES

Management Meetings and Academic Board Meetings serve as integral procedures within the framework of the Governance Policy. These meetings are essential components of the governance structure, providing avenues for strategic decision-making, oversight, and collaboration among key stakeholders. The Management Meetings focus on operational and organisational matters, ensuring effective leadership and coordination, risk management, financial management and continuous improvement, while the Academic Board Meetings specifically address academic and educational aspects, playing a crucial role in maintaining the quality and integrity of educational programs. Together, these meetings align with and contribute to the overarching objectives outlined in the Governance Policy, fostering transparency, accountability, and the successful implementation of organisational governance principles.

8.1 Management Meetings

In line with the Section 7 and Section 8 of the Part 4 of the Standards for Registered Training Organisations (RTOs) 2015, with regards to Clause 2.1, 8.5 and 8.6, IQY Technical College (IQY Institute) holds regular Management Meetings. IQY Institute management meetings are convened by the Senior Management Team. The IQY Institute Senior Management Team meets fortnightly to coordinate the service delivery and governance arrangements of Equality Education.

The key areas of focus for the Senior Management Team are:

- Review Compliance Checks – ASQA and NEAS
- Review Internal Audits
- Review Quality Control
- Review the Academic Operations of the VET and ELICOS Units
- Review the Campus Operations and Facility Management
- Review Business Development – enrolments and future business
- Review Student Journey
- Review Continuous Improvement
- Review Complaints

Attendance

The meeting is led by the CEO. The following personnel are to attend all management meetings:

- Chief Executive Officer- Chair
- Director/Principal
- Manager
- Director/Principal of Academic and Business Development
- Training and Compliance Manager
- Executive Assistant - Minutes

The following personnel are to attend the management meetings as per the requirement of the agenda.

- Student Journey Manager
- Enrolment Coordinator

Meeting Schedule:

Meetings to be held fortnightly starting from Monday 22 January 2024

Management Meeting Agenda

The following agenda is to be used as a guide for the conduct of management meetings:

1. Open the meeting: Welcome and apologies.
2. Review minutes from previous meeting.
3. Notices or communications received.
4. Review and discuss training / assessment delivery issues.
5. Review and discuss administration issues.
6. Review and discuss any student support issues.
7. Review and discuss compliance issues.
8. Review and discuss continuous improvement actions.
 - (a) Discuss improvement actions currently being implemented.
 - (b) Discuss new continuous improvement opportunities.
 - (c) Discuss completed improvement actions flagged for review.
9. Review and discuss business development actions.
10. Review and discuss safety issues.
11. Review and discuss any complaints or appeals.
12. Attend to any other business.
13. Nominate the next meeting.
14. Close the meeting.

Minutes of Management Meetings will be recorded within the shared drive. Management action items will also be recorded within the shared drive and communicated as a task using Outlook. Persons with responsibility for those tasks will be required to provide an update about their progress on completing the tasks at each Management Meeting.

8.2 Academic Board Meetings

In line with the Section 7 and Section 8 of the Part 4 of the Standards for Registered Training Organisations (RTOs) 2015, with regards to Clause 2.1, 8.5 and 8.6, IQY Technical College (IQY Institute) holds regular Academic Meetings. The IQY Institute Academic Board meets quarterly to review both the VET and ELICOS units.

The key areas of focus for the Academic Board are:

- Ratification of Term Course results.
- Review of Course Progression, Completion and Withdrawal. This includes analysis at a Campus level of Competency and Not Yet Competent rates.
- Approval for issuance of Course Certificates.
- Review and approval of Training and Assessment Strategies.
- Review of completed course and assessment moderation and validation in line with the annual AIBL schedule.

- Receive and endorse any recommendations from the AIBL Industry Advisory Groups.
- Review ongoing Australian Skills Quality Authority (ASQA) regulatory compliance.
- Review ongoing NEAS Australia (ELICOS sector) Quality Assurance.
- Endorsement of Academic Calendars.
- Review and endorsement of any new course application.
- Review Student/Teacher AQTF survey results

The minutes and actions of the Quarterly Academic Board meetings will be reported to the Senior Management Team meeting, in the subsequent fortnight from when the Academic Board meeting is convened.

8.3 Academic Board

The meeting is led by the Director/Principal of Academic and Business Development. The following personnel are to attend all management meetings:

- Chief Executive Officer
- Director/Principal
- Manager
- Director/Principal of Academic and Business Development- Chair
- Training and Compliance Manager
- Executive Assistant - Minutes

The following personnel are to attend the management meetings as per the requirement of the agenda.

- Student Journey Manager
- Enrolment Coordinator

Meeting Schedule:

Meetings to be held quarterly after the end of a term, two weeks after the completion of the term, aligning with the completion of all assessments.

Dates:

- TBA

Academic Board Meetings Standing Agenda Items

- Review and approval of previous Minutes.
- Review and discuss any recommendations from the Industry Advisory Groups.
- CEO high level update on business market – current and future enrolment trends.
- COO high level update on Student Journey - course progression, completion, and withdrawal rates.

- Training and Compliance Manager – regulatory updates.
- VET Unit – Present VET Unit report, inclusive of
 - Student results for the Term for ratification.

- Student result analysis.
- Student Certificate Issuance.
- Updates on validation and contextualisation
- Updates on Trainer Professional Development
- Updates on Continuous Improvements
- Ad hoc Agenda Items – e.g.
 - Updates to Training and Assessment Strategies (TAS's)
 - Updates to Assessments
 - Additions to scope for new courses
 - Academic Calendar etc. as and when needed.
- Review student/teacher AQTF Survey results
- Nominate the next meeting – to be held quarterly.
- Close the meeting.

Academic Board Meetings minutes will be documented on the shared drive, and the action items will be logged in the same location, with communication of tasks using Outlook. Individuals responsible for these tasks must provide progress updates on their completion during each subsequent Academic Board Meetings.

8.4 VET Student Results Committee

Purpose of the meetings:

- Review of Student Results – Competency vs Not Yet Competent.
- Analysis of result distribution across campuses.
- Analysis of results by course/unit to determine if any units have unusually high competency or high not yet competent rates.
- Analysis of results at a trainer level to determine if any trainers stand out with either high competency rates, or high not yet competency rates.
- Committee prepares a report for the Academic Board on the analysis of student results for the term.

9. RELATED DOCUMENTS

Related Documents

1. Interaction with the National VET Regulator Policy & Procedure
2. Quality Assurance & Continuous Improvement Policy & Procedure
3. Compliance Risk Management Policy
4. Financial Management Policy and Procedure
5. Annual Compliance Calendar of IQY Technical College.