



Quality and Compliance: Legislation Compliance Policy 8-1001

To identify changes to relevant legislation which affects our business, and to convey those changes to appropriate staff.

GENERAL POLICY

Relevant legislation will be identified, monitored and relevant changes notified to appropriate staff. A Relevant Legislation Register will be maintained by the Training and Compliance Manager and reviewed at least annually. MRCNWR is registered with all the relevant government bodies to advise of changes to Government Policies, Legislation and Acts.

1.0 Purpose

- 1.1 The purpose of this procedure is to define the system used to ensure compliance with Commonwealth and State legislative and regulatory requirements.

2.0 Responsibility

- 2.1 The EO is responsible for the implementation of this procedure and to ensure that staff are aware of its application and implement its requirements

3.0 Requirements

- 3.1 Registered training organisations must:
Comply with relevant Commonwealth¹ and State² legislations and regulations
Ensure staff and clients are provided with information about relevant Commonwealth and State legislation and regulations
- 3.2 Ensure that they have insurance and fee protection necessary to meet regulatory requirements and carry out its business

4.0 Definitions

- 4.1 In general terms relevant legislation and regulation refers to:
Occupational Health and Safety and accident compensation - <http://www.worksafe.vic.gov.au/>
Equal Opportunity and Disability - <http://www.humanrightscommission.vic.gov.au/>
Commonwealth Privacy
Victorian Privacy legislation and regulations with a Victorian Government Agency with clauses requiring compliance, for example a funded training contract with the Victorian Higher Education and Skills Group;
State legislation and regulation governing the operation or Registered Training Organisations – www.vrqa.vic.gov.au
Funded training regulations and agreements
Taxation legislation and regulation – www.ato.gov.au
Fair Work Australia legislation and regulations - <http://www.fwa.gov.au/>
Copyright - <http://www.copyright.com.au/>
Any other legislation or regulations identified as relevant to the MRC NW and the scope of registration.
- 4.2 Victorian Legislation and Parliamentary Documents are accessible at - <http://www.legislation.vic.gov.au/>
- 4.3 Commonwealth Legislation and Parliamentary Documents are accessible at - <http://www.comlaw.gov.au/>

¹ Commonwealth legislation and regulations can be viewed on the web at <http://www.comlaw.gov.au/>

² Victorian legislation and regulations can be reviewed on the web at <http://www.legislation.vic.gov.au/>



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5.0 **Method**

Legislation and regulation

- 5.1 The EO is to conduct a review of the requirements of relevant Commonwealth and State legislation and regulations annually and ensure that all the details remain correct and up-to-date.
- 5.2 Following the review, identify and implement relevant Commonwealth, State and Local Government Legislative and Regulatory requirements.
- 5.3 Ensure that all staff are aware of and implement relevant Commonwealth and State legislative and regulatory requirements. This will be accomplished by:
 - Induction programs for staff
 - Distribution of information to staff on a regular basis

An annual staff appraisal which includes a re-induction to the relevant legislation and regulations which apply to the MRCNWR.

- 5.4 Ensure clients are aware of and implement relevant Commonwealth and State legislative and regulatory requirements. This will be accomplished by:
 - Inclusion of information in the documentation provided to prospective students via the MRCNW website.
 - An orientation program for new students
 - Information posted on MRC NW noticeboards which is accessible to students

Insurance

- 5.5 Maintain a public liability insurance policy at all times
- 5.6 Maintain other appropriate commercial insurance cover by:
 - Identifying insurable risks
 - Obtaining professional advice regarding required insurance
 - Purchasing all necessary insurance cover as advised and determined necessary by the MRC NW
 - Reviewing and renewing insurance cover annually



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Example list includes, but not limited to, legislation and other items that cover:

- Education and Training Reform Act 2006
- Education and Training Reform Amended Act 2010
- Occupational Health and Safety
- Workplace bullying and harassment
- Workplace relations and regulations
- Accident compensation
- Anti-discrimination, including equal opportunity, racial vilification, disability discrimination
- Privacy
- Vocational education and training
- Apprenticeships and Traineeships.
- Charter of Human Rights
- Consumer Law and Fair Trading

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