GOVERNANCE POLICY AND ASSOCIATED PROCEDURES

PURPOSE OF THE POLICY

This policy and associated procedures outline National Property Education of Australia's approach to governance.

This policy and associated procedures meet the requirements of Standard 4.1, 4.2, and 4.3 of the Outcome Standards for RTOs, as well as accountability requirements in Compliance requirements and data collection and provision requirements as set out in the Data Provision Requirements 2020.

Note the Staffing Policy and Associated Procedures sets out the recruitment, selection and induction process to ensure that governing persons are suitable to oversee the operation of the RTO, including meeting Fit and Proper Person Requirements, as well as how roles and responsibilities are documented.

POLICY STATEMENTS

PRINCIPLES

National Property Education of Australia is committed to effective governance to support the quality and integrity of services provided.

All governing persons are suitable to oversee the operation of the RTO, including satisfying fit and proper person requirements.

All governing persons act diligently and make informed decisions compliance with all regulatory requirements.

Governing persons lead a culture of integrity, fairness and transparency in the delivery of services.

National Property Education of Australia defines and documents all roles and responsibilities and ensures that all staff and third parties understand their role and responsibilities, as well as associated legislative and regulatory requirements.

National Property Education of Australia identifies and manages relevant risks, including risks to student, staff National Property Education of Australia.

National Property Education of Australia ensures that all insurances are in place, including public liability insurance.

PROCEDURES

1. DELIVER QUALITY SERVICES THROUGH EFFECTIVE GOVERNANCE

1.1 Schedule regular management meetings and record all meeting minutes.

1.2 Include an agenda item for management meetings to address ongoing regulatory requirements, including any changes.

1.3 Seek advice from experts (for example, legal and accounting) to assist with effective governance as required.

1.4 Require all individuals to complete a conflict-of-interest declaration if a potential or actual conflict arises and log this in the conflict-of-interest log, including actions to be taken.

2. DEFINE ROLES AND RESPONSIBILITIES

2.1 Develop position descriptions for all roles within the RTO as per the Staffing Policy and Associated Procedures.

2.2 Develop and update as required an organisation chart that clearly shows all roles within the RTO, including lines of accountability.

2.3 Complete the induction process as set out in the Staffing Policy and Associated Procedures to ensure staff, including governing persons, understand their roles, as well as legislative and regulatory requirements relevant to their roles.

2.4 Follow the Education Agent Policy and Associated Procedures and Third Party Policy and Associated Procedures to ensure that third parties are aware of their obligations and meet all regulatory requirements.

3. MANAGE RISKS

3.1 Identify relevant risks to students, staff and the RTO, including financial risks. Risks can be identified through a range of ways including:

- Regularly reviewing regulatory information and updates
- Environmental scanning
- Self-assessments to identify compliance gaps
- Feedback from stakeholders
- Brainstorming sessions.

3.2 Document risks on the risk register, including assessing the likelihood and consequences of the risk and strategies to control these risks.

3.3 Develop a financial plan that sets out National Property Education of Australia financial position and ongoing financial performance and cash flows, as well as strategies that will be used to monitor and oversee National Property Education of Australia financial position and ongoing financial performance and cash flows

3.4 Regularly update the financial plan as required.

3.5 Identity all insurance requirements, including public liability, and maintain insurance as required.

4. MEET DATA COLLECTION AND PROVISION REQUIREMENTS

4.1 National Property Education of Australia uses the RTO and ESOS obligations checklists published by ASQA to keep track of key dates and meet the required obligations.

4.2 National Property Education of Australia collects data from students on enrolment using the Application for Enrolment Form and reports this information, as well as competency enrolments delivered, and outcomes achieved. Reporting occurs on the last day of February and through our AVETMISS compliant SMS.

4.3 National Property Education of Australia submits an Annual Declaration on Compliance each year by the last day of February. Our Annual Declaration on Compliance is completed based on our ongoing compliance auditing and review as set out in our Compliance Schedule.

4.4 National Property Education of Australia completes a quality indicator annual summary report for calendar year and submit to ASQA by 30 June each year.

4.5 National Property Education of Australia complies with all other obligations including:

- Updating details in ASQANET when required including:
  - the email and phone number of the CEO if it changes
- Paying the Annual Registration Charge invoice by 31st July each year
- Checking when registration expires and submitting renewals at least 90 days before expiry

4.6 National Property Education of Australia cooperates with ASQA at all times and provides accurate and truthful responses to information requests. National Property Education of Australia will provide data to ASQA as requested and as per the information included on ASQA's website at: https://www.asqa.gov.au/rto/responsibilities/data-collection-and-provision

4.7 National Property Education of Australia will notify ASQA in writing (via ASQAnet) as soon as practicable and no later than 10 business days after becoming aware of the following:

- A substantial change to operations or any event that would significantly affect the ability of National Property Education of Australia to comply with regulatory requirements, including the Outcome Standards for RTOs.
- There is a change to the name or contact details of a person who has a degree of control or influence over the management or direction of National Property Education of Australia.
- There are, or are likely to be, other materials changes to the operations of the RTO, including changes of ownership.

Note: Regarding change of ownership, an exception to the above is that ASQA must be informed before a change of ownership takes place and within 90 days of the change of ownership.

4.8 National Property Education of Australia retains, archives, retrieves and transfers records as required. Record keeping is set out as relevant in each policy and associated procedures and in the event of closure, we will transfer all records as required by ASQA at that time.