

Governance and Interactions Policy

Scope

It is the responsibility of the school RTO to have governance arrangements in place as follows:

- The Principal of the school RTO must ensure that the RTO complies with the VRQA and AQTF standards of registration. This applies to all of the operations within the RTO's scope of registration, as listed on the National Register.
- The school RTO must also explicitly demonstrate how it ensures the decision making of senior management is informed by the experiences of its trainers and assessors.

The AQTF operates within a legislative framework.

Policy statement

Berendale School ensures that it adheres to the obligations of the governance arrangements and interactions with its regulatory bodies.

Many of the obligations of the organisation are covered by the policies and procedures of the Victorian Department of Education and Early Childhood Development (DEECD). The Principal is reviewed bi-annually. The Principal's Performance and Development Process is underpinned by the following principles:

- Focus on school effectiveness and student outcomes
- Multiple sources of feedback
- Continuous learning and development
- Reciprocal responsibility and support
- Recognition of difference and diversity.
- This policy will be reviewed annually as part of continuous improvement processes.

Responsibilities

Principal

The Principal:

- ratifies all policies and procedures documents for Berendale School RTO operations in conjunction with the school council.

The Principal (as the chief executive officer of the RTO) is ultimately responsible for ensuring that the school RTO complies with the standards of continuing registration.

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The RTO Manager:

- puts into effect and manages all policies and procedures for Berendale RTO (under delegation from the Principal)
- consults with Heads of Departments and trainer/s and assessor/s where relevant regarding information to be provided to the registering body.

Trainers and assessors

Trainers and assessors:

- operate in accordance with all policies and procedures for Berendale School RTO.

Further details regarding RTO responsibilities are available on the Berendale School RTO duty statements.

Governance procedures

The Principal will ultimately be responsible for ensuring that Berendale School RTO complies with the AQTF standards for continuing registration by:

- delegating responsibility and sufficient authority for day-to-day RTO operations to the school RTO Manager
- meeting regularly with the RTO Manager to keep informed of those operations, and ensuring minutes of those meetings are taken
- ensuring that any decision making at the senior management level regarding RTO operations is explicitly informed by trainers' and assessors' experiences, and that this is documented appropriately
- signing appropriate documentation and report data as required
- completing a Fit and Proper Person Requirements declaration when required
- completing a Chief Executive Statutory declaration when required.

The Principal and RTO Manager review:

- internal audit reports/self-assessment reports
- continuous improvement reports
- progress on any rectification
- ongoing compliance with AQTF standards of continuing registration
- ensures the RTO will act on any opportunities for improvement

The RTO Manager has responsibility and authority for the day-to-day management of the RTO systems within the school. The RTO Manager has the authority to:

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- manage operation of the school's RTO status as per the RTO Manager duty statement
- liaise with the AQTF/VRQA concerning all aspects of the school's RTO status
- keep the Principal informed of all matters regarding the school's RTO status
- manage the continuous improvement processes, including any internal audit and review processes.

Interactions with the registering body procedures

The Principal will ultimately be responsible for ensuring that Berendale School complies with the AQTF continuing standards for registration.

Interactions with the registering body (VRQA) are managed by the Principal and/or RTO Manager of Berendale School RTO.

The school RTO will cooperate with the VRQA as delegate for the AQTF.:

- in the conduct of audits and in the monitoring of its operations
- by providing accurate and timely data relevant to measures of its performance (including quality indicator data), which is collected as per policies and procedures and duty statements
- by providing information about all changes to its operations (including change of Principal and change of RTO Manager), which also ensures information on <http://training.gov.au> is correct
- in the retention, archiving, retrieval and transfer of records consistent with the National VET Regulator's requirements
- by providing evidence of satisfying the Fit and Proper Person Requirements when necessary
- by completing the annual internal audits
- by providing a statement of its financial viability, an annual report, and/or a business plan on the request of the registering body
- by providing any other information as requested in writing by the registering body.

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Updating RTO details

The school RTO notifies VRQA of any changes to contact details and changes or events that affect the operation of the RTO. The school RTO notifies VRQA of these changes as soon as practicable after they happen. The RTO Manager in consultation with all relevant RTO personnel:

- notifies VRQA via email of any major changes (such as a change of Principal or change to the ABN, legal name or trading name). The RTO is aware that a change of Principal also requires completion of a Chief Executive Statutory declaration and a Fit and Proper Person Requirements Statutory declaration.
- notifies VRQA via email of any minor changes (such as a change to addresses, RTO Manager, registration and public enquiries details, website, contact details or delivery site).

Organisational chart and duty statements

The school's organisational chart and duty statements for all staff involved in its operation as an RTO show the relevant lines of authority.