

Cooperating with VET Regulator Policy and Procedure

1. PURPOSE

This policy and procedure acknowledges JMC Academy RTO's commitment to cooperate and communicate with the VET Regulator and to operate legally compliant at all times.

2. SCOPE

This policy and procedure document applies to all those engaged in the management, operations and training and delivery of JMC Academy RTO, including agents and third parties engaged by JMC Academy RTO.

3. DEFINITIONS

Please refer to *JMC Academy Glossary* for any definitions not provided here.

4. POLICY and PROCEDURE

4.1. POLICY

4.1.1. Communicating with the Registering Body

- JMC Academy RTO cooperates with the VET Regulator when conducting audits on the operations of JMC Academy RTO by providing quality indicator data and AVETMISS data at the required times, any change of organisation details and operations of JMC Academy RTO and in the retention, archiving, retrieval and transfer of records .
- In situations where JMC Academy RTO may use a third party for services delivered on its behalf it has a written agreement in place with the third-party provider and the VET Regulator is informed.
- Where JMC Academy RTO uses a third party, the third party will be monitored to ensure compliance with the Standards.
- JMC Academy RTO will provide an annual declaration of compliance with the Standards to the VET Regulator when required.
- JMC Academy RTO ensures that all AQF certification documentation issued meets the requirements of the Standards, Training Package requirements and is within the JMC Academy RTO's scope of registration.
- JMC Academy RTO's training and assessment strategies and practices ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.
- JMC Academy RTO ensures that it complies with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations.
- JMC Academy RTO informs all concerned of any changes to legislation and regulatory requirements that affect the JMC Academy RTO's services.

4.1.2. Quality Indicator Reporting

- JMC Academy RTO reports all Quality Indicator Reports upon request of the National VET Regulator.
- JMC Academy RTO follows the Data Provision Requirements 2012 for reporting the Quality Indicators.
- JMC Academy RTO informs learners on how their personal information is used for reporting requirements to the National VET Regulator.
- JMC Academy RTO follows all legislative requirements.

4.1.3. AVETMISS Reporting

- JMC Academy RTO reports all AVETMISS requirements when required by the National VET Regulator. JMC Academy RTO ensures that all records in the Student Management System are current and accurate to ensure compliance with the National VET Regulator.
- JMC Academy RTO conducts regular audits on AVETMISS to ensure that all information that is provided by learners is correct and current.
- JMC Academy RTO ensures that learners are aware of how where and what their information is used for.
- JMC Academy RTO ensures that it abides by the Privacy Act and the Australian Privacy Principles when obtaining information from students.
- Learners can make a complaint if they feel their information has been used inappropriately.

4.2. PROCEDURE

4.2.1. JMC Academy RTO will achieve above policy by:

- Providing accurate and truthful responses to information requests from the VET Regulator relevant to its registration,
- Conducting audits and monitoring its operations,
- Providing quality/performance Indicator data,
- Providing information about substantial changes to its operations or any event that would significantly affect its ability to comply with the standards within ninety (90) calendar days of the change occurring,
- Providing information about significant changes to its ownership within ninety (90) calendar days of the change occurring,
- Retaining, archiving, retrieving and transferring records, and
- Ensuring any third party delivering services on its behalf is required under written agreement to cooperate with the VET Regulator:
 - By providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services, and
 - In the conduct of audits and the monitoring of its operations,
- Notifying the VET Regulator:
 - Of any written agreement entered into for the delivery of services on its behalf within thirty (30) calendar days of that agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first, and
 - Within thirty (30) calendar days of the agreement coming to an end,
- Making an annual declaration on compliance with the Standards for RTOs 2015 and in particular whether it:
 - Currently meets the requirements of the Standards for RTOs 2015 across all its scope of registration and has met the requirements of the Standards for RTOs 2015 for all AQF certification documentation it has issued in the previous twelve (12) months, and
 - Has training and assessment strategies and practices in place for training products it is delivering.

5. COMPLIANTS AND APPEALS

To appeal against any decisions made under this policy and procedure document, JMC staff may access the Grievance Handling Policy.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY and PROCEDURE

- Chief Executive Officer
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- Education Team

7. RELATED DOCUMENTS

- Qualification and Certification Policy and Procedure
- Policy and Procedure USI Management (JMC RTO)
- Policy Assessment Management (JMC RTO)

8. RELATED LEGISLATION

- Data Provision Requirements 2012 (Cth)
- Privacy Act 1988 (Cth)
- National Vocational and Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations (RTOs) 2015 (Cth)
- User Guide Standards for Registered Training Organisations (RTOs) 2017
- Standards for NVR Registered Training Organisations 2012 (Cth)

9. POLICY AND PROCEDURE REVIEW DATE

10th September, 2022

10. VERSION CONTROL

Title	<i>Cooperating with VET Regulator Policy and Procedure</i>			
Maintained By	The Education Team			
Approving Authority	The Director of Education and/ore The Chief Executive Officer			
Approved Date	13 June 2020			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.11	Dr Stanford	Updated to reflect current practice	28 May 2020	Approved

References and Acknowledgments

This policy and procedure document was initially developed with reference to the relevant policies and procedures of the following institutions:

- Academy of Film, Theatre and Television
- Engineering Institute of Technology
- Health Information Management Association Australia