

LEGISLATION POLICY

Numurkah Community Learning Centre (NCLC) will comply with relevant Commonwealth and State legislation and regulatory requirements that relate to operating as a Registered Training Organisation (RTO) in the Vocational Education and Training sector.

NCLC will ensure that all RTO staff, trainers, assessors and independent contractors are aware of the legislative and regulatory requirements in relation to their duties. NCLC will ensure that all current and potential students are aware of the legislative and regulatory requirements in relation to their participation in vocational education and training.

Legislative Overview

The following legislation is applicable across all RTO operations. Legislation, regulations, codes relevant to specific courses are detailed in the respective Training and Assessment Strategy.

National Vocational Education and Training Regulator ACT 2011 (Commonwealth)

This Act underpins the VET Quality Framework for all relevant applicants/registered RTOs operating in New South Wales, Queensland, Tasmania, Northern Territory, the Australian Capital Territory, and those RTOs in Victoria and Western Australia that transferred to ASQA or are seeking registration with ASQA. The Act provides direction as to who can operate as an education and training provider and provides regulatory management of education and training providers within its jurisdiction. The Act also includes guidelines for the fit and proper person test.

Vocational Education Training and Employment Act 2000 (Commonwealth)

This Act underpins the vocational and education training sector at a national level. In particular the Act describes federal oversight of the VET environment and the various federal bodies responsible for ensuring a rigorous and vibrant VET sector is maintained, and an effective national agenda and system is in place.

Privacy Act 1988 (Commonwealth) and Privacy Amendment (Private Sector) Act 2001 (Commonwealth)

This Act underpins NCLC's approach to privacy and ensures the organisation meets its legal and ethical requirements in regard to the collection, storage and disclosure of personal information it holds in regard to its student population, staff, other clients and interactions with external organisations.

Occupational Health and Safety Act 2004 (Victoria)

NCLC recognises the importance of providing a safe and healthy environment for staff, students, contractors and visitors during their participation in work and training activities with the organisation. NCLC aspires for excellence in health and safety and is committed to providing an environment which is free from risks and conducive to the productivity and efficiency needs of its staff, students and others.

Copyright Act 1968 (Commonwealth)

NCLC recognises its obligations under the Act and will maintain licence agreements for any external material utilised within its operations and where appropriate acknowledge the original source of external material.

Working With Children Act 2005 (Victoria)

NCLC will comply with the Act by ensuring that all members of the committee, trainers and assessors, and administrative staff who interact with persons under the age of 18 years have current Working With Children checks.

Sex Discrimination Act 1984 (Commonwealth); Racial Discrimination Act 1975 (Commonwealth); Disability Discrimination Act 1992 (Commonwealth) and Equal Opportunity Act 1995 (Victoria).

NCLC recognises and values the individual differences of its students, staff and industry stakeholders, and within the spirit of the legislation promotes an inclusive training environment and recognises that diversity is an opportunity to enrich and extend opportunities for all.

Dissemination of information

Staff will be informed of legislative requirements via an initial induction processes and Tutor Information Booklet, students will be informed of relevant legislation via the Student Information Booklet.

Maintaining currency

Legislation is to be reviewed annually by the Coordinator and on an as needs basis when the organisation is made aware of changes to particular legislation.

Any changes/updates are to be communicated to all relevant stakeholders, trainers and assessors who need to remain abreast of legislative changes; and training, learning and assessment materials amended accordingly.