



Sailingworld Pty Ltd

ACN:092 478 718



POLICY GOVERNANCE

Status	Current
Version	1-2024
Last review date	30 August 2024
Reviewed by	Sailingworld CEO
Summary of changes from previous version	Minor amendments post-annual review



GOVERNANCE POLICY

PURPOSE AND SCOPE

1.1 Sailingworld is committed to delivering educational services to our learners in alignment with the National Standards for Registered Training Organisations and will ensure we will at all times comply with these legislative and regulatory obligations.

1.2 This policy applies to the RTO courses delivered by Sailingworld.

POLICY STATEMENT

1.3 At Sailingworld, we are committed to complying with all legislative and regulatory requirements which impact our operation as a Registered Training Organisation. Our policy for governance is designed to ensure that we remain compliant with our obligations at all times.

PRINCIPLES

1.4 Sailingworld will ensure that our executive officers or high managerial agents are vested with sufficient authority to ensure Sailingworld complies with the RTO Standards at all times and meet each of the relevant criteria specified in the Fit and Proper Person Requirements.

1.5 Sailingworld will satisfy the Financial Viability Risk Assessment Requirements.

1.6 Sailingworld will not require, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1,500 for services that are yet to be provided.

1.7 Sailingworld will hold public liability insurance that covers the scope of our operations throughout our registration period.

1.8 Sailingworld will provide accurate and current information to the Australian Skills Quality Authority (ASQA), the National Centre for Vocational Education Research (NCVER), and any other relevant bodies as required by the Data Provision Requirements as updated from time to time.

1.9 Sailingworld will cooperate with ASQA by providing accurate and truthful responses to information requests, participating in audits and monitoring of our operations, providing quality/performance indicator data, and reporting significant changes to our operations or ownership.

1.10 Sailingworld will ensure that any third-party delivering services on our behalf is required under written agreement to cooperate with ASQA

1.11 Sailingworld will notify ASQA of any written agreement entered into for the delivery of services on our behalf and the end of such agreement

1.12 Sailingworld will provide an annual declaration on compliance with these Standards to ASQA and ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.

1.13 Sailingworld will comply with Commonwealth, State and Territory legislation and regulatory requirements relevant to our operations.

1.14 Sailingworld will ensure our staff and learners are informed of any changes to legislative and regulatory requirements that affect the services delivered.



ROLES AND RESPONSIBILITIES

1.15 The Sailingworld CEO is responsible for the application of this Policy

1.16 The Sailingworld CEO is responsible for:

1. Developing and maintaining compliance policies and procedures.
2. Ensuring clear communication of all policies and procedures to all staff, learners and stakeholders.
3. Providing sufficient training and support to staff.
4. Establishing compliance reporting and monitoring procedures.
5. Addressing non compliance
6. Maintaining accurate and complete records
7. Regularly review compliance and procedures



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