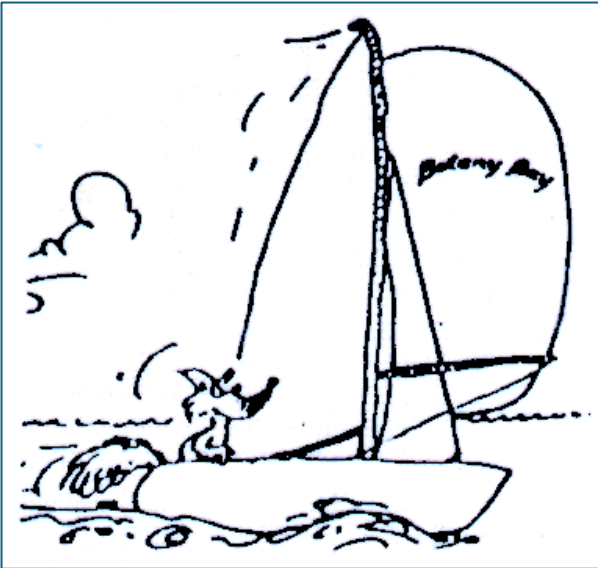




Sailingworld Pty Ltd

ACN:092 478 718



PROCEDURE COMPLIANCE

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



PURPOSE AND SCOPE PROCEDURE

PURPOSE AND SCOPE

1.1 Sailingworld is committed to complying with all regulatory requirements which impact our operation as a Registered Training Organisation. A key requirement of operation as a Registered Training Organisation is ensuring compliance with all relevant requirements of the VET Quality Framework, in particular The Standards for RTOs (2015). Sailingworld implements all reasonable actions to ensure that at all times we comply with all legislation and regulatory obligations which relate to the provision of educational services to our learners.

1.2 This procedure has been designed to ensure that Sailingworld implements an effective process for implementing compliance requirements to ensure ongoing compliance with all operations as a Registered Training Organisation. This ensures compliance with the relevant clauses of The Standards for RTOs (2015) as well as other relevant aspects of the VET Quality Framework.

PROCEDURE

1.3 Governance of Sailingworld is to abide by the following steps:

- **Develop and maintain compliance policies and procedures**
 - Develop and maintain policies and procedures to manage compliance with relevant legislation, standards, and guidelines.
 - Regularly review policies and procedures updating as required.
 - Responsibility of: CEO.

- **Communicate policies and procedures**
 - Ensure that all staff, learners, and stakeholders are aware of the compliance management policies and procedures.
 - This is achieved through training sessions, information sessions, and the distribution of written materials.
 - Responsibility of: CEO.

- **Provide training and support**
 - Provide training and support to staff to ensure that they understand their obligations and responsibilities under relevant legislation, standards, and guidelines.
 - This training is provided on an ongoing basis to ensure that staff are kept up-to-date with any changes to legislation, standards, or guidelines.
 - Responsibility of: CEO.

- **Establish compliance reporting and monitoring procedures**
 - Establish reporting and monitoring procedures to ensure that compliance with relevant legislation, standards, and guidelines is monitored and reported regularly.
 - This includes regular internal audits and reviews, as well as external audits and reviews conducted by ASQA.
 - Responsibility of: CEO.

- **Address non-compliance**
 - Take prompt and appropriate action to address any identified non-compliance with relevant legislation, standards, and guidelines.



- This involves implementing corrective actions, conducting additional training, or making changes to policies and procedures.
- Responsibility of: CEO.

- **Maintaining accurate and complete records**
 - Maintain accurate and complete records to demonstrate compliance with relevant legislation, standards, and guidelines.
 - These records are kept for five years and will be available for inspection by ASQA as required.
 - Responsibility of: CEO.

- **Regularly review compliance policies and procedures**
 - Regularly review its compliance policies and procedures to ensure that they remain up-to-date and relevant.
 - This includes regular reviews of legislation, standards, and guidelines to ensure that policies and procedures are compliant with any changes
 - Responsibility of: CEO.

- **Maintain a culture of continuous improvement**
 - Maintain a culture of continuous improvement in compliance management and strive for excellence in all aspects of its operations as an RTO.
 - This involves regularly seeking feedback from staff, learners, and stakeholders and implementing changes to policies and procedures as required.
 - Responsibility of: CEO.

- **Report non-compliance to ASQA**
 - Report any non-compliance with relevant legislation, standards, and guidelines to ASQA as required, where it has had an impact on the achievement of vocational outcomes by learners.
 - This is done in a timely and accurate manner, and any corrective actions taken will be documented and reported to ASQA.
 - Responsibility of: CEO.

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