Purpose

As an RTO and CRICOS provider registered with ASQA, Everest Institute of Education (Ei) is required to comply with the requirements of the RTO Standards from the VET Quality Framework, as well as the Education Services for Overseas Students Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007, the Higher Education and Skills Group and a range of other VET regulations and Commonwealth, State and Territory legislation. This policy and procedure outlines Ei’s approach to ensuring compliance.

This policy and procedure ensures compliance with Standard 8 of the RTO Standards and also relates to Schedule 5. It also ensures compliance with ESOS Act requirements, VET Funding Contract as well as National Code 2007 Standards 14 and 15.

Definitions

AQF means Australian Qualifications Framework which can be accessed at http://www.aqf.edu.au/

ASQA means Australian Skills Quality Authority, the national VET regulator and the RTO’s registering body

AVETMISS means Australian Vocational Education and Training Management Information Statistical Standard

Data Provision Requirements means the Data Provision Requirements 2012 that set out the information an RTO is required to submit to ASQA. This falls into two categories: AVETMISS data and Quality Indicator Data. The requirements can be accessed here: http://www.comlaw.gov.au/Details/F2013L00160

ESOS Act means Education Services for Overseas Students Act 2000

Funding Contract means the Victorian Education & Training Funding Contract

HESG means the Higher Education and Skills Group

NCVER means the National Council for Vocational Education Research


PRISMS means Provider Registration and International Students Management System
Provider default means where the provider fails to start providing the course to the student at the location on the agreed starting day or after the course starts but before it is completed, it ceases to be provided to the student at the location; and the student has not withdrawn from the course before the default day.

Quality Indicator data means Learner engagement and Employer Satisfaction data as outlined in the Data Provision Requirements 2012

RTO means Registered Training Organisation

SCOTese means the Standing Council on Tertiary Education Skills & Employment

Services means training, assessment, related educational and support services and/or activities related to the recruitment of prospective learners. It does not include services such as student counselling, mediation or ICT support.

Standards means the Standards for Registered Training Organisations (RTOs) 2015 which can be accessed from www.asqa.gov.au

Student default means where:

- the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed starting day); or
- the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following:
  - the student failed to pay an amount payable to the provider for the course;
  - the student breached a condition of his/her student visa;
  - misbehaviour by the student

Note that a student does not default for failing to start a course on the agreed starting day if he/she does not start that course because of provider default.

Total VET Activity Data means full AVETMISS-data, in accordance with the National VET Data Requirements Policy

TPS means Tuition Protection Scheme

VET means Victorian Education & Training

VTG means the Victorian Training Guarantee
Policy

1. Everest Institute of Education (Ei) will:

- Ensure it cooperates with ASQA in line with Standard 8 by providing accurate and truthful information as required. This includes cooperating during an audit, providing quality and performance data and informing ASQA of substantial and significant changes to the RTO.
- Submit Total VET Activity Data in line with the National VET Data Requirements unless it is exempt to as stated in the national policy.
- Comply with the requirements of the Victorian Training Guarantee (VTG) under the VET Funding Contract
- Use PRISMS to manage student enrolments and comply with ESOS requirements.
- Ensure that it has a written agreement in place with any third parties delivering Services on its behalf, in line with its Third Party Agreements Policy and Procedure and Standard 8.
- Inform ASQA within the timelines specified in Standard 8 when third party agreements commence or come to an end.
- Conduct regular internal audits in line with its Internal Audit Schedule to ensure ongoing compliance with the Standards.
- Provide an annual declaration of compliance to ASQA as required.
- Abide by ASQA’s General Direction for Retention Requirements for completed student assessment items.
- Ensure it reports to the TPS Director and Secretary about provider and student defaults.
- Ensure it complies with Commonwealth, State and/or Territory legislation and regulatory requirements relevant to its operations and inform staff and clients of relevant changes.

2. Everest Institute of Education (Ei) maintains a Legislation & Regulations Guide, which outlines relevant legislation and regulations, their relevance to Ei and its impact on staff and clients.

3. In accordance with Schedule 5 of the Standards, Everest Institute of Education (Ei) will retain records of AQF qualifications and statements of attainment issued for a period of 30 years on its student management system. Current and past students are able to access these records by contacting us.

4. Should Everest Institute of Education (Ei) cease to operate or have its RTO registration expire or cancelled, Ei will forward to ASQA an electronic copy of the records for each student who was enrolled in a Course during the period of registration. This information will be sent in the form required by ASQA within 30 days of expiry or cessation of operations.
# Document Control

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<th>CG1-I - VET and CRICOS Regulation &amp; Legislation Policy</th>
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<td>Standards:</td>
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<td>2007, VET Funding Contract Clause 3.1, 17.3, 17.4, 3.4</td>
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