MEETING THE CONDITIONS OF REGISTRATION
POLICY & PROCEDURE

Introduction

The Australian Academy of Commerce (AAC) is committed to maintaining compliance with the National Vocational Education and Training Regulator Act 2011 (NVR Act), the Education Services for Overseas Students (ESOS) Act 2000, and associated standards, including the Standards for Registered Training Organisations (RTOs) 2015, the ESOS National Code 2018, and the ELICOS Standards 2018.

Purpose

The purpose of this policy is to uphold AAC's commitment to meeting the conditions of registration by implementing robust quality assurance processes, ensuring compliance with legislative and regulatory frameworks and supporting continuous improvement across all areas of operation.

Scope

This policy applies to all AAC staff, students, contractors and stakeholders involved in governance, training delivery, student services and operational processes. It includes all programs under AAC's RTO scope, CRICOS registration and ELICOS provision.

Policy Statement

AAC is dedicated to meeting the conditions of registration through:
- Compliance with the VET Quality Framework, ESOS National Code 2018 and ELICOS Standards 2018 and other relevant regulations.
- Ensuring transparent and accountable governance
- Delivering high-quality training and assessment services.
- Providing tailored support services to meet student needs.
- Ensuring data integrity and the provision of accurate records to regulatory authorities.
- Identifying and mitigating risks through a comprehensive risk management system.

Definitions

Continuous Improvement	Ongoing efforts to enhance processes, policies and outcomes to achieve better performance.
Governance	Structures and processes for decision-making, accountability and compliance in organisational management.
Monitoring and Review	Regular evaluation of practices to ensure compliance and effectiveness.
Quality Assurance	Systematic process to monitor, evaluate and improve the quality of services and operations.
Risk Management	The identification, analysis and mitigation of risks to ensure operational effectiveness.
Stakeholders	Individuals or groups with an interest in AAC's operations, including students, staff, industry partners and regulatory bodies.

VET Quality Framework	A framework aimed at ensuring national consistency in RTO registration.

Conditions of Registration Compliance

AAC complies with the following conditions of registration:

1. **VET Quality Framework**
   - Standards for Registered Training Organisations (RTOs) 2015
   - Australian Qualifications Framework (AQF)
   - Fit and Proper Person Requirements
   - Financial Viability Risk Assessment Requirements.
   - Data Provision Requirements

2. **ESOS Act and National Code 2018**
   - Education Services for Overseas Students (ESOS) Act 2000
   - ESOS National Code 2018

3. **NEAS Quality Assurance Framework**
   - English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018.
   - ESOS National Code of Practice 2018

4. **Notifications of Material Changes**
   - Notify ASQA of any significant changes impacting registration, including changes to ownership, scope of registration and delivery locations.

5. **Cooperation with Regulators.**
   - Provide information and cooperate with regulatory bodies as required.

References

- ELICOS Standards 2018
- ESOS Act 2000
- ESOS National Code 2018
- NEAS Quality Assurance Framework
- NVETR Act 2011
- Standards for RTOs (2015); specifically Standard 2

Related AAC Policies and Procedures

- All AAC VET and ELICOS Policies and Procedures

Meeting the Conditions of Registration Procedure

1. Governance and Management

- The CEO and Compliance Officer ensure that all executive and high managerial agents meet the Fit and Proper Person Requirements.
- Governance processes are reviewed quarterly to ensure alignment with legislative and regulatory requirements.

- Fit and Proper Person requirements are addressed, consistent with NEAS and ELICOS Standards for maintaining qualified and compliant personnel.

2. Training and Assessment

- Training and assessment strategies are designed to meet AQF and ELICOS requirements.
- Systematic validation ensures assessments align with industry standard and the regulatory standards.

3. Student Support and Progress

- Implement tailored student support services, including academic and non-academic.
- Monitor student progress and provide timely intervention strategies.

4. Facilities and Resources

- Ensure sufficient premises and equipment for students.
- Maintain clean, safe and appropriately equipped premises conducive to learning.
- Ensure facilities comply with local health, safety and building regulations.
- Classrooms are appropriately sized and equipped to accommodate maximum student numbers.

5. Continuous Improvement

- Collect feedback though surveys, focus groups and audits.
- Review policies and procedures annually and update them based on feedback and changes in regulatory requirements.

6. Data and Records Management

- Maintain AVETMISS-compliant student management systems for accurate data reporting.
- Ensure compliance with Data Provision Requirements and retention policies for student and financial records.

7. Risk Management

- Conduct regular risk assessments to identify potential threats to compliance and operation.
- Implement risk mitigation plans, including contingency measures for operational disruptions.

8. Notification of Changes

- Notify ASQA of material changes within **20 working days**, including changes to key personnel, legal status or delivery scope via ASQAnet.

9. Financial Viability

- Conduct regular financial audits to ensure compliance with Financial Viability Risk Assessments.

Roles and Responsibilities

Role	Responsibility
CEO	Oversees compliance, governance and financial management.
Compliance Officer	Coordinates audits, policy reviews and continuous improvement initiatives.
Director of Studies ELICOS	Ensures learning and assessment compliance with ELICOS Standards.
Director of Studies VET	Ensures training and assessment compliance with VET Standards.
Student Services Officer (SSO)	Provides tailored support and ensures compliance with standards.
Trainers and Assessors / ELICOS Teachers	Delivery quality training and maintain compliance with AQF and RTO standards and ELICOS standards.

Monitoring and Review

AAC reviews the Meeting Conditions of Registration Policy and Procedure annually or as necessary to reflect legislative and regulatory changes. Feedback from stakeholders informs updates and improvements.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	Jan 2025	New policy for AAC.	CEO	10 Feb 2025	Compliance Team	Jan 2026

Policy and Document Information

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