1. Purpose:

This policy and procedure provide general guidelines to ensure effective governance and administration arrangements are in place for Skills Training Australasia (STA), including its relationship and alignment with its parent company, Academies Australasia Group (AKG).

2. Policy Statement:

2.1 STA is committed to maintaining robust and transparent governance and administrative systems that ensure integrity, accountability, and compliance across all aspects of its operations.

2.2 This policy supports STA's delivery of nationally recognised training to both domestic and international students, including students funded under government schemes. STA is dedicated to meeting the requirements of all relevant legislation and regulatory frameworks, including the Revised Standards for Registered Training Organisations (RTOs) – Outcome Standards, Compliance Standards and Credential Policy, the National Code 2018, the ESOS Act, and funding contract obligations.

2.3 Governance and administrative arrangements are designed to uphold the quality of education, protect student interests, and ensure responsible stewardship of public funds. STA's governance model is strengthened by its integration within AKG, which provides centralised support through group-level leadership, shared corporate services, and strategic oversight.

2.4 All leaders, staff, trainers/assessors, and relevant committees are responsible for upholding the principles of good governance, continuous improvement, and ethical conduct to support STA's mission to deliver high-quality, compliant, and student-centred training services.

3. Scope:

3.1 This policy applies to all governance and administrative activities at STA and includes:

- STA Board-approved delegations and group-level leadership.
- Staff, trainers/assessors, committees, and corporate services provided through AKG.
- All functions related to regulatory compliance, reporting, and continuous improvement.

4. Governance Framework:

4.1 Relationship with Academies Australasia Group (AKG)

STA operates under the direction of AKG, which provides overarching governance oversight, strategic direction, and access to shared services and expertise. AKG supports STA through:

- Corporate governance and legal compliance frameworks.
- Centralised services (e.g., IT, cybersecurity, finance, legal, administrative).
- Leadership at the Group level for enterprise-wide consistency.
- Internal audits, compliance reviews, and reporting assistance.

4.2 Group-Level Leadership

Some governance and administration functions at STA are supported by professionals in group roles, including but not limited to:

- Group Finance Manager
- Group IT Manager
- Group General Manager - Cybersecurity
- Group Compliance Officer

These group-level roles may be complemented by STA-specific managers, or delegated representatives, to ensure dedicated support where required.

5. Governance Responsibilities

5.1 Board of Directors

The Board oversees governance processes across all group colleges, including STA. The Board provides strategic direction, approves key policies and strategic plans, and monitors operational and financial performance. It plays an active role in shaping STA's mission, vision, objectives, and performance indicators.

The Board meets regularly with the Chief Executive Officer (CEO) to review and discuss:

- Training and assessment strategies and outcomes;
- Quality assurance and compliance improvements;
- Financial reports and sustainability;
- Legislative and regulatory changes and their impacts;
- Feedback, complaints, and risk indicators;
- General operational matters.

5.2 Chief Executive Officer (CEO)

The CEO is responsible for the overall management of STA and for ensuring its ongoing compliance with relevant regulatory and contractual requirements, including:

- The Standards for RTOs;
- The National Code 2018 and ESOS Act;
- Relevant State and Commonwealth legislation;
- Funding contract obligations (e.g., Skills First, VSL);
- The VET Quality Framework, including the Fit and Proper Person Requirements, Financial Viability Risk Assessment Requirements, Data Provision Requirements, and AQF alignment.

The CEO delegates operational responsibilities to departmental heads and meets with them regularly to monitor performance, discuss emerging issues, and ensure alignment with STA's strategic direction. The CEO ensures that decision-making is informed by input from both administrative teams and trainers/assessors, and that STA maintains appropriate insurances, business registration, and professional memberships.

5.3 Management Team

The Heads of Departments manage operational functions within their respective areas and report to the CEO. They participate in monthly management meetings (or more frequently as required) to review:

- Quality and compliance matters;
- Student outcomes and service delivery;
- Staff performance and development;
- Legislative or policy changes impacting delivery.

The management team plays a critical role in communicating decisions and changes to staff through briefings, emails, induction sessions, and professional development. Staff are encouraged to contribute to continuous improvement, and meeting outcomes are documented for accountability and transparency.

6. Compliance Obligations

6.1 Regulatory Compliance

STA complies with all national and state regulatory obligations, including:

- Timely submissions to ASQA and the Department of Education;
- Ongoing compliance with the ESOS Act 2000, National Code 2018, and related standards for the delivery of education and support services to international students;
- Reporting of material changes (e.g., ownership, delivery locations, third-party arrangements);
- Participation in audits, reviews, and internal quality assurance processes;
- Accurate and timely submission of AVETMISS data and annual compliance declarations.

6.2 Funding Contract Compliance

The CEO (or delegated authority) ensures compliance with Skills First and other relevant funding agreements, including:

- Submitting reports via SVTS.
- Notifying the Department of changes to delivery, ownership, or capacity.
- Participating in audits or investigations as required.

For specific timeframes and reporting deadlines, refer to *Schedule 1: Regulatory Reporting and Notification Timeframes.*

7. Conflict of Interest

All staff, managers, and board members must disclose any actual, perceived, or potential conflict of interest that may influence their professional duties or decisions. STA follows the Academies Australasia Group's Conflict of Interest framework, which requires:

- Full disclosure of conflicts as soon as they arise;
- Management or removal of conflicts where possible;
- Documentation and oversight of conflicts by the CEO or relevant delegate.

8. Fit and Proper Person Requirements

STA ensures that its executive officers and key decision-makers meet the Fit and Proper Person Requirements as outlined by ASQA. This includes:

- Completion of required declarations and forms during initial registration and renewal;
- Ongoing monitoring to ensure that persons in management positions are compliant with legal, ethical, and financial standards;
- Notification to the regulator of any changes that may affect compliance with this requirement.

9. Continuous Improvement & Quality Assurance

STA maintains robust mechanisms for evaluating performance and driving quality improvement, including:

- Scheduled internal audits, typically completed by the end of the calendar year to ensure readiness for the annual declaration on compliance
- Feedback collection from students and staff
- Corrective and preventive action planning
- Risk management processes aligned with group frameworks

Audits, Reviews and Investigations by the Department

The CEO ensures that STA will participate in, assist with, and not prevent or delay any audit, review or investigation. In the CEO's absence, the Deputy Group Managing Director and Group Chief Operating Officer is authorised to assist with, any audit, review or investigation.

The CEO delegates responsibility to relevant staff to implement Management Action Plan (MAP) and provides deadlines, to ensure rectification and confirmation/reporting occurs within the prescribed timeframe.

The CEO notifies the Department of the MAP and provide supporting documentation via the SVTS within the timeframe provided.

Approval Authority:

This Policy and Procedure is approved by the Chief Executive Officer.

References:

Revised Standards for Registered Training Organisations

National Code 2018

Standard VET Funding Contract

Revision History:

Rev	Description of Change	Author	Effective Date
7.0	Provided General Guidelines.	CEO	1 September 2021
7.1	Added information on what the management is required to do if there are audits, reviews and investigations by the Department.	CEO	22 February 2022
7.2	Included other management levels in addition to CE level. Included reference to Enrolled Nurse Accreditation Standards 2017. Section included - Cooperation with the Australian Nursing & Midwifery Accreditation Council (ANMAC) and Compliance with the Enrolled Nurse Accreditation Standards 2017. Two Academic governance committees have also been included.	CEO	17 March 2022
8	Removed any references to Diploma of Nursing, ANMAC and APHRA. Updated references to Revised Standards for RTO. Reorganised content structure to enhance clarity and logical flow Added Schedule 1 to clearly outline regulatory reporting and notification timeframes.	CEO	23 June 2025

SCHEDULE 1: REGULATORY REPORTING AND NOTIFICATION TIMEFRAMES

ASQA

Change / Trigger	Timeframe / Deadline
Provide information about substantial changes to operations affecting compliance	Within 10 business days of the change occurring
Notify ASQA of significant ownership changes	Within 10 business days of the change occurring
Notify ASQA of new or ending third-party arrangements	Within 30 calendar days of agreement start or end
Submit annual declaration on compliance with Standards for RTOs	Annually (as per ASQA's published due date)
Submit AVETMISS / total VET activity data	As scheduled by NCVER (typically February each year) *For state-funded programs, must align with the reporting period set by the relevant State Training Authority
Ensure students pre-pay no more than $1500 unless protected under TPS	Ongoing
Ensure all staff are informed of regulatory obligations and changes	Ongoing
Participate in audits or monitoring	As scheduled or upon request

CRICOS

Change / Trigger	Timeframe / Deadline
Change in the name or address of the school provider	At least 1 month before the change is to take effect
Intention to relocate premises (including head office or principal place of business)	At least 3 months before the relocation
Change in the school name and/or name of a delivery site	At least 1 month before the change is to take place
Prospective changes to the ownership of the registered provider	As soon as practicable before the change is to take effect
Change to course details (e.g., duration or course cost)	At least 1 month before the change is to take place
Request to cancel or suspend the provider's CRICOS registration	At least 3 months before the cancellation or suspension
Request to amend scope of CRICOS approval (e.g., delivery sites)	At least 3 months before implementing changes to delivery sites
Request to amend CRICOS approval (all other changes)	At least 1 month before implementing the amendment

State / Funding Contracts (e.g., Skills First, VET Student Loans)

Change / Trigger	Timeframe / Deadline
Submit subcontractor details to Department	Within 30 days of agreement start
Submit accurate reports and statistical data	By the time specified by the Department (or within a reasonable time if unspecified)
Notify of proposed Change in Control	At least 20 business days before the proposed change

Notify of material changes to delivery of funded courses	At least 20 business days before change or upon becoming aware
Notify Department if ASQA suspends or cancels registration	Immediately
Notify Department of Insolvency Event	Immediately
Notify Department of MAP and provide supporting documentation	Within timeframe provided by Department
Check SVTS for contract notifications and memos	Regularly (recommended: at least weekly)