


<b>POLICY</b>		
Ref. to Legislative Frameworks:  <b>HESF2015:</b> <b>Standard 6.1, 6.2, 7.3</b>  <b>SRTO2015:</b> <b>Standard 8.1, 8.2, 8.3</b>  <b>National Code 2018:</b> <b>Standard 11.3</b>	<b>Changes to Ownership or Management</b>	
<b>Version: 2.0</b>	Policy Owner: Chief Executive Officer	<b>Issued on: 06/04/2018</b> <b>Review by: 06/04/2020</b>

### Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
2.0	New	General Manager, Operations and Risk Management	06/04/2018

## PURPOSE

This policy ensures that the designated authorities will be informed of any prospective ownership and/or management changes at AAPoly. This policy addresses the Higher Education Standards Framework 2015 (6.1, 6.2 and 7.3), the Standards for Registered Training Organisation 2015 (8.1, 8.2 and 8.3) and the National Code of Practice for Providers of Education and Training to Overseas Students (11.3).

## POLICY STATEMENT

AAPoly complies with the regulatory requirements of informing the respective authorities of changes in ownership or management that result in changes or *status quo* of the relevant legal entities.

## SCOPE

This policy applies to Directors and high managerial agents who are responsible for:

- a) the operations of AAPoly at a senior level.
- b) determining, approving and overseeing the implementation of high-level policies in relation to domestic and international students.
- c) making business decisions relating to the domestic and international student programs.
- d) representing AAPoly, with authority to speak on behalf of AAPoly and to sign high-level agreements on AAPoly's behalf.
- e) setting the direction of AAPoly in relation to domestic and international education activities.

## DEFINITIONS

<b>Regulatory Authorities</b>	Australian Government organisations mandated to govern the provision of education services to domestic and international students, including: <ul style="list-style-type: none"><li>• Tertiary Education Quality and Standards Agency (TEQSA)</li><li>• Australian Skills Quality Authority (ASQA)</li><li>• Department of Education and Training</li><li>• All other relevant accrediting authorities</li></ul>
<b>High managerial agent</b>	An employee or agent of the organisation with duties of such responsibility that his or her conduct may fairly be assumed to represent the organisation in relation to the business of providing courses (Source: ASQA)

## POLICY GUIDELINES AND PRINCIPLES

1. The CEO will advise the relevant Regulatory Authorities if there is a prospective or actual change of ownership or high managerial agents, whether the change results in a new entity or not.
2. Such notifications to the Regulatory Authorities will be sent by email or through the designated online systems, supported by the necessary documentation, within the timelines stipulated by the Regulatory Authorities or as soon as practicable, whichever is sooner.
3. Stakeholders will be informed of such changes if necessary.

## RESPONSIBILITIES

- **Chief Executive Officer (CEO) or nominee:** Informs the designated authority of any prospective ownership and/or management changes to comply with regulatory requirements.
- **General Manager, Operations and Risk Management:** Maintains up-to-date records on AAPoly and its associated legal entity.

## FEEDBACK

Queries or feedback about this policy should be directed to the CEO through [suggestionstotheceo@aapoly.edu.au](mailto:suggestionstotheceo@aapoly.edu.au). The CEO will respond in writing to the feedback or enquiries within two (2) weeks unless an extenuating circumstance requires an immediate response or action. Any material changes to this policy because of the feedback will be documented in the version control register and utilised as part of continuous improvement and quality assurance of AAPoly.

## REFERENCES

Source	Document Title	Version/Date
External	ASQA Standards for Registered Training Organisations	2015
	Higher Education Standards Framework (Threshold Standards)	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018