


<b>POLICY</b>		
Ref. to Legislative Frameworks:  <b>HESF2015: Standard 6.2</b>  <b>SRTO2015: Standard 8.4</b>	<b>Compliance</b>	
<b>Version: 1.0</b>	Approved by: Chief Executive Officer	<b>Issued on: 31/01/2018</b> <b>Review by: 31/01/2020</b>

### Revision History

Current Version	Description of Change	Policy Developer	Effective Date
1.0	New	Chief Executive Officer	23/02/2018

## **PURPOSE**

This Policy ensures that AAPoly and its staff are diligent in its operations, maintaining a level of performance which complies or exceeds the requirements of the regulatory frameworks within which it operates.

## **POLICY STATEMENT**

The governing body and the entity comply with the requirements of the legislation under which the provider is established, recognised or incorporated, any other legislative requirements and the entity's constitution or equivalent.

Any lapses in compliance with any of the regulatory standards are identified and monitored, and prompt corrective action is taken.

When a course of study, any parts of a course of study, or research training are delivered through arrangements with another party(ies), whether in Australia or overseas, AAPoly remains accountable for the course of study and verifies continuing compliance of the course of study with the standards in the relevant standards that relate to the specific arrangement.

## **SCOPE**

This Policy is relevant to all AAPoly operations and staff.

## **POLICY PRINCIPLES AND GUIDELINES**

1. All staff should be aware of the relevant regulatory frameworks within which AAPoly operates. These frameworks should be incorporated into staff induction and regularly discussed at staff meetings to ensure currency and effectiveness.
2. All staff should be encouraged to report on any risk of non-compliance and to actively participate in restoring compliance.
3. Department and functional managers are responsible for the operational implementation of the relevant standards and for day-to-day monitoring of any risk of non-compliance.
4. The CEO regularly reports to the Board of Directors on any risk of non-compliance.
5. The Chair of the Academic Board regularly reports to the Board of Directors on any academic risk of non-compliance.
6. The CEO oversees all rectification actions and reports status to the Board of Directors.

## **RESPONSIBILITIES**

1. The Board of Directors for oversight of the Policy.
2. Compliance Manager - to monitor and report on any risk of non-compliance
3. Senior Management Team – to regularly review operations, to ensure continuing compliance and to undertake rectification actions expeditiously.

4. All staff – be familiar with the requirements of the relevant regulatory frameworks.
5. The Chair of the Academic Board – to report to the Board of Directors on any academic risk of non-compliance.
6. The CEO reports to the Board of Directors on any risk of non-compliance and oversees all rectification actions.

## FEEDBACK

Any queries, feedback or concern about this policy should be emailed to the Principal Executive Officer at [suggestionstotheceo@aapoly.edu.au](mailto:suggestionstotheceo@aapoly.edu.au). The PEO will respond within two (2) business days, unless an immediate action is required. The outcomes will be recorded and utilised in continuous improvement measures at AAPoly.

---

## References

Source	Document Title	Version/Date
External	ASQA Standards for Registered Training Organisations	2015
	Higher Education Standards Framework	2015