

## VET REGULATORY COMPLIANCE AND COOPERATION POLICY

<b>Policy / Document Approval Body:</b>	Governance Board
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<b>Policy Custodian:</b>	Dean of Engineering
<b>Policy Contact:</b>	Operations Manager
<b>Location on EIT website:</b>	<a href="https://www.eit.edu.au/about/policies-procedures/">https://www.eit.edu.au/about/policies-procedures/</a>
<b>Review Period:</b>	Every Three Years from Commencement
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### 1.0 Purpose

EIT is committed to full compliance with all regulatory requirements applicable to its VET operations and to cooperating openly and transparently with the VET Regulator. This policy ensures that EIT maintains the highest standards of integrity, accountability, and continuous improvement in delivering education and training.

### 2.0 Scope

This policy applies to all EIT staff involved in the management, delivery, or oversight of VET courses, as well as any third parties delivering services on EIT's behalf.

### 3.0 Objectives

The objectives of this policy are to:

- Ensure EIT consistently meets all obligations under the Standards for RTOs and other relevant legislation.
- Promote transparency, accountability, and trust in interactions with the VET Regulator.
- Minimise risk of non-compliance and ensure timely identification and resolution of any compliance issues.
- Embed compliance responsibilities across all levels of EIT staff.

### 4.0 Policy Principles

EIT will achieve this policy by:

- Providing accurate and truthful responses to information requests from the VET Regulator relevant to our registration
- Conducting audits and monitoring our operations on a regular basis

- Providing quality/performance indicator data as required
- Notifying the National VET Regulator of the occurrence of an event that would significantly affect the organisation's ability to comply with any of its obligations under the *National Vocational Education and Training Regulator Act 2011*. This notice will be given within 10 business days after the event occurs.
- Notifying the National VET Regulator of:
  - any prospective changes to the ownership of the organisation as soon as practicable before the change takes effect; or
  - any prospective or actual change in relation to a governing person of the organisation if the change cannot be determined until it takes effect. This notice will be given within 10 business days of the change taking effect, or otherwise as soon as practicable before the change takes effect.
- Ensuring that, where services are delivered by a third-party on EIT's behalf, the services are governed by a written agreement that complies with the *Compliance Requirements Instrument*); and notifying the National VET Regulator within 30 days of this agreement taking effect or ending.
- Submitting an annual declaration on compliance with its obligations under the *National Vocational Education and Training Regulator Act 2011* for each annual reporting period<sup>1</sup> in which the organisation is registered.
- Holding public liability insurance that covers all EIT's operations for the entire period in which it is registered under the *Vocational Education and Training Regulator Act 2011*.
- Ensuring it complies with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations.
- Informing EIT staff and clients of any changes to legislative and regulatory requirements that affect the services delivered
- Encouraging a policy of transparency and openness, and all staff to actively identify and remedy non-compliances

## 5.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

## 6.0 Related Documents

- Academic Board Terms of Reference.DS
- Academic Honesty and Misconduct Policy and Procedure.DS
- Admissions Policy and Procedure.VET
- Assessment and Validation Policy and Procedure.VET
- Award Nomenclature and Academic Records Policy and Procedure.VET

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<sup>1</sup> The annual reporting period is the period of 12 months that is specified by the National VET Regulator as the organisation's annual reporting period.

- Course Advisory Committee Terms of Reference.VET
- Course and Unit Discontinuation Policy and Procedure.VET
- Course Review and Quality Assurance Policy and Procedure.VET
- Credit Transfer Policy and Procedure.VET
- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- Emergency and Critical Incident Policy & Procedure.DS
- Ethics Statement.DS
- Facilities and Learning Resources.DS
- Freedom of Speech and Academic Freedom Policy.DS
- Governance Board - Terms of Reference.VET
- Health and Wellbeing Policy and Procedure.DS
- Information Management and Security Policy and Procedure.DS
- Learning and Teaching Committee Terms of Reference.DS
- Learning and Teaching Policy and Procedure.VET
- Learning and Teaching Resources Policy.DS
- Online Learning and ICT Support Policy and Procedure.VET
- Marketing and Promotion Policy and Procedure.DS
- Privacy Policy.DS
- Purchasing and Payment Procedure.DS
- Recognition of Prior Learning Policy and Procedure.VET
- Records Management Policy.DS
- Risk Management Policy.DS
- Selection, Appointment, and Induction Policy and Procedure.VET
- Staff Development Policy.DS
- Student at Risk Policy and Procedure.VET
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy and Procedure.VET
- Student Consultation Policy.VET
- Trainers and Assessors Policy.VET
- Tuition Payment, Withdrawal and Refund Policy and Procedure.VET
- Tuition Protection Policy.DS
- VET Student Loans Debt Review and Recredit Policy and Procedure.VET
- VET Student Loans Policy.VET
- VET Student Loans Tuition Fees and Charges Policy.VET
- VET Student Loans Withdrawal and Cancellation Policy and Procedure.VET
- Work Health and Safety and Occupational Health and Safety Policy.DS

## 7.0 Related Legislation

The following legislation is relevant to this policy; however, not all are mandatory for education providers:

- [Age Discrimination Act 2004 \(Cwth.\)](#)
- [Australian Human Rights Commission Act 1986 \(Cwth.\)](#)
- [Australian Qualifications Framework \(AQF\) \(National Policy\)](#)
- [Credentials Policy \(Cwth.\)](#)
- [Disability Discrimination Act 1992 \(Cwth.\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [Fair Trading Act 2010 \(WA\)](#)
- [Freedom of Information Act 1992 \(WA\)](#)
- [National Vocational Education and Training Regulator Act 2011 \(Cwth.\)](#)
- [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025](#)
- [National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Public-Interest Disclosure Act 2003 \(WA\)](#)
- [Racial Discrimination Act 1975 \(Cwth.\)](#)
- [Sex Discrimination Act 1984 \(Cwth.\)](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Act 2020 \(WA\)](#)
- [VET Student Loan Act 2016 \(Cwth.\)](#)
- [VET Student Loans \(Courses and Loan Caps\) Determination 2016 \(Cwth.\)](#)
- [VET Student Loan Rules 2016 \(Cwth.\)](#)

## 8.0 Accountabilities

The Governance Board is responsible for the review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.