

COMPLIANCE WITH LEGISLATION

POLICY STATEMENT

This document provides a consistent set of principles under which REIWA Training will ensure compliance with relevant policies, legal requirements, codes of practice and national standards, including commonwealth and state legislation that may affect training and assessment in the VET sector and business operations.

SCOPE

The following legislation, codes and standards have been identified as relevant to the operation of REIWA Training as a Registered Training Organisation:

Anti-discrimination legislation, including equal employment opportunity, racial vilification and disability discrimination

- Equal Opportunity Act 1984
- Equal Opportunity Regulations 1986
- Disability Services Act 1983
- Gender Reassignment Act 2000

Consumer law

- Competition and Consumer Act 2010
- Fair Trading Act 2010

Ethical principles

- Real Estate and Business Agents Act 1978
- Real Estate and Business Agents (General) 1979

Codes of practice

- Code of Conduct for Agents and Sales Representatives 2016

Privacy

- Privacy Act 1988
- Privacy Amendment Act 2004
- Privacy Regulation 2013

Environmental issues

- Environmental Protection Act 1986

Copyright and privacy laws in terms of electronic technology

- Copyright Act 1968
- Copyright Amendment (Digital Agenda) Act 2000

Security of information

- Freedom of Information Act 1992
- National Vocational Education and Training Regulator Act 2011
- Vocational Education and Training (General) Regulations 2009

Plagiarism

- Vocational Education and Training (General) Regulations 2009

Training packages and competency standards

- training.gov.au
- Training Accreditation Council
- ASQA

Licensing requirements

- Department of Commerce Consumer Protection

Industry and workplace requirements

- Occupational Health and Safety Act 1984
- Occupational Health and Safety Regulations 1996

Workplace relations

- Industrial Relations Act 1979
- Fair Work Act 2009

Industrial awards and enterprise agreements

- Educational Services (Post-Secondary Education) Award 2010

Real estate and business agents' legislative environment

There are a significant number of Acts and Regulations that govern the operations of a real estate individual or company within Western Australia.

REIWA's Executive Manager Agency Practice, supported by MDS Legal, REIWA's legal advisors, ensure that REIWA Training is kept abreast of changes to legislation, codes and standards that may affect the content of the learning resources provided to its students.

FRAMEWORK

The Executive Manager Training is responsible for ensuring compliance with legislation in the operation of REIWA Training as an RTO.

The Executive Manager Training is supported by REIWA personnel, in particular the CEO, the Executive Manager Finance, the Executive Manager People and Culture, and the Executive Manager Agency Practice.

The Executive Manager Training is also supported by MDS Legal who provide REIWA with legal services and who visit REIWA every week to liaise with the executive team and provide guidance in operational matters within REIWA's legislative requirements.

The Executive Manager Training may consult with any of the above to assist with compliance requirements in the operation of the RTO.

APPLICATION

The Executive Manager Training will ensure that REIWA CEO and executive team are aware of the legislative compliance requirements of REIWA Training as an RTO by publication of this policy on REIWA's intranet, and by discussion that arises from time to time in strategy and executive meetings.

The Executive Manager Training will provide a copy of this policy to MDS Legal to ensure that if any legislative changes are in progress, REIWA Training will be kept informed so that appropriate actions may be implemented if required. MDS will advise us of relevant changes to the legislation.

The Executive Manager Training will maintain communications with the Training Accreditation Council in accordance with requirements under Standard 8 of the Standards for RTOs 2015.

The Executive Manager Training will maintain registration with training.gov.au to ensure that changes in the relevant training packages are notified.

The Executive Manager Training will subscribe to relevant newsletters and web based information systems to ensure that timely information is received in relation to the operation of REIWA Training as an RTO.

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REVIEW OF THE POLICY

This is a controlled document. It may only be changed on the authority of the Executive Manager Training.

AUTHOR OF POLICY: Lesley Reagon - Executive Manager Training

DATE REVIEWED: August 2018

DATE TO BE REVIEWED: August 2020

VERSION CONTROL

Version	Page	Revision Details	Changed by	Date
1.0	All	New policy	Liz McIlhone	30.04.2015
2.0	All	Revised against Standards for RTOs 2015 New branding applied	Liz McIlhone	26.02.2015
3	All	New Code of Conduct for Agents and Sales Reps 2016	Liz McIlhone	May 2017
4	All	Update to job role title	Lesley Reagon	August 2018