

GOVERNANCE

POLICY STATEMENT

This document provides a framework for the governance of REIWA Training as a Registered Training Organisation.

SCOPE

Clause 7.1 of the Standards states that the RTO ensures its executive officers or high managerial agent:

- Are vested with sufficient authority to ensure the RTO complies with the RTO Standards at all times, and
- Meet each of the relevant criteria specified in the Fit and Proper Person requirements in schedule 3.

This document provides the framework to ensure that the Chief Executive Officer of REIWA maintains RTO compliance through a systematic approach to communication, participation and decision making.

FRAMEWORK

REIWA Council provides strategic direction for REIWA operations in consultation with the CEO and Executive Managers. Input from REIWA members, network and branch members, staff and students are considered during the strategy formulation process. The CEO implements the strategy, and the executive managers are responsible for business and operational planning and implementation.

REIWA Council, the CEO, Executive Manager Training, and Executive Manager Finance and Commercial are officers in a position to influence the management of the RTO.

Fit and proper person requirements of REIWA Council are satisfied through legislative requirements of the REBA Act 1978. Councillors are registered or licensed with the Department of Commerce and have to meet fit and proper person requirements to maintain their registration or licence.

Fit and proper person requirements of the CEO, Executive Manager Finance and Commercial and Executive Manager Training are demonstrated through statutory declarations which are renewed every three years.

LEGALLY RESPONSIBLE PERSON

The CEO recognises that he/she is the legally responsible person and is accountable for the way in which the RTO operates. Responsibility for the day to day operation of the RTO rests with the Executive Manager Training.

ORGANISATION STRUCTURE

The REIWA organisation chart shows the corporate executive structure and the operational structure for the RTO.

The REIWA decision-making flowchart demonstrates the decision making responsibilities and processes that support the provision of quality education and training through its RTO.

FEEDBACK FROM TRAINERS AND ASSESSORS

The RTO's core business is the provision of quality education and training.

Trainers and assessors provide input to strategic and business planning through regular trainer meetings, attendance at trainer training, and through validation sessions to moderate assessment tools and evidence. Minutes of trainer meetings record the valuable feedback received from trainers and through trainers from students.

The Executive Manager Training records minutes from Standards meetings set up to monitor Standards compliance and to continuously improve RTO operations. Trainer input to these meetings is sought as required.

The Executive Manager invites trainers and assessors to attend meetings to review and update Training and Assessment strategies to reflect client and legislative requirements. T&A strategy meetings are held at least once per year for each course in the RTO's scope of registration.

GOVERNANCE MEETINGS

The CEO, Executive Managers Finance/Commercial and Training meet six monthly to formally review RTO progress in meeting compliance requirements and in implementing opportunities for improvement that have been identified.

The Executive Manager Training is responsible for organising the meeting, setting the agenda in consultation with the CEO, and recording minutes of meetings.

The Executive Manager Training provides to the governance meeting feedback received through Standards, trainer and staff meetings, together with relevant feedback from students.

CORPORATE EXECUTIVE MEETINGS

The Executive Manager Training or his/her representative attends weekly corporate executive meetings where relevant strategic and operational issues are discussed. Feedback is regularly received about the RTO operations through the wide and varied interaction of the corporate executive team with REIWA members and non-members. These meetings are not minuted, but relevant information is recorded and raised at Standards, trainer or staff meetings as required.

AD HOC MEETINGS

The Executive Manager Training may seek meetings with either or both the CEO and Executive Manager Finance and Commercial to discuss issues that may arise from time to time in relation to the operation of the RTO. Formal meetings will be minuted by the Executive Manager Training to ensure accurate records are kept of outcomes.

INTERNAL AUDITING OF STANDARDS FOR RTOS 2015

The Executive Manager Training conducts an annual internal audit of the RTO's compliance against the Standards, resulting in a report for submission to the CEO. The CEO reviews the report and signs acceptance of the findings. Non-compliances or opportunities for improvement are recorded in the report and form the basis of agendas for future governance meetings where progress is monitored.

EXTERNAL AUDITING

The Training Accreditation Council has the discretion to perform an audit of the RTO's operations against the Standards. Audit reports, minutes of governance and ad hoc meetings are made available to the auditor as required.

ASSOCIATED DOCUMENTS

- REIWA Organisational Chart
- REIWA decision-making flowchart
- Statutory Declarations

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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: Liz McIlhone - Executive Manager Training

DATE REVIEWED: May 2017

DATE TO BE REVIEWED: May 2019

VERSION CONTROL

Version	Page	Revision Details	Changed by	Date
1.0	All	New policy	Liz McIlhone	16/08/2012
2.0	All	Revised against Standards for RTOs 2015 New branding applied	Liz McIlhone	26/02/2015
2.00	All	No changes	Liz McIlhone	May 2017