

Background:

This policy ensures that all staff, especially managers, of our organisation are people of integrity and who adhere to ethical standards at all times. This policy is intended to draw attention to these expectations and promote discussion and commitment across the whole organisation. At a recent review suggested that it may be appropriate for all staff to sign a declaration it was determined at this point of time to require compliance for managers and promote further discussion prior to the next review.

Policy Statement:

Recognition First is committed to effective governance of the company to ensure that clients have full confidence in our ability and suitability to deliver and assess national qualifications. It is therefore essential that the organisation is managed by fit and proper persons who ensure compliance with all Acts, Regulations, Codes of Practice and Standards appropriate to Vocational Education and Training (VET) and the Corporations Act 2001.

Procedure:

1. The Chief Executive Officer (known as the Director) is ultimately responsible for ensuring that Recognition First complies with the VET Quality Framework and any other national guidelines approved by the National Skills Standards Council or its successors. The Director is listed on training.gov.au (TGA) and registered with Australian Securities and Investment Commission (ASIC)
2. As a Registered Training Organisation (RTO), Recognition First complies with the Fit and Proper Person Requirements:
 - a. Director meets the Fit and Proper Person Requirements
 - b. Director has declared their Fit and Proper Person status to ASQA where required
 - c. If the Director changed the new office bearer would be able to submit the appropriate paper immediately
 - d. Recognition First ensures that only persons who would meet the Fit and Proper Person Requirements can hold a managerial position within the organisation. As such Recognition First requires that each manager within Recognition First must submit an ASQA Fit and Proper Person Requirements declaration to the organisation to be kept on file within the main office
 - e. Declarations are stored in staff files and are updated every five years or at promotion or when significant work changes occur

Related Legislation and Standards:

- National Vocational Education and Training Regulator Act 2011
- Corporations Act 2001
- Fit and Proper Person Requirements 2011 (<http://www.comlaw.gov.au/Details/F2011L01341>)
- Standards for Registered Training Organisations (RTOs) 2015

Related Documents:

- Declaration of Fit and Proper Person (<http://www.asqa.gov.au/forms.html>)
- TGA Maintenance Policy Version 1