



Community College-Northern Inland Inc

COMPLIANCE WITH COMMONWEALTH AND STATE LEGISLATION AND REGULATORY REQUIREMENTS POLICY

CCNI will identify and comply with relevant Commonwealth, State/Territory legislation and regulatory requirements including, but not limited to:

- Workplace Health and Safety
- Workplace harassment, victimisation and bullying
- Anti-discrimination, including equal opportunity, racial discrimination, disability discrimination
- Vocational Education and Training (VET)
- Apprenticeships and Traineeships
- Copyright
- Corporations
- Privacy and Personal Information
- Children and Young People
- Employment
- Taxation
- Workplace conditions
- VET Quality Framework

Our policies and procedures will meet the relevant requirements of Commonwealth or State legislation and will provide staff, tutors and clients with information about those requirements that may significantly affect their duties or their participation in education and training.

LEGISLATION

Legislation under which we operate, which govern the organisation and the standards of our VET Program includes but is not limited to:

- Commission for Children and Young People Act 1998 (Amendment Bill 2005)
- Disability Discrimination Act 1992
- NSW Anti Discrimination Act 1977 (Anti-Discrimination Act amendments 2005)
- NSW Disability Services Act 1993
- Work Health & Safety Act 2011
- Copyright Act 1968 (Amendment 2008)
- National VET Regulator Act 2011
 - Standards for NVR Registered Training Organisations 2011
 - Fit and Proper Person Requirements 2011
 - Financial Viability Risk Assessment Requirements 2011
 - Data Provision Requirements 2011
- Equality Act 2010
- Racial Discrimination Act
- Age Discrimination Act 2004
- Human Rights & Equal Opportunity Commission Act 1986



Defamation Act 2005
NSW Industrial Relations Act 1996
Spam Act 2003
Privacy Act 2001

The Executive Officer has the responsibility to ensure the College meets Federal and NSW legislative and regulatory requirements in all aspects of the College operation.

The Executive Officer is required to ensure;

1. The Management Committee is informed of all legislative requirements and any changes to ensure their governance role is risk free.
2. All staff are informed of their legislative responsibilities relating to their role in the College and the College is compliant with Federal and NSW legislation
3. All reporting, payments, documentation and interaction with government agencies is timely and accurate

This will be achieved by ensuring the information is received from government and industry organisations and other reliable sources such as

- Registration for subscription to www.comlaw.gov.au www.hreoc.gov.au
www.privacy.gov.au
- NSW Notifications subscriber feed www.legislation.nsw.gov.au
www.wcc.nsw.gov.au
- **Membership of;**
 1. Community Colleges Australia
 2. Adult Learning Australia
 3. Cooperative Learning Ltd
 4. Greater Northern Skills Development Group
 5. Gwydir Learning Region
 6. Local Chambers of Commerce
- **Contracted Services to CCNI**
 1. Industrial Mediation Services, Bob Kellow
 2. Work Safe Solutions Tamworth, James Sheather
- **Networks**
 1. Regular contact by Community Services Coordinator, Program Coordinators and Trainer/Assessors with local community services providers
 2. Bronwyn Clinch on Local Advisory Committee to MPS/Nursing Home
 3. Manager of local aged care hostel on CCNI board
- **Regular newsletters and email alerts;**
 1. CS&H ISC
 2. NSW CS&H ITAB
 3. ASQA regular email alerts, communique and directives
 4. National Skills Standards Council communique and directives
 5. VELG



6. NCVET
7. ACPET
8. Dept. Education and Communities/STS, Sydney and Northern region
9. Adult and Community Education and Professional Development Unit, NSW DEC
10. CCA moodle forum
11. Insources
12. National Disability Coordination Office
13. RPL Central
14. Plenty Training
15. Aspire Training
16. Enable Learning
17. RTO Materials
18. Social Traders
19. Development beyond learning
20. Learn Corp
21. E learning TAFE Vic
22. Edutemps
23. Catapult Learning

Information about legislative requirements will be publically documented in hard copy in the VET Trainer Handbook and Student Handbook

This information will also be available from the CCNI website public access areas

In addition the information will be emailed to all Management Committee members and any changes effecting the operation at CCNI will be included on the next meeting agenda for action.

Staff will be informed by email and the information will be uploaded to the CCNI website in the Coordinator and Trainer Resources sections as soon as possible

Training and Assessment Plans and any workplace site checklists must be checked and updated to ensure they meet the new regulatory requirements