



## Code of Practice

**Australian College**  
**RTO91110**

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Responsible Officer	Australian College Compliance Manager
Approved by	CEO Australian College
Review by	Compliance
Last Reviewed	17/01/2021
Next Reviewed	16/01/2022
Approved and commenced	22/08/2013

### REVIEW AND REVISION

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The policy and procedure will be revised annually or, amended following continuous improvement strategies implemented by the College.

[australiancollege.edu.au](http://australiancollege.edu.au)

## CODE OF PRACTICE

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The Code of Practice sets out guidelines for the ethical conduct of Australian College as a registered provider of nationally recognised training.

## REGULATORY FRAMEWORK

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As a Registered Training Organisation (RTO) Australian College must comply with the National Vocational Education and Training Regulator Act 2011 and the VET Quality framework that comprises:

- The Standards for National Vet Regulator
- The Fit and Proper Person Requirements
- The Financial Viability Risk Assessment Requirements
- The Data Provision Requirement, and
- The Australian Qualifications Framework

Importantly, through the application of a VET Quality Framework and uniform accreditation mechanisms, industries and students throughout Australia can have greater confidence in the quality and consistency of nationally recognised VET qualifications. They can therefore also have greater confidence in the skills and abilities of VET graduates. This includes the commitment to recognise the training qualifications issued by other Registered Training Organisations.

The Code of Practice is drawn to the attention of all staff and students. It is available through the Head Office and student handbook; students are made aware of it before enrolment.

## PROVISION OF ASSESSMENT AND TRAINING SERVICES

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Australian College adopts policies and management practices which maintain high professional standards in the delivery of assessment and training services, and which safeguard the educational interests and welfare of students.

Australian College promotes and supports learning environments that are conducive to the learning needs of the divergent needs of our clients. We will provide and recommend materials and methods appropriate to the learning needs of our clients.

All courses are conducted within parameters appropriate to registration guidelines and/or industry best practice. Australian College conducts internal reviews at least annually to ensure maintenance of all regulations and national regulation standards within VET and continually strives towards the highest levels of excellence.

## MARKETING OF ASSESSMENT AND TRAINING SERVICES

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Australian College ensures that its marketing complies with Standards for Registered Training Organisations 2015 by confirming that its marketing and advertising of AQF qualifications is ethical, accurate and consistent with Recognition, Scope of Registration on our Certificate of Registrations. Australian College also ensures that the Nationally Recognised Training is used only in accordance with its conditions of use.

## FINANCIAL STANDARDS

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Australian College maintains financial viability which means the ability of the organisation to generate sufficient income to meet operating payments, debt commitments and, where applicable, to allow growth while delivering quality training and assessment services and outcomes and adhered to the Standards set out in the Standards for Registered Training Organisations 2015.

Financial management will be based on accurate information from systems and procedures that protect and ensure full accountability for government and community funds.

There will be proper documentation of the contractual and financial relationship between all clients and Australian College. All information is stored electronically and in paper form. Copies of which will be available to all participants with due regards to personal confidentiality.

Proper books of account, in manual or computerised format, shall be properly maintained and shall conform to the recommendations of the auditor/accountant and to Australian Accounting Standards. Computerised records are audited every quarter.

## CLIENT/STUDENT INFORMATION

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Australian College supplies accurate and current information to prospective clients/services on all relevant matters. This includes but is not limited to:

- Course information
- Detailed and realistic estimates of costs for students
- Recognition given to qualifications and experience offered – ensuring current skills and knowledge are recognised
- Credit transfer
- Access and equity support and reasonable adjustment
- All policies and procedures appropriate to their participation
- Internal and external grievance procedures

## STAFF/PERSONNEL

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The foundation upon which this Code is to be found in the following statement of ethical principles which may be seen as a broad guideline to appropriate action as distinct from the rules of conduct.

## STATEMENT OF ETHICAL PRINCIPLES

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In carrying out their duties and responsibilities staff should:

- Accept responsibility and accountability for their actions
- Accept the responsibility to adhere to the highest standards of professional action and service to clients
- Perform their duties efficiently with integrity and objectivity
- Strive to improve personal competence and quality of work
- Be fair and candid with staff and clients
- Avoid real or apparent conflicts of interests
- Maintain the confidentiality of information received in the course of their duties
- Improve client outcomes based upon Training Packages, Industry needs and standards.

Some of the requirements, which come under this Code, are also subject to specific provisions of various Acts and Regulations. If there is any conflict between the Code and the provisions of an Act or regulation, the provisions of legislation will prevail.

Staff should ensure that they observe the provisions of this Code. If they are in any doubt about the applicability of its provision; or the appropriate course of action to be adopted in any given circumstances, the matter should be discussed with senior staff members as appropriate.

Breaches of this code of practice may be considered a breach of discipline which could result in disciplinary action being taken in accordance with the relevant legislation, or immediate dismissal from contract or employment with Australian College.

Staff should perform all duties associated with their positions skilfully and diligently to the best of their abilities. Staff should:

- Exercise their best technical judgement
- Maintain and develop knowledge of their professional field
- Comply with any legislative, industrial or administrative requirements
- Be familiar with the provision of any relevant Act
- Staff is expected to support senior staff in maintaining security of confidential and sensitive documents and so prevent accessing of such documents by unauthorised persons.
- Ensure that resources, funds, personnel or equipment entrusted to them are used effectively and economically in the course of their duties

## INDUSTRY RELATIONSHIPS

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Australian College works to equip industry with the highest quality staff. By providing contextualised training and assessment programs linked to the individual and sector needs of Industry.

Australian College works with and in partnership with Government Departments, Peak Bodies, and Industry Skills Council to support the implementation, review and development of Training Packages.

When working with students we believe the best outcomes are achieved as a result of high-level meaningful partnerships with industry, employers and workplaces.

## WWCC

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Australian College is committed to ensuring students who are completing workplace as part of their studies have the necessary WWCC relevant to their state of working as required by the Child Safe Standards.

## DOCUMENT CONTROL

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Australian College enforces document control for documents in paper or electronic format. Electronic trails of all student records are kept for 30 years.

## WHS POLICY

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The safety of staff and students is of primary importance in all activities carried out by Australian College. Australian College observes work health and safety legislation. Trainers and Assessors must incorporate WHS requirements of their programs and must be supervised according to those requirements.

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ABN 79 111 194 015 ACN 111 194 015  
Trading as Australian College  
RTO 91110

Management and staff have a duty of care to follow directions, policies and procedures to ensure the health, safety and well being of themselves and others including co-workers, contractors and visitors.

## SCOPE OF REGISTRATION

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Australian College only issues AQF qualifications and Statement of Attainment that are within its scope of registration.