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Signature	

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Policy

Minda Inc t/a South Australian Learning Centre (SALC) ensures that its governance, workforce, quality and financial management systems are robust, transparent and compliant with the Standards for RTOs 2025 and the National VET Regulator Act 2011.

SALC operates within, and is accountable to, the broader governance framework of Minda Incorporated. The governing persons of SALC must act with integrity, diligence and accountability, leading a culture of compliance and fairness.

SALC ensures that risks to students, staff and the organisation are identified and managed, financial viability is maintained and all relevant laws are complied with.

Definitions

Term	Definition
Governing Persons	Members of the governing body or executive responsible for strategic direction and compliance of SALC, operating under the governance framework of Minda Inc.
Fit and Proper Person Requirements	Requirements under section 186 of the Act that governing persons must satisfy to be suitable to oversee an RTO.
Financial Viability Risk Assessment Requirements	Legislative requirements made under section 158 of the Act for ensuring ongoing financial health and risk management.
Annual Declaration on Compliance	A statutory declaration submitted to the National VET Regulator confirming SALC's compliance with all obligations for each reporting period.
Material Change	An event or change that significantly affects SALC's ability to comply with its obligations, including ownership or governing person changes.
Conflict of Interest	A real or apparent situation where personal, financial or other interests could improperly influence professional judgement or organisational decision-making.
National Principles for Child Safe Organisations	Principles adopted nationally to ensure organisations protect the safety and wellbeing of children and young people.
Cashflows	Movement of money into and out of the organisation, monitored to ensure financial viability.
Student Identifiers Act 2014	Federal legislation governing the management of Unique Student Identifiers (USIs).

Procedure

1. Workforce Management

1.1. SALC ensures the number of trainers, assessors and other staff is sufficient and appropriate to deliver its services.

1.2. Workforce planning reviews are conducted annually and as required for new program commencements.

1.3. The Training Coordinator monitors workloads and ensures staffing levels support compliant delivery and assessment.

2. Governance and Leadership

2.1. Governing persons must meet Fit and Proper Person Requirements and be suitable to oversee the RTO.

2.2. Governing persons must act diligently, make informed decisions, and ensure compliance with the Act and Standards.

2.3. Governing persons must lead a culture of integrity, fairness and transparency.

2.4. Induction and annual training for governing persons includes updates on governance duties and compliance obligations.

2.5. SALC adheres to Minda Inc's governance framework, including Board oversight, delegated authorities and risk management protocols.

3. Roles and Responsibilities of Staff and Third Parties

3.1. SALC supports staff to understand the Standards for RTOs 2025 and related legislation relevant to their role.

3.2. Staff are notified promptly of any changes to regulatory or legislative requirements.

3.3. SALC ensures third parties meet compliance requirements and are aware of their obligations.

3.4. Roles and responsibilities are documented in position descriptions, contracts and organisational charts to ensure accountable decision-making.

3.5. SALC's governance arrangements incorporate Minda Inc's policies, procedures and accountability structures.

4. Risk and Financial Management

4.1. SALC maintains systems for identifying and managing organisational risks, including those affecting students and staff, consistent with Minda Inc's enterprise risk framework.

4.2. Governing persons monitor the financial position, financial performance and cashflows regularly and understand financial reports.

4.3. SALC complies with Financial Viability Risk Assessment Requirements.

4.4. SALC has systems for identifying, managing and disclosing conflicts of interest.

4.5. For training delivered to students under 18, risks to safety and wellbeing are managed in accordance with the National Principles for Child Safe Organisations.

5. Annual Declaration on Compliance

5.1. SALC submits an Annual Declaration on Compliance for each reporting period specified by the National VET Regulator.

5.2. The declaration is made in the approved form published on the National Register.

5.3. The declaration is endorsed by the governing persons and submitted within the required timeframe, incorporating review and oversight processes of Minda Inc's governance system.

6. Notification of Material Changes

6.1. SALC notifies the National VET Regulator of any event significantly affecting compliance within 10 business days.

6.2. Prospective ownership changes must be notified as soon as practicable before the change takes effect.

6.3. Prospective or actual changes in governing persons must be notified:

- Within 10 business days if only determinable after the change; or
- As soon as practicable if determinable before the change.

6.4. Notices must be provided in writing or electronically.

6.5. Additional information requested by the National VET Regulator must be supplied as soon as practicable.

7. Compliance with Laws

7.1. SALC complies with all applicable Commonwealth, State and Territory laws.

7.2. SALC complies with requirements under the Student Identifiers Act 2014 and other relevant legislation.

7.3. A register of applicable laws and obligations is maintained and reviewed annually in line with Minda Inc's compliance framework.

8. Recordkeeping, Monitoring and Continuous Improvement

8.1. Records of governance meetings, financial monitoring, risk registers, declarations and notifications are retained for audit.

8.2. Findings of non-compliances or similar areas are recorded in the Continuous Improvement Register.

8.4. Professional development in governance, compliance and financial management is provided to staff and governing persons.

Extracts from Standards

Standard 3.1 The workforce is effectively managed to ensure appropriate staffing to deliver services.

P.I.(a) how it ensures the number of trainers, assessors and other staff are appropriate for the delivery of the services it offers; and

Standard 4.1 An NVR registered training organisation operates with integrity and maintains accountability for the delivery of quality services.

P.I.(a) the organisation and its governing persons are fit and proper persons, having regard to the Fit and Proper Person Requirements made under section 186 of the Act, as in force from time to time;

P.I.(b) its governing persons are suitable persons to oversee the operation of the organisation;

P.I.(c) its governing persons act diligently and make informed decisions which facilitate compliance with this instrument and any other instrument made under section 185 of the Act, as in force from time to time; and

P.I.(d) its governing persons lead a culture of integrity, fairness and transparency in the organisation's delivery of services.

Standard 4.2 Roles and responsibilities of NVR registered training organisation staff and third parties are clearly defined and understood.

P.I.(a) it supports staff members to understand the components of this instrument and any other instrument made under section 185 of the Act, as in force from time to time, which are relevant to each staff members' role as an employee of the organisation;

P.I.(b) it informs staff members of any changes to regulatory or legislative requirements that may affect the organisation's delivery of services;

P.I.(c) it has a system in place for ensuring any third parties meet the requirements of this instrument and any other instrument made under section 185 of the Act, as in force from time to time, and are aware of their obligations under these instruments; and

P.I.(d) the roles and responsibilities of persons engaged by the organisation are well-understood and documented, ensuring accountable decision-making.

Standard 4.3 Any risks to VET students, staff and the organisation itself are identified and managed.

P.I.(b) how the financial position, financial performance and cashflows of the organisation are managed, monitored and understood by governing persons (note: In accordance with section 24 of the Act, NVR registered training organisations must also comply with the Financial Viability Risk Assessment Requirements made under section 158 of the Act.)

P.I.(c) it has a system for identifying, managing and disclosing any real or apparent conflicts of interest; and

P.I.(d) where it offers training or assessment to VET students aged under 18 – risks to their safety and wellbeing associated with the organisation's delivery of the training or assessment are identified and managed:

ii in accordance with the National Principles for Child Safe Organisations, as in force from time to time. (Note: Section 191A of the Act permits this instrument to make provision in relation to a matter by applying, adopting or incorporating any matter contained in another instrument or other writing as in force or existing from time to time.)

Compliance Requirement 15.1 Annual declaration on compliance

An NVR registered training organisation must submit an annual declaration on compliance with its obligations under the Act for each annual reporting period in which the organisation is registered.

Compliance Requirement 15.2

An NVR registered training organisation's annual reporting period is the period of 12 months that is specified by the National VET Regulator as the organisation's annual reporting period.

Compliance Requirement 15.3

3 An annual declaration on compliance submitted by an NVR registered training organisation must be in the approved form as published on the National Register by the National VET Regulator from time to time.

Note Section 191A of the Act permits this instrument to make provision in relation to a matter by applying, adopting or incorporating any matter contained in another instrument or other writing as in force or existing from time to time.

Compliance Requirement 16.1 Notification of material changes

An NVR registered training organisation must notify the National VET Regulator of the occurrence of an event that would significantly affect the organisation's ability to comply with any of its obligations under the Act.

Compliance Requirement 16.2

A notice under subsection (1) must be given within 10 business days after the event occurs.

Compliance Requirement 16.3

An NVR registered training organisation must notify the National VET Regulator of:

a any prospective changes to the ownership of the organisation as soon as practicable before the change takes effect; or

b any prospective or actual change in relation to a governing person of the organisation:

I if the change cannot be determined until it takes effect – within 10 business days of the change taking effect; or

ii otherwise – as soon as practicable before the change takes effect.

Compliance Requirement 16.4

A notice under subsection (1) or (3) must be provided to the National VET Regulator in writing or electronically.

Compliance Requirement 16.5

After giving notice under subsection (1) or (3) an NVR registered training organisation must provide any further information relating to the notice as soon as practicable, if requested by the National VET Regulator.

Compliance Requirement 20 Compliance with laws

An NVR registered training organisation must comply with all applicable Commonwealth, State and Territory laws, including, for example, by ensuring:

b the organisation complies with all applicable requirements under the Student Identifiers Act 2014.

Note There are a range of laws that may be applicable under this section. The examples provided in paragraphs (a) and (b)are for illustrative purposes.