



# ALPHA COLLEGE OF AUSTRALIA

## Introduction

This set of Policies and Associated Procedures will ensure RTO meets its compliance obligations as required by:

- National Vocational Education and Training Regulator Act 2011
- VET Quality Framework including:
  - Standards for Registered Training Organisations 2015
  - Fit and Proper Person Requirements
  - Financial Viability Risk Assessment Requirements
  - Data Provision Requirements
  - Australian Qualifications Requirements
- Education Services for Overseas Students Act 2000
- National Code of Practice for Providers of Education and Training Services to Overseas Students Act 2018.

It has been ordered according to the student journey approach which is the way an RTO is audited by the Australian Skills Quality Authority (ASQA).



Regulatory compliance and governance is also addressed.

## Definitions

The following definitions apply to this set of policies and procedures:

- **AQF:** Australian Qualifications Framework as at: [www.aqf.edu.au](http://www.aqf.edu.au)
- **ASQA:** Australian Skills Quality Authority
- **Course:** refers to unit, qualification, skill set or group of units being packaged as a course
- **Compassionate or compelling circumstances** may include but are not limited to:
  - serious illness or injury
  - bereavement



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- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies.
- a traumatic experience which has impacted on the student.
- *Credit transfer*: credit provided to students for units of competency (unless licensing or regulatory requirements prevent this) where these are evidenced by AQF certification documentation issued by another education provider or AQF authorised issuing organisation or authenticated VET transcripts issue by the Registrar.
- *Critical incident*: includes but not limited to:
  - missing students
  - severe verbal or psychological aggression
  - death, serious injury or any threat of these
  - natural disaster
  - issues such as domestic violence, sexual assault, drug or alcohol abuse.
- *DHA*: Department of Home Affairs.
- *Cheating*: seeking to obtain an unfair advantage in the assessment of any piece of work.
- *Collusion*: unauthorised collaboration between students.
- *Deferral*: to postpone commencement of studies.
- *DESE*: Department of Education and Training.
- *ESOS Act*: the Education Services for Overseas Act 2000: <https://www.legislation.gov.au/Details/C2017C00292>
- *National Code 2018*: National Code of Practice for Providers of Education and Training to Overseas Students 2018: <https://www.legislation.gov.au/Details/F2017L01182>
- *Marketing*: this covers all marketing communication methods.
- *Plagiarism*: to take and use the ideas and/or expressions and/or wording of another person or organisation and passing them off as one's own by failing to give appropriate acknowledgement. This includes material from any source such as staff, students, texts, resources and the internet, whether published or unpublished.
- *PRISMS*: Provider Registration and International Students Management System.
- *SRTOs 2015*: Standards for RTOs 2015: <https://www.legislation.gov.au/Details/C2018C00210>



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- *Recognition of Prior Learning (RPL)*: an assessment process that assess the competency of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which the applicant meets the requirements specified in the training product.
- *SMS*: Student Management System.
- *Suspension*: to temporarily postpone studies.
- *Third party*: any party that provides services on behalf of the RTO. A third party arrangement does not include a contract of employment between an RTO and its employee.