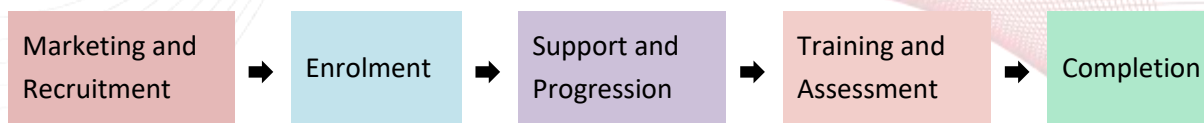


Introduction

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

- National Vocational Education and Training Regulator Act 2011
- National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025
- National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025
- Credential Policy Standards for Registered Training Organisations
- National Vocational Education and Training Regulator (Financial Viability Risk Assessment Requirements) Instrument 2021
- National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020
- Australian Qualifications Framework
- 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.





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Definitions

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

- **AQF:** Australian Qualifications Framework as at: www.aqf.edu.au.
- **ASQA:** Australian Skills Quality Authority.
- **Course:** refers to the unit, qualification, skill set or group of units being packaged as a course.
- **Compassionate or compelling circumstances:** these may include, but are not limited to:
 - serious illness or injury
 - bereavement
 - 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 or the training product prevents this) where these are evidenced by AQF certification documentation issued by another education provider or AQF authorised issuing organisation or authenticated VET transcripts issued 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 disasters
 - issues such as domestic violence, sexual assault, drug or alcohol abuse.
- **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.
- **DHA:** Department of Home Affairs.
- **DEWR:** Department of Employment and Workplace Relations.
- **ESOS Act:** the Education Services for Overseas Act 2000: <https://www.legislation.gov.au/Details/C2017C00292>
- **Governing persons:** governing persons are those person(s) and/or body(ies) that are responsible for overseeing and directing, and exercise a degree of control or influence over, the management or operation of the RTO, including executive officers.
- **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.
- **Principles of assessment:** assessment is conducted to be consistent with the following principles of assessment:
 - fairness – assessment accommodates the needs of the VET student, including through applying adjustments where appropriate and enabling reassessment where necessary;



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- flexibility – assessment is appropriate to the context, training product and VET student, and assesses the VET student's skills and knowledge that are relevant to the training product, regardless of how or where the VET student has acquired those skills or that knowledge;
- validity – assessment includes practical application components that enable the VET student to demonstrate the relevant skills and knowledge in a practical setting; and
- reliability – assessment evidence is interpreted consistently by assessors and the outcomes of assessment are comparable irrespective of which assessor is conducting the assessment.
- **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.
- **Outcome Standards for RTOs:** the SRTOs include the Outcome Standards, Compliance Requirements and Credential Policy.
- **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.
- **Rules of evidence:** assessment is conducted to be consistent with the following rules of evidence:
 - validity – assessment evidence is adequate, such that the assessor can be reasonably assured that the VET student possesses the skills and knowledge described in the training product;
 - sufficiency – the quality, quantity and relevance of the assessment evidence enables the assessor to make an informed judgement of the VET student's competency in the skills and knowledge described in the training product;
 - authenticity – the assessor is assured that a VET student's assessment evidence is the original and genuine work of that VET student; and
 - currency – the assessment evidence presented to the assessor documents and demonstrates the VET student's current skills and knowledge.
- **SMS:** Student Management System.
- **Suspension:** to temporarily postpone studies.
- **Third party:** any party that provides services on behalf of Alpha College of Australia. Services include training services, assessment services, training support services and activities associated with recruitment of prospective VET students including marketing, enrolment, induction or collection of fees. A third-party arrangement does not include a contract of employment between Alpha College of Australia and its employee, other entities that deliver VET student counselling or mediation or provide ICT or other support services, experts who contribute to training or assessment, or an entity that refers students to the RTO where the referring entity does not receive payment from the RTO and the referring entity is a government agency or government funded agency.





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- **Training support services:** these are services and resources provided to support students to meet training product requirements and complete the training product in which they are enrolled.
- **Wellbeing support services:** these are services and resources provided to support the physical, mental and emotional wellbeing of students.

Introduction v2.0 updated on 01/07/2025