



Legislation Compliance Policy

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DTW Designs (Qld) Pty Ltd
RTO 31507
21 Toolara Street
The Gap Queensland 4061

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DTW Designs (Qld) Pty Ltd is committed to providing quality training and assessment following the Standards for Registered Training Organisations (RTOs). As such, DTW Designs (Qld) Pty Ltd is required to ensure it complies with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations, integrate these into policies and procedures, maintain compliance and inform staff and clients of changes to legislation that affect the services delivered.

Policy Statement

DTW Designs (Qld) Pty Ltd is committed to ensuring it complies with all relevant Commonwealth, State and Territory legislation and regulatory requirements in its operations as a Registered Training Organisation (RTO).

DTW Designs (Qld) Pty Ltd will ensure that:

- compliance with legislation and regulatory requirements is monitored and maintained;
- it maintains copies of or access to all legislation that affects its business and /or is services delivered;
- legislation and regulatory requirements relevant to its operations are integrated into its policies and procedures;
- all staff and clients are provided with information regarding changes in legislation and regulatory requirements that affect their duties or participation in vocational education and training services provided.

Definitions

The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015.

Scope of Registration

Means the training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to:

- a) both provide training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; or
- b) provide assessment resulting in the issuance of AQF certification documentation by the RTO.

Policy Principles

Underpinning Principles

- a) Numerous Acts impact upon the training and assessment for courses offered by DTW Designs (Qld) Pty Ltd. A list is kept on a legislation register.
- b) DTW Designs (Qld) Pty Ltd advises its staff and clients of legislation that affects their duties or learning.



- c) DTW Designs (Qld) Pty Ltd will purchase a copy of, or have electronic access to, all Commonwealth, State and Territory legislation that affects its operations or services delivered.
- d) DTW Designs (Qld) Pty Ltd has and maintains memberships to the following legislation publishers to receive updates and notifications of changes in legislation and regulatory requirements.
 - i. Australian Government, COMLaw; at <http://www.comlaw.gov.au/>
 - ii. Australasian Legal Information Institute, website: <http://www.austlii.edu.au>
 - iii. New South Wales – <http://www.legislation.nsw.gov.au/>
 - iv. Victoria – <http://www.legislation.vic.gov.au/>
 - v. Queensland – <https://www.legislation.qld.gov.au/OQPChome.htm>
 - vi. Western Australia - State Law Publisher, at www.slp.wa.gov.au.
 - vii. South Australia – <http://www.legislation.sa.gov.au/index.aspx>
 - viii. Northern Territory – http://dcm.nt.gov.au/strong_service_delivery/supporting_government/current_northern_territory_legislation_database
 - ix. ACT – <http://www.legislation.act.gov.au/>
 - x. Tasmania - <http://www.thelaw.tas.gov.au/index.w3p>
- e) DTW Designs (Qld) Pty Ltd has access to solicitors who provide advice on legislation.

Vocational Education and Training (VET) Legislation

- a) Legislation relevant to DTW Designs (Qld) Pty Ltd includes:
 - i. Commonwealth - National Vocational Education and Training Regulator Act & Regulations 2011
 - ii. New South Wales - Vocational Education and Training (Commonwealth Powers) Act 2010
 - iii. Victoria – Vocational Education and Training Act 1990
 - iv. Queensland – Vocational Education and Training (Commonwealth Powers) Act 2012
 - v. Western Australia – Vocational Education and Training Act 1996
 - vi. South Australia – Vocational Education and Training (Commonwealth Powers) Act 2012
 - vii. Northern Territory –
 - viii. ACT – Training and Tertiary Education Act 2003



- ix. Tasmania - Vocational Education and Training (Commonwealth Powers) Act 2011 <http://www.thelaw.tas.gov.au/index.w3p>

Anti-Discrimination Legislation

- a) There is a range of legislation and policies which promote access and equity within the national Vocational Education and Training system. (See Access and Equity Policy)

Workplace Health and Safety (WHS) Legislation

- a) There is a range of legislation and policies which promote workplace health and safety within the National Vocational Education and Training system. (See Workplace Health and Safety Policy)

Privacy Legislation

- a) Federal legislation impacts on the national Vocational Education and Training system. (See Privacy Policy)

Other Legislation

- a) There is a range of legislation and policies, including consumer protection, which impacts on the operational business of DTW Designs (Qld) Pty Ltd. These include:
 - i. Corporation law – Corporations Act 2001 and Regulations
 - ii. Competition and Consumer Act 2010 and Regulations
 - iii. Fair Work Act 2009 and Regulations
 - iv. A New Tax System Act 1999 and Regulations
 - v. Copyright Act 1968 and Regulations
 - vi. Fair Trading Legislation and Regulations
 - vii. Trade Practices Legislation and Regulations
 - viii. Spam Act 2003 and Regulations
- b) The following represents legislation that impacts on vocational outcomes of training and assessment services delivered.
 - i. Standards for Registered Training Organisations (RTOs) 2015
 - ii. Education Services for Overseas Students Act 20010 – ELICOS Standards
 - iii. Data Provisions Requirements 2012
 - iv. Financial Viability Risk Assessment Requirements 2011
 - v. Student Identifiers Act of 2014



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DTW Designs (Qld) Pty Ltd Responsibilities

The Director DTW Designs (Qld) Pty Ltd is responsible for ensuring compliance with this policy.

Records Management

All documentation from compliance with legislation processes is maintained following the Records Management Policy. (See Records Management Policy)

Monitoring and Improvement

All practices relating to compliance with legislation are monitored by the Director DTW Designs (Qld) Pty Ltd and areas for improvement identified and acted upon. (See Continuous Improvement Policy)