



# Contractual, Legislation and Insurance

## Policy

- 1.1 Cheltenham Community Centre (CCC) employs an effective Contractual, Legislation and Insurance policy and procedure to ensure that it complies with all relevant contractual obligations and legislation and maintains appropriate current insurance for its scope and scale of operations.
- 1.2 CCC complies with contractual obligations and legislation/regulatory guidelines which include the following:
  - VET industry information/guidelines
  - AQTF Essential Conditions & Standards for Continuing Registration
  - Victorian Registration and Qualifications Authority 2010 guidelines
  - Education and Training Reform Act 2006
  - Industry legislation relevant to the Scope of Registration
  - Work experience clients/apprenticeships and traineeships (where applicable)
  - Memorandums or other information disseminated by ACFE and Melbourne Polytechnic during the period of a Service Agreement
  - Current legislation and regulations including those relating to:
    - Equal opportunities and anti-discrimination
    - Occupational Health & safety
    - Privacy
    - Public Records
    - Electronic transactions
    - Workplace harassment and bullying
    - Child safety
    - Copyright
    - Superannuation and taxation
- 1.3 CCC ensures it is delivering current training packages and employs a policy for transition to new packages.
- 1.4 CCC maintains the following insurances:
  - Public liability
  - Professional indemnity
  - Professional liability

- Contents
  - Workers compensation
- 1.5 CCC maintains Public Liability Insurance of \$20 million per event.
  - 1.6 CCC maintains adequate level of insurance to cover any risk, loss or damage resulting from the delivery of Training and Assessment services to eligible individuals for a period of 7 years after the cessation of course delivery.
  - 1.7 The Manager is responsible for implementing this policy and reviewing its effectiveness in compliance with contractual and regulatory obligations, and notifying the Government Department responsible for funding of accredited courses if insurance is cancelled.
  - 1.8 This policy is implemented in compliance with the requirements of the AQTF Essentials Conditions and Standards for Continuing Registration Conditions 3, 4, Standard 3.2 and and SRTO 2015 clause 8.1.

## **Procedure**

- 2.1 The Department of Education & Training (DET), VRQA and any other regulator appointed from time-to-time are immediately notified by the Adult Education Coordinator or Manager of any changes to the VRQA registration status in accordance with AQTF condition 2.1 and SRTO 2015 clause 8.1.
- 2.2 Any changes in contractual arrangements, legislation or training packages are recorded and appropriate amendments to practice immediately implemented where appropriate.
- 2.3 Staff are informed of any changes and their implications for practice through the following forums/mediums:
  - Staff meetings
  - Staff induction
  - E-mails
  - Performance reviews
  - Notice boards
- 2.4 Clients are informed of any changes and their implications for practice through the following forums/mediums:
  - During classes
  - Orientation
  - Client information handbook
  - Emails
  - Notice boards
  - CCC website
- 2.5 Operating practices and materials are reviewed to ensure the changes are being appropriately implemented.
- 2.6 Insurers' websites are reviewed and insurers contacted about any changes and implications.
- 2.7 Professional advice is sought from insurers annually in relation to CCC operations.
- 2.8 The Manager amends insurance cover as appropriate.
- 2.9 Practice may be amended where appropriate as a result of changes in insurance cover.
- 2.10 CCC provides the VRQA access to insurance documentation/certification on request.

2.11 The effectiveness of this policy and procedure is reviewed annually as part of CCC's continuous improvement policy.

**Documents to be employed when implementing this policy and procedure:**

- Legislative websites
- Insurance documentation
- Client information handbook
- Orientation documentation
- Staff induction documentation
- Staff performance review documentation
- CCC website
- Continuous Improvement Policy

**Revision History**

<b>Revision Date</b>	<b>Comment</b>	<b>Revised by</b>
1/5/12	Created	Chris Donaghy
25/5/13	Edited for accuracy and appropriate terminology	Annella Chambers
29/08/19	Edited in consultation with Manager and Judith Haskins	Catriona O'Neill
17/07/20	Minor review	Catriona O'Neill