



Macarthur Community College Inc
RTO ID 6860

POLICY	
Title	Dissemination of Information
Purpose Describe policy intent	To document the means by which appropriate information is made available to those who need it.
Scope List who this policy and procedure applies to	This scope applies to all staff that are in possession of information about College processes, procedures and policies, the College program, or participant details.
References and legislation	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015 Privacy Act 1988 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Australian Human Rights and Equal Opportunity Act 1986 Disability Discrimination Act 1992 (Disability Standards for Education 2005) Privacy Act Age Discrimination Act 2004 The NSW Charter for equity in Education and Training
Definitions	Information- is any fact or facts relating to enrolments in courses or modules or relating to the College policies and procedures.
Policy	The principles underlying this policy are that there should be openness of information which people need to: <ol style="list-style-type: none"> 1. understand 2. participate effectively 3. do their job 4. make decisions and that information should be conveyed in an appropriate and timely manner. To this end it will be policy to convey information by the following means: <ol style="list-style-type: none"> 1. College policy documents 2. The College brochure 3. The tutor handbook 4. The Confirmation/Receipt form 5. Class rolls 6. CPI 7. Disability Notice 8. Information packages which may be part of course cluster or module information. 9. Advertisements 10. Statements of procedures or internal processes. 11. Telephone where appropriate. 12. Correspondence in response to questions and issues raised. 13. Clerical Staff procedures documents 14. Clerical staff term meetings 15. Annual planning Calendar 16. Staff Professional development sessions
Relevant documentation	See documents listed in Policy section Code of Conduct Access and Equity Policy



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Communication and support for staff	Policies are available to all staff via electronic access upon commencement with the College. Updates will be communicated via email notification. Hard copies will be made available upon request			
Procedure	Appeals Assessment Brochure Clerical staff procedures CPI USI			
Review date	March 2016			
Mapping to Standards for RTOs	1.7, 1.8, 1.11, 2.2, 4.1, 7.5, 8.2, 8.5, 8.6			
Version and Date issued	Version	1	Date issued	01/4/15
Developed By	VET Manager			
Approved by	Principal			

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