



Macarthur Community College Inc  
RTO ID 6860

<b>POLICY</b>			
<b>Title</b>	<b>Insurance</b>		
<b>Purpose</b> Describe policy intent	To outline insurance policies that will be held by the College		
<b>Scope</b> List who this policy and procedure applies to	Principal Program Manager		
<b>References and legislation</b>	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015		
<b>Definitions</b>			
<b>Policy</b>	Policies will be undertaken and maintained for relevant business insurances through Community Colleges Australia and Participating Members (as declared) Umbrella Policy.  In addition the College will hold Workers Compensation policy.  Policies will be scanned and blobbed in 4D.		
<b>Relevant documentation</b>			
<b>Communication and support for staff</b>	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		
<b>Procedure</b>			
<b>Review date</b>	March 2016		
<b>Mapping to Standards for RTOs</b>	7.4, 8.5		
<b>Version and Date issued</b>	Version	1	Date issued 01/4/15
<b>Developed By</b>	VET Manager		
<b>Approved by</b>	Principal		

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