



Macarthur Community College Inc  
RTO ID 6860

<b>POLICY</b>				
<b>Title</b>	<b>Organisation Structure &amp; Operations</b>			
<b>Purpose</b> Describe policy intent	To outline when changes affecting Organisational structure and administration must be reported.			
<b>Scope</b> List who this policy and procedure applies to	Principal VET Manager Program Manager College Council			
<b>References and legislation</b>	National Vocational Education and Training Regulator Act 2011 Standards for RTO Organisations 2015			
<b>Definitions</b>	<b>Significant Changes</b> may include: <ol style="list-style-type: none"> <li>1. Change in high managerial agents (eg Principal, Program, VET Manager)</li> <li>2. Changes in members of board</li> <li>3. Changes in staff and/or tutors that may impact on running of the organisation.</li> <li>4. Legal name of Organisation</li> <li>5. Financial administration status of College</li> </ol>			
<b>Policy</b>	The College will maintain: <ol style="list-style-type: none"> <li>1. a current Organisational Chart and relevant Position Descriptions for all staff</li> <li>2. College policies and procedures (which embeds relevant legislation)</li> <li>3. Current records for 'Fit and Proper Persons' representing the College (High managerial agents and Council Board Members)</li> <li>4. Communication with the National VET Regulator and other Government Departments (as required) to advice of any significant changes to the College operations within 30 calendar days</li> </ol>			
<b>Relevant documentation</b>	College Organisational Structure Positions Descriptions Fit and Proper Person Declaration Notification of Material Change or Event form Funding Contracts			
<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>	8.1, 8.2, 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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