



<b>TYPE OF DOCUMENT:</b>	<b>POLICY</b>
<b>TITLE:</b>	<b>COMPLIANCE WITH LEGISLATION</b>
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### **POLICY STATEMENT**

**Perth Boat School is committed to ensuring it complies with all relevant Commonwealth and State legislation and regulatory requirements in its operations as a Registered Training Organisation (RTO).**

**Perth Boat School will ensure that:**

- \* legislation and regulatory requirements relevant to its operations are integrated into its polices and procedures;**
- \* compliance with legislation and regulatory requirements is monitored and maintained;**
- \* it maintains copies of all legislation that affects its business and /or is incorporated in its training delivery;**
- \* provide all staff and students with information regarding any legislation that impacts their duties or participation in vocational education and training.**

## **COMPLIANCE WITH LEGISLATION**

### **1.0 INTRODUCTION**

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework (AQTF) 2007. As such, Perth Boat School is required to ensure it complies with Commonwealth and State legislation and regulatory requirements relevant to its operations, integrate these into policies and procedures, and maintain compliance.

### **2.0 POLICY PRINCIPLES :**

#### **2.1 Commonwealth or State Legislation**

- o There are numerous Acts that impact upon the training and assessment for courses offered by Perth Boat School. A complete list is kept on a legislation register.
- o Perth Boat School advises its staff and students of legislation that affects their duties or learning.
- o Perth Boat School will purchase a copy of, or have electronic access to, all Commonwealth and State legislation that affects its operations or learning programs.



- The Manager of Perth Boat School has and maintains memberships to the State Law Publisher, through their website at [www.slp.wa.gov.au](http://www.slp.wa.gov.au), to obtain copies of the Government Gazette.
- Perth Boat School also obtains access to all Commonwealth and State legislation online through Australasian Legal Information Institute website: <http://www.austlii.edu.au/>.
- The Perth Boat School has access to its solicitors who provide advice on legislation.

## 2.2 Vocational Education and Training Act 1995

The objectives of this Act include:

- To provide effective and efficient mechanisms for the planning, funding, coordination and evaluation of VET.
- To support quality assurance and best management practices in relation to all aspects of VET.
- Within the community, to encourage an awareness of the need for, and to promote the dev of, VET that is relevant to industry.

This Act provides for:

- The establishment and functions of the VET authority in each State/Territory (i.e. Office of Training in Western Australia)
- The function of the DEST in relation to the VET authority in each State/Territory.
- The establishment and functions of the Accreditation and Registration Council in each State/Territory (i.e. Training Accreditation Council in Western Australia).
- The accreditation of nationally recognized courses.
- The registration/deregistration of Training Providers (i.e. RTO's)
- Approved training agreements (i.e. Traineeship/Apprenticeships)
- Settlement of VET disagreements and disputes (involving all relevant parties)
- Official visits by State VET Authority (i.e. quality audits).

## 2.3 Access and Equity Legislation

- There is a range of legislation and policies which promote access and equity within the national Vocational Education and Training system.

## 2.4 Occupational Safety and Health Act 1994

The objectives of this Act include:

- The provision and maintenance of a safe workplace.
- Duty of care of employers, employees and visitors.
- The provision of information, training and supervision
- Consultation and cooperation with health and safety representatives and employees
- The provision of personal protective clothing and equipment as required



- o Ensuring the safe use of plan and substances.

### **3.0 SUPPORTING DOCUMENTATION**

Perth Boat School documentation which supports the implementation of this Policy includes:

- F08-01 Legislation in Training Programs
- F08\_02 Staff meeting



#### 4.0 PROCEDURES :

### LEGISLATION

08-01

#### Step One – Obtaining Print Copies of Legislation

1. All State Legislation is obtained from the State Law Publisher located at 10 William St, Perth. Their phone number is 9321 7688 and their fax number is 9321 7536. Legislation is also available from the State Law Publishing website. <http://www.slp.wa.gov.au/Index.html>
2. To order State Acts or Regulations the Manager of Perth Boat School will complete a purchase order request.  
The purchase order is faxed through to the State Law Publisher.
3. All Federal/Commonwealth Acts and Regulations relating to the Commonwealth Attorney General's Department are obtained through Standard's Australia located at Ground floor, 165 Adelaide Terrace, East Perth. Their phone number is 9221 6700 and their fax number is 1300 654 949.
4. The Manager of Perth Boat School will contact Standards Australia to order appropriate legislation.
5. All Federal/Commonwealth Acts and Regulations that do not relate to the Commonwealth Attorney General's Department are obtained through CanPrint and they can be contacted by phone on (02) 6293 8333 or by fax (02) 6293 8318.
6. The Manager of Perth Boat School will contact CanPrint.

#### Step Two – Obtaining online copies of legislation .

1. **Online copies or** print of legislation are obtained from the Australasian Legal Information Institute website:  
<http://www.austlii.edu.au/>.

#### Step Three – Monitoring legislation Changes

- 1 Changes to legislation are monitored by the subscription to the State Law Publisher, through their website at [www.slp.wa.gov.au](http://www.slp.wa.gov.au), to obtain copies of the Government Gazette.
- 2 Any changes that are identified are noted/printed.
- 3 The Manager of Perth Boat School will check the two legislation registers to determine those training resources or documents that include information about the legislation which may require updating.
- 4 The Manager of Perth Boat School will complete a Continuous improvement form for implementation into continuous improvement of resources.

#### Step Four – Incorporating legislation into Staff information

- 1 The Manager of Perth Boat School will determine which legislation should be provided to staff and how this legislation will be best provided.
- 2 The Manager of Perth Boat School will ensure legislation is provided to staff



**Step Five – Incorporating legislation into Student information**

- 1 The Manager of Perth Boat School will determine which legislation should be provided to students and how this legislation will be best provided.
- 2 The Manager of Perth Boat School will ensure legislation is provided to students