

Legislation Compliance Policy



1. Purpose

VEG Education is committed to delivering high-quality training and assessment services in compliance with the *Standards for RTOs 2025*. As a Registered Training Organisation (RTO), we must comply with all relevant Commonwealth, State, and Territory legislation and regulatory requirements.

The purpose of this Policy is to ensure that:

- VEG Education integrates applicable laws into organisational policies and procedures;
- Legislative compliance is consistently monitored and maintained;
- Staff, students, and clients are informed of legislation that affects their training, assessment, and workplace responsibilities;
- Continuous compliance is demonstrated to regulators and stakeholders.

2. Policy Statement

VEG Education will:

- Ensure compliance with relevant Commonwealth, State, and Territory legislation and regulatory requirements.
- Maintain access to current legislative resources and legal advice.
- Embed legislative requirements into operational policies, procedures, and practices.
- Provide staff and students with up-to-date information on relevant legislative and regulatory changes.
- Monitor legislative compliance to meet quality assurance and audit obligations.

3. Definitions

- **Scope of Registration:** The training products an RTO is approved to deliver and assess, with authority to issue AQF certification.
- **Legislation Register:** A continuously updated record of applicable legislation and regulations maintained by VEG Education.

4. Policy Principles

4.1 Legislative Access and Awareness

- A Legislation Register listing all relevant Commonwealth, State, and Territory Acts and Regulations is maintained and reviewed regularly.
- Staff and students are advised of legislative obligations relevant to their roles, duties, or study.

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- Electronic access to current laws is available to ensure accuracy and currency, supported by subscriptions and government updates.
- Solicitors and subject matter experts may be engaged for legal or compliance advice where required.

4.2 Applicable Legislation

VEG Education complies with key legislation including, but not limited to:

Vocational Education and Training (VET) Legislation

- *National Vocational Education and Training Regulator Act 2011 (Cth)*
- *Standards for RTOs 2025*
- *Education and Training Reform Act 2006 (Vic)* (and other corresponding State/Territory Acts governing VET)
- *Student Identifiers Act 2014*
- *National VET Data Policy* (2020, updated as required)

Anti-Discrimination and Equal Opportunity Legislation

- *Equal Opportunity Act 2010 (Vic)* and other State/Territory legislation
- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*

Work Health and Safety (WHS) Legislation

- *Work Health and Safety Act 2011 (Cth)* and applicable State/Territory WHS laws

Privacy and Data Protection Legislation

- *Privacy Act 1988 (Cth)*, including the *Australian Privacy Principles (APPs)*
- *Notifiable Data Breaches Scheme* under the Privacy Act

Employment and Workplace Relations Legislation

- *Fair Work Act 2009 (Cth)* and Regulations
- Relevant state-based industrial relations laws where still applicable

Consumer Protection Legislation

- *Competition and Consumer Act 2010 (Cth)*
- *Australian Consumer Law (ACL)*
- Fair Trading Acts in relevant jurisdictions

Other Relevant Legislation

- *Copyright Act 1968 (Cth)*
- *Spam Act 2003 (Cth)*
- *Corporations Act 2001 (Cth)*
- Taxation legislation including *A New Tax System (Goods and Services Tax) Act 1999 (Cth)*

4.3 Integration into Activities

- All relevant legislation is embedded into VEG Education policies, procedures, and practices.
 - Staff receive induction and ongoing professional development covering responsibilities under these Acts.
 - Students are provided with information on key legislation applicable to their training and assessment environment, including rights and responsibilities.
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5. Responsibilities

- The CEO is responsible for organisational legislative compliance and ensuring this Policy is implemented.
 - The Compliance Manager/Administrator maintains the Legislation Register and supports staff awareness of updates.
 - Trainers, assessors, and staff are required to comply with relevant legislation as a condition of their employment.
 - All students must follow and respect applicable legislative requirements outlined through induction, policies, and learner handbooks.
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6. Records Management

All documentation relevant to legislative compliance is retained in line with the Records Management Policy, including evidence of audits, updates, training, and legal advice.

7. Monitoring and Continuous Improvement

- Compliance with legislative and regulatory requirements is reviewed annually as part of internal audit processes.
- Legislative changes are monitored via regulator alerts, legal subscriptions, and government updates.
- Any identified non-compliance or improvement opportunity is recorded and actioned under the Continuous Improvement Policy.
- This Policy is reviewed biennially or sooner if legislative changes require.