

# RTO: 21710

## Policy – Compliance with Legislation

### Purpose

This policy confirms St Joseph's College's commitment to identifying, understanding and complying with all Commonwealth and Victorian legislation and regulatory requirements relevant to operating as a Registered Training Organisation (RTO) in the Vocational Education and Training (VET) sector. It also sets out how the College ensures that staff and students are informed of legislative requirements that affect their duties or participation in VET.

### Policy Statement

St Joseph's College will:

- Identify and comply with all legislation, regulations and regulatory standards relevant to its scope of registration and operations
- Monitor legislative and regulatory changes on an ongoing basis and update its policies, procedures, training materials and practices accordingly
- Ensure that all relevant staff are informed of legislative requirements through induction and ongoing professional development
- Ensure that students are informed of legislative requirements relevant to their participation in VET through orientation, the Student Handbook and course information materials
- Maintain this legislative register and review it annually as part of the College's annual policy review cycle

### Legislative Register

The following legislation and regulatory standards are applicable across all RTO operations. Legislation, regulations and codes relevant to specific courses are also detailed in the respective Training and Assessment Strategy for each course.

Legislation / Standard	Relevance to RTO Operations
<b>Regulatory Standards</b>	
AQTF Essential Conditions and Standards for Continuing Registration (2010)	The primary standards against which VRQA-registered RTOs are audited. Sets requirements for training and assessment quality, client services and management systems.
VRQA Guidelines for VET Providers (2016, updated 2024)	Victorian-specific guidelines covering trainer qualifications, third-party arrangements, amount of training, assessment validation and Child Safe Standards.
Standards for Registered Training Organisations 2025 (Commonwealth)	National standards effective 1 July 2025. VRQA-registered RTOs are required to transition to these standards by 1 January 2027. Note: St Joseph's

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	College is currently audited against the AQTF and VRQA Guidelines.
Education and Training Reform Act 2006 (Vic)	Primary Victorian legislation governing the registration, ongoing operation and obligations of RTOs.
National Vocational Education and Training Regulator Act 2011 (Commonwealth)	Underpins the national VET sector and describes processes for RTO registration and compliance with the VET Quality Framework.
<b>Privacy and Data</b>	
Privacy Act 1988 (Commonwealth) and Australian Privacy Principles	Governs the collection, use, storage and disclosure of personal information held about students, staff and other clients.
Privacy and Other Legislation Amendment Act 2024 (Commonwealth)	Significant reform to Australian privacy law effective December 2024, including new statutory tort for serious invasions of privacy (effective June 2025) and stronger penalties.
Victorian Government VET Student Enrolment Privacy Notice and National VET Data Policy	Governs the collection and use of student enrolment data for AVETMISS reporting purposes.
<b>Student Identifiers</b>	
Student Identifiers Act 2014 (Commonwealth)	Requires the College to collect, verify and report the Unique Student Identifier (USI) for each student enrolled in nationally recognised VET qualifications.
<b>Work Health and Safety</b>	
Occupational Health and Safety Act 2004 (Vic) and OHS Regulations 2017 (Vic)	Requires the College to provide a safe and healthy environment for staff, students, contractors and visitors during all work and training activities.
<b>Child Safety</b>	
Child Wellbeing and Safety Act 2005 (Vic) – Victorian Child Safe Standards	Requires RTOs delivering to students under 18 to implement the 11 Child Safe Standards (VRQA Guideline 6), including a Child Safety Code of Conduct and child safe policies and practices.
Worker Screening Act 2020 (Vic)	Requires all staff who interact with persons under 18 to hold current Working with Children Checks and/or police checks.
<b>Equal Opportunity and Anti-Discrimination</b>	
Equal Opportunity Act 2010 (Vic)	Prohibits discrimination and requires the College to promote equal opportunity in all aspects of its operations.
Disability Discrimination Act 1992 (Commonwealth) and Disability Standards for Education 2005 (Commonwealth)	Requires the College to make reasonable adjustments to enable students with disability to access and participate in training and assessment.
Sex Discrimination Act 1984 (Commonwealth)	Prohibits discrimination based on sex, gender identity and intersex status.
Age Discrimination Act 2004 (Commonwealth)	Prohibits discrimination based on age.

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Racial Discrimination Act 1975 (Commonwealth) and Racial and Religious Tolerance Act 2001 (Vic)	Prohibits discrimination based on race, ethnicity, religion or political conviction.
<b>Copyright and Intellectual Property</b>	
Copyright Act 1968 (Commonwealth)	Requires the College to maintain licence agreements for any external materials used in its operations and to acknowledge the original source of external material.
<b>Academic Integrity</b>	
Tertiary Education Quality and Standards Agency Amendment (Prohibiting Academic Cheating Services) Act 2020 (Commonwealth)	Makes the provision of contract cheating services a criminal offence in Australia.
<b>Consumer Protection</b>	
Australian Consumer Law – Schedule 2 of the Competition and Consumer Act 2010 (Commonwealth)	Requires the College to ensure all marketing and advertising is accurate, ethical and not misleading, and that consumer rights regarding fees and refunds are upheld.

### Maintaining Currency

Legislative and regulatory requirements will be reviewed annually by the Director of RTO as part of the February annual policy review cycle, and on an as-needs basis when the College becomes aware of changes to legislation or regulatory standards. Any changes will be:

- Communicated to relevant staff, including trainers and assessors, through team meetings, professional development sessions or written updates
- Communicated to students where relevant through orientation, the Student Handbook or direct communication
- Reflected in updates to relevant College policies, procedures, training and assessment materials
- Recorded in the Continuous Improvement Register

### Related Policies and Procedures

This policy should be read in conjunction with all policies in the St Joseph's College RTO Policy and Procedure Manual. Key related documents include:

- Privacy and Personal Information Policy
- Access, Equity and Anti-Discrimination Policy
- Records Management Policy and Procedure
- Academic Integrity: Cheating, Plagiarism and Artificial Intelligence Policy and Procedure
- VET Programs – Student Code of Conduct
- Training Package and Course Transition Policy

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### Policy Review

This policy will be reviewed annually in February by the Director of RTO to ensure the legislative register remains current and complete. Reviews will also be triggered by any significant change in legislation or regulatory requirements.

### Documentation Modification

The College will maintain a history of updates to this policy.

Date	Version	Comment
<b>January 2014</b>	V1.0	Developed by the RTO Management Team.
<b>February 2026</b>	V2.0	Major review by RTO Management Team. Document substantially expanded from a brief policy statement into a full legislative register with categorised sections covering: Regulatory Standards; Privacy and Data; Student Identifiers; Work Health and Safety; Child Safety; Equal Opportunity and Anti-Discrimination; Copyright; Academic Integrity; and Consumer Protection. Updated to include Privacy and Other Legislation Amendment Act 2024, Standards for RTOs 2025, Worker Screening Act 2020, Disability Standards for Education 2005, and Tertiary Education Quality and Standards Agency Amendment (Prohibiting Academic Cheating Services) Act 2020. Added Maintaining Currency, Related Policies and Policy Review sections. Version history corrected. Note: no formal review records exist between 2014 and 2026.