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La Trobe College Australia

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# Change of Premises, Ownership, Management Policy and Procedure

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## **Change of Premises/Ownership/Management Policy and Procedure**

### **Policy**

La Trobe College Australia will notify all relevant regulatory bodies of changes in the following areas: change of location or premises, change of ownership and change of high managerial agents.

### **Purpose**

La Trobe College Australia will provide the above information to regulatory bodies so that information on these matters can be assessed, in the case of ownership and high managerial agents under section 9(6) of the ESOS Act.

### **Definitions**

In line with the ESOS Act 2000, Part 1, Section 5, La Trobe College Australia defines the following terms in this way:

- **high managerial agent** of a provider means an employee, agent or officer of the provider with duties of such responsibility that his or her conduct may fairly be assumed to represent the provider in relation to the business of providing courses.
- **premises** means:
  - an area of land or any other place, whether or not it is enclosed or built on; or
  - a building or other structure; or
  - a vehicle or vessel;
  - and includes a part of any such premises.

### **Procedure**

#### **Changes to be Reported**

La Trobe College Australia will report the following significant changes:

1. Changes to location or premises from those visited by the TEQSA Site Panel who visited the La Trobe College Australia premises on April 8<sup>th</sup>, 2016.
2. Changes to ownership or company structure under Navitas Ltd.
3. Changes to any of the following high managerial agents:
  - CEO
  - CEO, University Programs
  - College Director and Principal
  - Academic Director (FSDP)
  - Director of Studies (ELICOS)

#### **Timing and Regulatory Bodies/Persons to be Informed**

1. Changes to premises will be reported to TEQSA, the Department of Education and to all current and future students at least 20 working days before relocation.
2. Changes of ownership will be reported to TEQSA and the Department of Education as soon as the public announcement has been made and before the change takes effect.
3. Changes of high managerial agents will be reported to TEQSA and the Department of Education (where relevant) as soon as practicable prior to the change taking effect or within 10 working days of the change taking effect where the change cannot be determined until it takes effect.

<b>Policy Title</b>	Change of Premises/Ownership/Management Policy and Procedure	
<b>Policy Owners</b>	College Director and Principal, La Trobe Operations	
<b>Key Stakeholders</b>	Regulatory Bodies Navitas Ltd Navitas Bundoora Pty Ltd Students	
<b>Approval Body</b>	LTM Management Committee	5 November 2012
	LTM Executive Committee	7 August 2015
	LTM Executive Committee	23 June 2017
	LTCA Executive Committee	31 October 2018
	LTCA Executive Committee	21 February 2019
<b>Relevant Legislation</b>		
<b>Related Policies</b>		
<b>Related Guidelines</b>		
<b>File information</b>	<b>TBC</b>	<b>Version number</b> V1.2
<b>Date Effective</b>	7 September 2014	<b>Next Review Date</b> August 2020
<b>AMENDMENT HISTORY</b>		
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
13/8/18	1.1	Updates according to National Code 2018 and College name change to LTCA.
6/2/19	1.2	Merged separate LTCA Melbourne and Sydney policies into one policy.