



Legislation and Compliance Policy

Version 2.0 December 2023

Contents

Section A – Introduction	3
A.1 Overview and Purpose	3
A.2 Scope.....	3
A.3 Legislation	3
Section B – Compliance.....	4
B.1 Compliance with Legislative Obligations	4
B.2 Policies and Procedures.....	4
B.3 Review	4
B.4 Legislation	4
B.5 Responsibilities	4
Section C – Governance	6

Section A – Introduction

A.1 Overview and Purpose

- 1.1 Navitas Bundoora Pty Ltd (La Trobe College Australia; LTCA; The College) is accredited as an Institute of Higher Education to issue awards for courses on its current scope of registration that include Diploma, Undergraduate Certificates, Foundation Studies and ELICOS programs. This policy outlines the legislative requirements under which the College operates.
- 1.2 The College is required to comply with a range of legislation and regulation both at a state and a federal level. Policies and procedures developed within the College are done so in accordance with the legislative framework within which the College operates.

A.2 Scope

- 2.1 This policy applies to all staff and students who are or have been enrolled in one of the accredited AQF programs at the College's Melbourne and Sydney Campus.

A.3 Legislation

The College has a responsibility to satisfy state and federal legislation and regulations including but not limited to:

- Age Discrimination Act (Cth) (2004)
- Anti-Discrimination Act (QLD) (1991)
- Australian Human Rights Commission Act (Cth) (1986)
- Australian Qualifications Framework (2013)
- Australian Qualifications Framework (AQF) Issuance Policy
- Commission for Children and Young People Act (QLD) (2000)
- Copyright Act (Cth) (1968)
- Disability Discrimination Act (Cth) (1992)
- Disability Standards for Education 2005 (Cth)
- Education Services for Overseas Students Act (Cth) (2000)
- Education Services for Overseas Students (Consequential and Transitional) Act 2000
- Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012
- Education Services for Overseas Students (Registration Charges) Act 1997
- Education Services for Overseas Students Regulations (Cth) 2019
- Higher Education Support Act (Cth) (2003)
- Administration Guidelines
- Determinations
- Higher Education Provider Guidelines
- Higher Education Support (Fit and Proper Person) Instrument 2019
- FEE-HELP Guidelines 2017
- Higher Education Standards Framework (Threshold Standards) 2021
- Migration Act (Cth) (1958)
- Migration Regulations (Cth) (1994)
- National Code of Practice for Providers of Education and Training to Overseas Students (Cth) (2018)
- National Standards for Foundation Programs (2021)
- Privacy Act (Cth) (1988)
- Racial Discrimination Act (Cth) (1975)

Section B – Compliance

B.1 Compliance with Legislative Obligations

The College is governed by the Navitas Bundoora Pty Ltd Board of Directors and reports any non-compliance or breaches of data or privacy quarterly.

The Risk and Compliance Management Policy (UPA) outlines the Quality Risk and Compliance structure for the Division and Business Unit (La Trobe College Australia).

All employees of the College are expected to understand the obligations within the regulatory environment they work and to maintain an understanding of the relevant standards, codes of practice and applicable laws and regulations pertaining to the Higher Education sector.

Internal and or external training is provided to staff to ensure knowledge of relevant legislation. The College encourages all staff to participate in Professional Development activities and provides opportunities to apply for funding to undergo training and upskilling activities and or courses.

B.2 Policies and Procedures

Policies and procedures of the College will make reference to the above legislative requirements where applicable. All current and prospective students, employees, contractors and clients should familiarise themselves with relevant College policies as they relate to the above legislation. All policies are published on the College's intranet page, and available on the College website.

All Policies are scheduled for review and subsequent approval, at least every 24 months. Policy owners are responsible for revising policy content, reviewing current practice for effectiveness and ensuring procedures are reflective of operational requirements in line with policy and its obligations under the relevant legislative instrument or standards/ codes.

B.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of the College and continued relevance to Navitas' current and planned operations.

B.4 Legislation

In line with Standard 6.2.1 (a) of the Higher Education Standards 2021 (Threshold Standards), compliance of all legislation under which the College is established, ongoing auditing will occur and be reported to the Governing Body.

B.5 Responsibilities

Responsibility	CDP	AD/ DOS	DMA	QCM	AM	SAS M	All	AB
Maintain currency of policy	A	C	R	S	S	S	I	I
Review policies as per schedule of review to maintain currency of all College policies (and related procedures)	A	S	R	R	R	R	S	C

Ensure staff and students are advised of updates to policy as approved and published	A	I	R	S	S	S	I	
Conduct periodic reviews and risk assessments to determine gaps in compliance and to mitigate risk	A	C	R	S	S	S	S	I
Conduct induction training to new staff	A	C	R	S	S	S	R	
CDP = College Director and Principal, QCM = Quality & Compliance Manager, AD = Academic Director, DOS = Director of Studies (ELICOS), SASM = Student & Academic Services Manager, DMA= Director Marketing and Admissions, AM = Admissions Manager, ALL = All staff, AB= Academic Board								

Section C – Governance

Policy Title	Legislation and Compliance Policy	
Policy Owners	Quality Risk and Compliance Manager	
Contact Persons	Quality Risk and Compliance Manager College Director and Principal	
Key Stakeholders	LTCA SMT	
Approval Body	Quality Risk and Compliance Manager	September 2023
	Quality Risk and Compliance Manager	December 2023
Relevant Legislation	<ul style="list-style-type: none"> • TEQSA Act • Higher Education Standards Framework (Threshold Standards) 2021 • Privacy Act 1988 • Racial Discrimination Act 1975 (Cth) • ELICOS Standards • The National Code National Standards for Foundation Programs	
Related Policies	Quality and Continuous Improvement Policy Risk and Compliance Management Policy Privacy Policy Business Continuity Plan Data Breach Management Procedure (Navitas)	
Related Guidelines / Procedures	Risk and Compliance Management Policy (Navitas)	
File information	File number	Version number V2.0
Date Effective	December 2023	Next Review Date December 2025
Amendment History		
Revision Date	Version	Summary of changes
26 September 2023	1.0	Initial policy document created after internal review on governance
03 December 2023	2.0	Updated title and list of legislation instruments. Added section on Policy and Procedure review and RASCI table. Included related documents as per UPA policy and framework.