

Legislative Requirements Policy

HRTC is subject to legislation related to training and assessment as well as general business practice. This legislation governs our obligations as a Registered Training Organisation (RTO), our obligations to students, and relates to the industry in which we conduct training. This legislation is continually being updated and all **HRTC** representatives are made aware of these changes as they occur. The legislation that particularly affects the delivery of our training and assessment services includes:

- Occupational Health and Safety Act 2004
- Charter of Human Rights and Responsibilities Act 2006
- Education and Training Reform Act 2006
- Age Discrimination Act 2004 (Commonwealth)
- Working with Children Amendment Act 2007
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Privacy Act 1988
- Workplace Relations Act 1996
- Vocational Education and Training Funding Act 1992
- Child Protection Act 1999
- Copyright Act 1968

Identifying legislative requirements

HRTC will apply a risk management approach to meeting legislative requirements and record the assessed risks and treatment measures within the AQTF Risk Register as in Condition of Registration 3 (Compliance with Legislation). This analysis of risks and treatment strategies is to be detailed to allow all staff to understand the **HRTC** strategy to meeting specific legislative responsibilities. Further information on the **HRTC** approach to risk management is contained within the risk management policy further on in this section. Information will also be sourced by the Executive Officer from weekly ACPET reports to ensure currency.

Informing staff of their responsibilities

HRTC acknowledges that it has a responsibility to inform and educate staff about the legislative requirements that apply to its day to day operations. By taking a coordinated approach to inform staff of these requirements, we will build a culture of acceptance and positive compliance. It is the responsibility of the Executive Officer to ensure **HRTC** staff are fully informed of applicable legislative requirements.

Induction training.

All new staff are to receive (at a minimum) a one on one brief on the specific legislative requirements that apply to **HRTC**. The brief is to be delivered by the Executive Officer or a suitable delegate. This training is to be acknowledged and recorded in the Staff Induction Checklist.

Annual refresher training.

All staff are to participate in an annual training session dedicated to **HRTC** legislative requirements. This training will serve to update **HRTC** personnel on changes to legislative requirements and to remind all staff about the role they play in complying with legislation in the context of **HRTC** operations.

HRTC staff are encouraged to take an active role in the interpreting and application of legislative requirements within **HRTC** operations.

Commonwealth and State Legislation

Please familiarize yourself with the following Commonwealth and State legislation websites.

Department of Education, Employment and Workplace Relations:

[http:// www.training.gov.au](http://www.training.gov.au)

Victorian Equal Opportunity and Human Rights Commission:

<http://www.humanrightscommission.vic.gov.au/Home.asp>

Skills Victoria:

<http://www.skills.vic.gov.au>

Worksafe Victoria:

<http://www.workcover.vic.gov.au>

Victorian Legislation and Parliamentary Documents:

<http://www.legislation.vic.gov.au>