

Changes to Ownership and Management (GC)



Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Changes to Ownership and Management (GC)
Brief Description	This Policy applies when there is a change to the ownership or management of Griffith College and guides when the College is required to report to the regulatory authority when these changes occur.
Responsibility	College Director and Principal
Initial Issue Date	12/03/2010
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
02/01/2020	3	Policy changes prior to December 2019 are found on H drive.	College Director and Principal
08/08/2022	4	08.08.2022 - updates to legislation references, approved by flying minute.	College Director and Principal

Related Documents

Name	Location
N/A	N/A

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1 Purpose and Scope

1.1 Introduction

This Change to Ownership and Management Policy sets out the approach of Griffith College relating to the management of notifying regulatory authorities when changes to ownership or management of the College occur.

1.2 Purpose

The purpose of this Policy is to ensure that all relevant persons are notified when there has been a change to the ownership or management of the College.

1.3 Scope

This Policy has been prepared in accordance with the [Higher Education Support Act 2003 \(Cth\)](#).

2 Policy Statement

The Manager, Quality & Compliance is responsible for ensuring that Griffith College complies with the following requirements.

2.1 Requirements

2.1.1 As defined in Part 3 – Division 1; Obligations on registered providers (17A) of the ESOS Act 2000, Griffith College must advise the designated authority in writing of:

- (a) any prospective changes to the ownership of the registered provider as soon as practicable before the change takes effect; or
- (b) any prospective or actual change in relation to a related person of the provider:
 - (i) if the change cannot be determined until it takes effect—within 10 business days of the change taking effect; or
 - (ii) otherwise—as soon as practicable before the change takes effect.

2.1.2 Higher Education Support Act 2003 (Cth)

Griffith College must provide the following:

1. annual audited financial statements for assessment;
2. advise of all registration and accreditation matters being considered by government regulatory agencies;
3. advise of any changes to programs;
4. liaise with regard to quality audit requirements (in consultation with TEQSA);
5. advise of any events that may affect the College's HEP status including change of:
 - Ownership; HEP name; directors; people in a position of influence; people authorised to make legal agreements on behalf of the provider;
 - Legal or business structure, including any changes in ABN or ACN;
 - arrangements for delivering higher education programs on behalf of another provider, or having another provider deliver higher education programs on behalf of Griffith College;
 - Constitution (or equivalent document) or strategic plans;
 - Approved selection and grievance procedures; or
 - Approved tuition assurance arrangements.

2.1.3 TEQSA Act 2011

Griffith College must notify TEQSA (via a Material Change) within 14 days after becoming aware of changes that:

- significantly affect their ability to meet the requirements of the [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- require their entry on the National Register to be updated. This includes changes to:
 - Name of the legal entity
 - ABN
 - Business name
 - Head office
 - Website address
 - Title of higher education course of study
 - Status (discontinuation) of higher education course of study.

3 Responsibilities

Responsibility	CDP	CFM	QCM	AD	DSAS	PC	AB	PAC	DMA	All
Maintain currency of policy	A		R							I
Provide designated authority of prospective or actual changes to owner	A		R							I
Provide designated authority of prospective or actual changes to high managerial agents	A		R							I
Notify TEQSA of any Material Changes (per 2.1.3)	A		R							I
Maintain compliance of this policy	A		R	S	S	C		C		I
CDP = College Director & Principal, CFM = College Finance Manager, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA = Director, Marketing & Admissions, AB = Academic Board, All = Staff, PC = Program Convenor, PAC = Program Advisory Committee R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed										

4 Compliance

4.1 General

The Quality and Compliance Manager will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College Website.

4.2 Relevant Legislation

Griffith 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 Griffith College are done so in accordance with the legislative framework within which the College operates. Griffith College has a responsibility to satisfy state and federal legislation and regulation including, but not limited to:

- [Higher Education Support Act 2003 \(Cth\).](#)
- [ESOS Act 2000](#)
- [TEQSA Act 2011](#)

4.3 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 Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	College Director and Principal	Policy Hub	Permanently with control in place for revisions	Policy Hub archive