

Legislation and Compliance



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Document

Document Name	Legislation and Compliance Policy (GC)
Brief Description	This Document outlines the different pieces of legislation that Griffith College must comply with.
Responsibility	Quality and Compliance Manager
Initial Issue Date	08/02/2005
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
08/09/2022	5	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.	Quality and Compliance Manager

Related Documents

Name	Location
Risk and Compliance Management Policy (GC)	Policy HUB
Risk and Compliance Management Policy UPA	Policy HUB
Privacy Policy	Policy HUB
Business Continuity Policy (GC)	Policy HUB
Data Breach Management Procedure (Group)	Policy HUB
Policy and Procedure Management Framework (Group)	Policy HUB
Risk and Compliance Management Framework (UPA)	Policy HUB

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1 Purpose and Scope

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.

2 Document Contents

2.1 Legislation

Griffith College has a responsibility to satisfy state and federal legislation and regulation 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 \(Cth\) \(1975\)](#)

- [Sex Discrimination Act \(Cth\) \(1984\)](#)
- [Student Assistance Act \(Cth\) \(1973\)](#)
- [Tertiary Education Quality and Standards Agency Act \(Cth\) \(2011\)](#)
- [Work Health and Safety Act \(Cth\) \(2011\)](#)
- [Workplace Gender Equality Act \(Cth\) \(2012\)](#)

2.1 Compliance with Legislative Obligations

Griffith College is governed by the UPA 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 (Griffith College).

All employees of Griffith 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. Griffith 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. All new staff are expected to complete a range of Compliance training modules as part of the Griffith College Induction process.

2.2 Griffith College Policies and Procedures

Policies and procedures of Griffith 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 Griffith College policies as they relate to the above legislation. All policies are published on the Navitas SharePoint Policy Hub, and available on the Griffith College 'Policy Library' on its website. Procedures and workflow process documents are published in the Griffith College SharePoint Document Library.

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.

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 Legislation

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

5 Responsibilities

Responsibility	CDP	HRC	QCM	AD	DSAS	DMA	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	
<p>CDP = College Director and Principal, HRC = Head, Risk and Compliance UPA, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA= Director Marketing and Admissions, ALL = All staff, AB= Academic Board</p>								

6 Records Management

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

Record type	Owner	Location	Retention	Disposal
Policy	Quality and Compliance Manager	Policy Hub	Permanently with control in place for revisions	Policy Hub archive