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RTO No: 45453

**RTO Governance Policy**  
**Diploma of Business**  
**BSB50215**



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# Governance

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## Purpose

To ensure that the Nexus Institute of Australia (NIA) is structured and run to the industry highest standards.

## Scope

The policy applies to the Chief Executive Officer and High Managerial Agents.

## Objective

Well run organisations are based on a well-structured and organised quality organisation.

## Policy Details

To ensure that the NIA remains compliant at all times and is able to sign its annual declaration of compliance the NIA will only appoint Directors and or managers and or key influencers who meet the requirement for High Managerial Agents defined in the regulations.

The organisation will be run in a financially responsible manner to ensure that reasonable margins are maintained whilst continuing to provide high quality training services. Full insurance cover will be maintained to protect the organisation, its staff and students as required by the regulator.

Any third parties involved with the delivery of services on behalf of the organisation will be subject to agree quality requirements and will be managed and monitored in line with the standards set out below.

This policy should be read in conjunction with the

- Data Collection and Reporting Requirements Policy
- Interactions with the National VET Regulator Policy
- Legislation Policy

## Process and Procedure

### Annual Declaration

The Standards for NIA require that the CEO to sign an annual declaration on its continued compliance with these Standards to the VET Regulator and in particular whether it:

- currently meets the requirements of the Standards across all its scope of registration and has met the requirements of the Standards for all AQF certification documentation it has issued in the previous 12 months; and
- has training and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.

To be able to provide such a declaration the CEO will ensure that the Quality Assurance and Continuous Improvement Policy are understood and enacted upon on an ongoing basis to provide the feedback to give the CEO that assurance.

### High Managerial Agents

The NIA will ensure that each and every managerial agent (Directors and or managers and or key influencers) meets the requirements of Fit and Proper Person Requirements as a part of the VET Quality Framework, In addition that they will be given sufficient authority to help ensure that the RTO continues to be compliant with all of the VQF.

### Financials

The NIA will ensure that its finances are run in a professional manner and that the accounts are annually audited by a professional independent financial auditor. The finances should be run with a margin at least sufficient to enable the NIA to continue to provide high quality training and assessment.

As and when requested by the regulator, (see Interacting with the National VET Regulator) provide the financial data to confirm that the NIA continues to meet the requirements of the *Financial Viability Risk Assessment Requirements*.

In addition the organisation will hold public liability insurance that covers the scope of its operations throughout its registration period.

No student will be required to prepay fees greater than \$1000 in advance – see Fees and Refunds Policy for details.

## Third Parties

The NIA does not have any third party arrangements for any of the following:

- Recruitment Services (Brokers)
- Provision of Training and or Assessment Services on behalf of the NIA
- Provision of Training and or Assessment Services on behalf of a third party.

If, and when, this situation changes then the NIA will formulate detailed policy and agreements that will cover the following:

- Specific requirements of the services to be provided, and to the standard required.
- Scope of agreement (including approvals, sign-off, limitations)
- Who provides what, when and at what cost.
- The third party delivering services must cooperate with the VET Regulator:
  - By providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services; and
  - In the conduct of audits and the monitoring of its operations.
- The NIA notify the Regulator of such an agreement within 30 calendar days of that agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first; and within 30 calendar days of the agreement coming to an end.