

## PREAMBLE

Life International Training Pty Ltd (LIT) is Registered Training Organisation (RTO) that specialises in the delivery of First Aid units of competency. We also deliver legislatively compliant (non-accredited), Fire and Workplace Health & Safety related courses.

This Code of Practice (COP) provides an overview of how we adhere to the requirements of the *Standards for Registered Training Organisations (RTOs) 2015*. Within this COP there are references made to policies and procedures that provide specific details of operational processes, these should be read in conjunction with this Code of Practice as they apply.

Due to the change from the *Standards for NVR Registered Training Organisations 2012* to the *Standards for Registered Training Organisations (RTOs) 2015*, we have changed all references from the previous standards to the new standards.

## 1. EDUCATIONAL STANDARDS

As a Registered Training Organisation, Life International Training Pty Ltd (LIT) adheres to the *Standards for Registered Training Organisations (RTOs) 2015* and as such agrees to operate within these standards.

Furthermore, Life International Training Pty Ltd maintains policies and management practices, which provide for the highest educational and professional standards available, safeguarding the interests and welfare of our clients.

## 2. STANDARDS for REGISTERED TRAINING ORGANISATIONS (RTOs) 2015

**STANDARD ONE - The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.**

**Clause 1.1** The RTO's training and assessment strategies and practices, including the amount of training they provide, are consistent with the requirements of training packages and VET accredited courses and enable each learner to meet the requirements for each unit of competency or module in which they are enrolled.

**Clause 1.2** For the purposes of Clause 1.1, the RTO determines the amount of training they provide to each learner with regard to:

- the existing skills, knowledge and the experience of the learner
- the mode of delivery; and
- where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.

In ensuring compliance with these clauses we examine the unit of competency we have on/wish to add to scope. We develop the Training and Assessment Strategy with regard to-

- Identification of market needs
- Identification of competency standards and unit of competency requirements
- Ensuring that the volume of learning allows learners to achieve competence
- Consultation with industry
- Input from training staff
- Any required regulatory or legislative requirements
- Any guidelines or standards that relate to the unit of competency

Specific information of the processes undertaken to achieve this are detailed in our *Training and Assessment Strategies Policy & Procedure*.

**Clause 1.3** The RTO has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient:

- trainers and assessors to deliver the training and assessment;
- educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment;
- learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery; and
- facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment.

We use Axcelerate to manage all of our operational training needs. This system stores trainer currency and delivery suitability, manages scheduling of training, assigns appropriate trainer resources and records any specific client support needs where provided to us.

Development of *Training and Assessment Strategies* takes into account human and physical resources required for delivery of training and assessment services. All training staff including partners are required to adhere to the requirements of the applicable *Training and Assessment Strategy* for the unit they are delivering, and we ensure ongoing compliance via annual trainer audits, and recording of resources used during a training programme on *Course Rolls*.

**Clause 1.4** The RTO meets all requirements specified in the relevant training package or VET accredited course.

Compliance with this clause is demonstrated for each unit on scope by –

- *Training and Assessment Strategies*
- *Assessor Guides*
- *Assessor Marking Guides*
- *Student Assessment Results*
- *Questions*
- *Scenario Guides*

Policies that relate to this clause are –

- *Assessment Policy & Procedure*
- *Issuing of Qualifications Policy & Procedure*
- *Continuous Improvement Policy & Procedure*
- *Training and Assessment Strategies Policy & Procedure*

**Clause 1.5** The RTO's training and assessment practices are relevant to the needs of industry and informed by industry engagement.

**Clause 1.6** The RTO implements a range of strategies for industry engagement and systematically uses the outcome of that industry engagement to ensure the industry relevance of:

- its training and assessment strategies, practices and resources; and
- the current industry skills of its trainers and assessors

To ensure compliance with these clauses we consult industry at the development phase of any new Training and Assessment Strategy and training and assessment resources. We also undertake this process two yearly for all units of competency on our scope.

Consultation, at a minimum, will include input from five industry clients spread across a variety of industry sectors. The consultation is recorded on an Industry Consultation Questionnaire which is retained on file electronically. This input is incorporated, where applicable, into the development of strategies and training and assessment resources.

We also review any Codes of Practice, Standards and Guidelines relating to the unit of competency and incorporate any specified requirements from these. The schedule for consultation is found on Axcelerate.

Policies/documents that relate to this clause are –

- *Assessment Policy & Procedure*
- *Continuous Improvement Policy & Procedure*
- *Training and Assessment Strategies Policy & Procedure*
- *Industry Consultation Form*

**Clause 1.7** The RTO determines the support needs of individual learners and provides access to the educational and support services necessary for the individual learner to meet the requirements of the training product as specified in training packages or VET accredited courses.

When a client books a training course with Life International Training, the details are entered into Axcelerate. We generate a Course Confirmation which is sent to the client detailing information about how students can access information relating to their participation in training including –

- Our Policies
- Support Services
- Student Agreement
- Course Information

We also record any specific student support needs on the student's file within Axcelerate.

**Clause 1.8** The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):

- complies with the assessment requirements of the relevant training package or VET accredited course; and
- is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2

Compliance with this clause is demonstrated for each unit on scope by –

- *Training and Assessment Strategies*
- *Assessor Guides*
- *Assessor Marking Guides*
- *Student Assessment Results*
- *Questions*
- *Scenario Guides*

Policies that relate to this clause are –

- *Assessment Policy & Procedure*
- *Issuing of Qualifications Policy & Procedure*
- *Continuous Improvement Policy & Procedure*
- *Training and Assessment Strategies Policy & Procedure*

Quarterly checks on [www.training.gov.au](http://www.training.gov.au) of all items on our scope are undertaken to ensure that the current version of units on scope are being used. The schedule and results of checks are recorded in Axcelerate.

**Clause 1.9** The RTO implements a plan for ongoing systematic validation of assessment practices and judgements that includes for each training product on the RTO's scope of registration -

- when assessment validation will occur
- which training products will be the focus of the validation
- who will lead and participate in validation activities
- how the outcomes of these activities will be documented and acted upon

**Clause 1.10** For the purposes of Clause 1.9, each training product is validated at least once every five years, with at least 50% of products validated within the first three years of each five year cycle, taking into account the relative risks of all of the training products on the RTO's scope of registration, including those risks identified by the VET regulator.

**Clause 1.11** For the purposes of Clause 1.9, systematic validation of an RTO's assessment practices and judgements is undertaken by one or more persons who are not directly involved in the particular instance of delivery and assessment of the training product being validated, and who collectively have:

- vocational competencies and current industry skills relevant to the assessment being validated;
- current knowledge and skills in vocational teaching and learning; and
- the training and assessment qualification or assessor skill set referred to in Item 1 or 3 of Schedule 1

Industry experts may be involved in validation to ensure there is the combination of expertise set out in the bullet points above.

Due to the limited number of units on scope, we undertake validation of all units on scope every three years. The process of validation is outlined in our *Training and Assessment Strategies Policy and Procedure*.

**Clause 1.12** The RTO offers recognition of prior learning to individual learners.

We have an RPL Policy that ensures compliance with this clause.

**Clause 1.13** In addition to the requirements specified in Clause 1.14 and Clause 1.15, the RTO's training and assessment is delivered only by persons who have:

- vocational competencies at least to the level being delivered and assessed;
- current industry skills directly relevant to the training and assessment being provided; and
- current knowledge and skills in vocational training and learning that informs their training and assessment

Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor to conduct the assessment.

**Clause 1.14** The RTO's training and assessment is delivered only by persons who have:

- prior to 31 March 2019, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1 of the Standard, or demonstrated equivalence of competencies; and
- from 1 April 2019, the training and assessment qualification specified in Item 1 or Item 2 of Schedule 1 of the Standard.

**Clause 1.15** Where a person conducts assessment only, the RTO ensures that the person has:

- prior to 1 April 2019, the training and assessment qualification specified in Item 1 or Item 2 or Item 3 of Schedule 1 of the Standard, or demonstrated equivalence of competencies; and
- from 1 April 2019, Item 1 or Item 2 or Item 3 of Schedule 1 of the Standard.

Trainers must at all times hold qualifications, undertake Professional Development, demonstrate current industry skills and demonstrate current knowledge and skills in vocational training and learning for the units they deliver. Our *Professional Development Policy* specifically outlines our requirements for this.

All trainer qualifications, details of Professional Development, details of currency in industry skills and details of current knowledge and skills in vocational training and learning are recorded in Axcelerate. Automatic reminders for updating of this information is generated by Axcelerate thus ensuring that trainer details remain up to date.

**Clauses 1.17 – 1.25** do not apply to our operations.

**Clause 1.26** Subject to Clause 1.27 and unless otherwise approved by the VET Regulator, the RTO ensures that:

- where a training product on its scope of registration is superseded, all learners' training and assessment is completed and the relevant AQF certification documentation is issued or learners are transferred into its replacement, within a period of one year from the date the replacement training product was released on the National Register
- where an AQF qualification is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of two years from the date the AQF qualification was removed or deleted from the National Register
- where a skill set, unit of competency, accredited short course or module is no longer current and has not been superseded, all learners' training and assessment is completed and the relevant AQF certification documentation issued within a period of one year from the date the skill set, unit of competency, accredited short course or module was removed or deleted from the National Register, and
- a new learner does not commence training and assessment in a training product that has been removed or deleted from the National Register

**Clause 1.27** The requirements specified in Clause 1.26 a) do not apply where a training package requires the delivery of a superseded unit of competency.

Due to the short duration of the units of competency we offer, students are generally enrolled in and complete training on the same day. In some instances, training may occur over a two-week period but in all circumstances training will only be delivered under the currently recognised unit of competency.

## STANDARD TWO – The operations of the RTO are quality assured.

**Clause 2.1** The RTO ensures it complies with these Standards at all times, including where services are being delivered on its behalf. This applies to all operations of an RTO within its scope of registration.

Our compliance with this clause is demonstrated throughout this code of practice and through our associated policies, procedures and operations.

**Clause 2.2** The RTO:

- systematically monitors the RTO's training and assessment strategies and practices to ensure ongoing compliance with Standard 1, and
- systematically evaluates and uses the outcomes of the evaluations to continually improve the RTO's training and assessment strategies and practices. Evaluation information includes but is not limited to quality/performance indicator data collected under Clause 7.5, validation outcomes, client trainer and assessor feedback and complaints and appeals

Ongoing monitoring of our training and assessment strategies and practices is achieved by the following policies and procedures –

- *Training and Assessment Strategies Policy*
- *Training and Assessment Strategies* for each of the units of competency on scope

Systematic evaluation of training and assessment strategies and practices and the outcomes of this evaluation are governed by the following policies and procedures –

- *Training and Assessment Strategies Policy*
- *Training and Assessment Strategies* for each of the units of competency on scope
- *Continuous Improvement Policy*
- *Learner Questionnaires (reviewed monthly)*
- *Employer Questionnaires (reviewed monthly)*

Refer to these policies and documents for more detail. All review activities are scheduled in and recorded in Axcelerate.

**Clause 2.3** The RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.

All partners providing services in partnership with Life International Training are subject to a *Partnership Agreement*. The *Partnership Agreement* outlines the obligations of both Life International Training and the partner. We also have a *Partnership Policy* that further details obligations of both parties.

Hard Copies of the *Partnership Agreements* are kept on file and electronically stored in Axcelerate within the individual student file.

**Clause 2.4** The RTO has sufficient strategies and resources to systematically monitor any services delivered on its behalf and uses these to ensure that the services delivered comply with these Standards at all times.

Life International Training has the resources to monitor services delivered on its behalf. Monitoring activities and the outcomes of these activities are scheduled and recorded in Axcelerate. Our *Continuous Improvement Policy* outlines the processes involved

**STANDARD THREE – The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.**

**Clause 3.1** The RTO issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.

Our *Issuing of Qualifications Policy* outlines the requirements for this. Assessment documents for each student are checked when details are entered into Axcelerate. Only student who have been assessed as competent in all assessment activities are issued the qualification for the unit of competency they have undertaken.

**Clause 3.2** All AQF certification documentation issued by an RTO meets the requirements of Schedule 5.

Statements of attainment issued by Life International Training comply with Schedule 5 and also meet the requirements of the *AQF Qualifications Issuance Policy*.

**Clause 3.3** AQF certification documentation is issued to a learner within 21 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to the RTO have been paid.

Our *Issuing of Qualifications Policy* outlines our adherence with this clause.

**Clause 3.4** Records of learner AQF certification documentation are maintained by the RTO in accordance with the requirements of Schedule 5 and are accessible to current and past learners.

Our *Student Database* (superseded) and Axcelerate store all records of qualifications issued in accordance with Schedule 5. Students who wish to access records for training they have previously undertaken may complete an *Access Authorisation Form*. Management of our records is also outlined in our *Records Management Policy*.

**Clause 3.5** The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or
- authenticated VET transcripts issued by the Registrar

Compliance with this clause is outlined in our *Mutual Recognition Policy*.

**Clause 3.6** The RTO meets the requirements of the Student Identifier scheme, including:

- verifying with the Registrar, a Student Identifier provided to it by an individual before using that Student Identifier for any purpose
- ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the Student Identifiers Act 2014
- ensuring that where an exemption described in Clause 3.6 (b) applies, it will inform the student prior to either the completion of the enrolment or commencement of training and assessment, whichever

- occurs first, that the results of the training will not be accessible through the Commonwealth and will not appear on any authenticated VET transcript prepared by the Registrar, and
- ensuring the security of Student Identifiers and all related documentation under its control, including information stored in its student management systems

Compliance with this clause is covered by our *USI Collection & Student Verification Policy*, *Student Assessment Results* paperwork and the operation of Axcelerate. When a student enrolls with Life International Training, they are required to complete the *Student Assessment Results* paperwork which requires the supply of a valid USI. If a student does not currently have a USI, we advise them that certificate issuance cannot occur until this is supplied.

When student details are entered into Axcelerate, the system validates USIs in real time. If a USI returns as not valid, we contact the student to confirm their correct USI. Once a valid USI is confirmed in the system, Axcelerate will then produce the *Statement of Attainment* for the unit they have successfully completed.

The security of student information, including their USI, is ensured in Axcelerate by password protection.

**STANDARD FOUR – Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.**

**Clause 4.1** Information, whether disseminated directly by the RTO or on its behalf, is both accurate and factual, and:

- accurately represents the services it provides and the training products on its scope of registration
- includes its RTO Code
- refers to another person or organisation in its marketing material only if the consent of that person or organisation has been obtained
- uses the NRT Logo only in accordance with the conditions of use specified in Schedule 4
- makes clear where a third party is recruiting prospective learners for the RTO on its behalf
- distinguishes where it is delivering training and assessment on behalf of another RTO or where training and assessment is being delivered on its behalf by a third party
- distinguishes between nationally recognised training and assessment leading to the issuance of AQF certification documentation from any other training or assessment delivered by the RTO
- includes the title and code of any training product, as published on the National Register, referred to in that information
- only advertises or markets a non-current training product while it remains on the RTO's scope of registration
- only advertises or markets that a training product it delivers will enable learners to obtain a licensed or regulated outcome where this has been confirmed by the industry regulator in the jurisdiction in which it is being advertised
- includes details about any VET FEE-HELP, government funded subsidy or other financial support arrangements associated with the RTO's provision of training and assessment, and
- does not guarantee that:
- a learner will successfully complete a training product on its scope of registration, or
- a training product can be completed in a manner which does not meet the requirements of Clause 1.1 and 1.2, or
- a learner will obtain a particular employment outcome where this is outside the control of the RTO

Our *Marketing Policy* outlines how we ensure compliance with this clause. We also record approvals of marketing undertaken by our partners on their respective files in Axcelerate. Ongoing monitoring of partner marketing activities is scheduled and recorded in Axcelerate.

We also seek and obtain permission from third party providers of additional services that we market on their behalf. This process is recorded in Axcelerate.

Our primary mechanism for advertising is conducted via the website ([www.lifeint.com.au](http://www.lifeint.com.au)). The website strictly Adheres to the requirements of this clause.

**STANDARD FIVE – Each learner is properly informed and protected.**

**Clause 5.1** Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides advice to the prospective learner about the training product appropriate to meeting the learner's needs, taking into account the individual's existing skills and competencies.

When a client books a training course with Life International Training or a partner, a *Course Confirmation* is sent to the client. The *Course Confirmation* details how students, prior to enrolment, can access information about the course they are to undertake. This information is found on our website.

**Clause 5.2** Prior to enrolment or the commencement of training and assessment, whichever comes first, the RTO provides, in print or through referral to an electronic copy, current and accurate information that enables the learner to make informed decisions about undertaking training with the RTO and at a minimum includes the following content:

- the code, title and currency of the training product to which the learner is to be enrolled, as published on the National Register
- the training and assessment, and related educational and support services the RTO will provide to the learner including the:
  - estimated duration
  - expected locations at which it will be provided
  - expected modes of delivery
  - name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the learner on the RTO's behalf, and
  - any work placement arrangements
- the RTO's obligations to the learner, including that the RTO is responsible for the quality of the training and assessment in compliance with these Standards, and for the issuance of the AQF certification documentation
- the learner's rights, including:
  - details of the RTO's complaints and appeals process required by Standard 6, and
  - if the RTO, or a third-party delivering training and assessment on its behalf, closes or ceases to deliver any part of the training product that the learner is enrolled in
- the learner's obligations:
  - in relation to the repayment of any debt to be incurred under the VET FEE-HELP scheme arising from the provision of services
- any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product, and
- any materials and equipment that the learner must provide, and

- information on the implications for the learner of government training entitlements and subsidy arrangements in relation to the delivery of the services

All required information, where applicable, for clause 5.2 is provided on our website. The **OUR POLICIES** section contains all of our policies, the *Student Agreement*, our *Code of Practice* and forms/documents that students may require.

Information about the courses we offer is found in the First Aid Training section on the website and specific course information is found by clicking on the course name.

**STANDARD SIX – Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.**

**Clause 6.1** The RTO has a complaints policy to manage and respond to allegations involving the conduct of:

- the RTO, its trainers, assessors or other staff
- a third-party providing services on the RTO's behalf, its trainers, assessors or other staff or
- a learner of the RTO

**Clause 6.2** The RTO has an appeals policy to manage requests for a review of decisions, including assessment decisions, made by the RTO or a third-party providing services on the RTO's behalf.

**Clause 6.3** The RTO's complaints policy and appeals policy:

- ensure the principles of natural justice and procedural fairness are adopted at every stage of the complaint and appeal process
- are publicly available
- set out the procedure for making a complaint or requesting an appeal
- ensure complaints and requests for an appeal are acknowledged in writing and finalised as soon as practicable, and
- provide for review by an appropriate party independent of the RTO and the complainant or appellant, at the request of the individual making the complaint or appeal, if the processes fail to resolve the complaint or appeal

**Clause 6.4** Where the RTO considers more than 60 calendar days are required to process and finalise the complaint or appeal, the RTO:

- informs the complainant or appellant in writing, including reasons why more than 60 calendar days are required, and
- regularly updates the complainant or appellant on the progress of the matter

**Clause 6.5** The RTO:

- securely maintains records of all complaints and appeals and their outcomes, and
- identifies potential causes of complaints and appeals and takes appropriate corrective action to eliminate or mitigate the likelihood of reoccurrence

Compliance with these clauses is outlined in our *Complaints and Appeals Policy*. This information is also available on the website.

**Clause 6.6** Where the RTO is an employer or a volunteer organisation whose learners solely consist of its employees or members, does not charge fees for the training or assessment, and does not have in place a specific complaints and appeals policy in accordance with Clauses 6.1 & 6.2, the organisation has a complaints and appeals policy which is sufficiently broad to cover the services provided by the RTO.

This clause is not applicable to the operations of Life International Training.

## **STANDARD SEVEN – The RTO has effective governance and administration arrangements in place.**

**Clause 7.1** The RTO ensures that its executive officers or high managerial agent:

- are vested with sufficient authority to ensure the RTO complies with the RTO Standards at all times, and
- meet each of the relevant criteria specified in the Fit and Proper Person Requirements in Schedule 3

The ultimate responsibility for the operations and compliance of Life International Training as a Registered Training Organisation rests with Craig Whatnall as Director of Training and Mark McMullen as Managing Director. Both Craig & Mark meet the Fit and Proper Person Requirements in Schedule 3.

**Clause 7.2** The RTO satisfies the *Financial Viability Risk Assessment Requirements*.

Life International Training meets these requirements.

**Clause 7.3** Where the RTO requires, either directly or through a third party, a prospective or current learner to prepay fees in excess of a total of \$1500 (being the threshold prepaid fee amount), the RTO must meet the requirements set out in the Requirements for Fee Protection in Schedule 6.

At no times do Life International Training or any of its partners collect fees from students in advance. As such this clause is not applicable.

**Clause 7.4** The RTO holds public liability insurance that covers the scope of its operations throughout its registration period.

We hold suitable Public Liability and Professional Indemnity insurance covering our operations. Details of our insurance are held on file and recorded in Axcelerate. We review our insurance annually and record this in Axcelerate.

**Clause 7.5** The RTO provides accurate and current information on its performance and governance consistent with the Data Provision Requirements as updated from time to time.

We comply with all data provision requirements. Axcelerate is a fully AVETMISS compliant CRM and also listed on NCVER's AVETMISS compliant software register.

## **STANDARD EIGHT – The RTO cooperates with the VET Regulator and is legally compliant at all times.**

**Clause 8.1** The RTO cooperates with the VET Regulator:

- by providing accurate and truthful responses to information requests from the VET Regulator relevant to the RTO's registration
- in the conduct of audits and the monitoring of its operations

- by providing quality/performance indicator data
- by providing information about substantial changes to its operations or any event that would significantly affect the RTO's ability to comply with these standards within 90 calendar days of the change occurring
- by providing information about significant changes to its ownership within 90 calendar days of the change occurring, and
- in the retention, archiving, retrieval and transfer of records

We comply with all requirements of this clause through our operations, by reporting required data, and by participating in audits.

**Clause 8.2** The RTO ensures that any third-party delivering services on its behalf is required under written agreement to 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

Our *Partnership Agreement* and *Partnership Policy* outline the requirements of this clause.

**Clause 8.3** The RTO notifies the Regulator:

- of any written agreement entered into under Clause 2.3 for the delivery of services on its behalf 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

Compliance with this clause is covered by and outlined in our *Partnership Policy*.

**Clause 8.4** The RTO provides an annual declaration on 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

We will ensure that we meet this requirement as it comes due and it will be informed by our annual internal audit. The scheduling for this is recorded in Axcelerate.

**Clause 8.5** The RTO complies with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations.

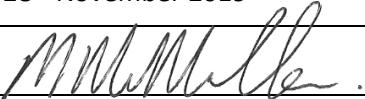
We ensure that we meet our obligations under legislation. We also check the currency and applicability of legislation annually. The schedule and results of these checks are recorded in Axcelerate.

**Clause 8.6** The RTO ensures its staff and clients are informed of any changes to legislative and regulatory requirements that affect the services delivered.

When a change in legislation pertaining to our operations is identified (as per clause 8.5), we inform staff, partners and clients of the changes and record this activity in Axcelerate.

When a new staff member is employed by Life International Training, they are made aware of any legislation that pertains to their role and the operations of Life International Training. This information is recorded on the Employee Induction Checklist and saved within the relevant personnel file.

**This Code of Practice has been endorsed by –**

<b>Name</b>	Mark McMullen
<b>Position</b>	Managing Director
<b>Date</b>	28 <sup>th</sup> November 2019
<b>Signature</b>	
<b>Name</b>	Craig Whatnall
<b>Position</b>	Training Director
<b>Date</b>	28 <sup>th</sup> November 2019
<b>Signature</b>	