

Policy Name:	INFORMATION SHARING
Policy No.	SP3.0
Issued:	20 March 2023
Reviewed:	

Purpose

To describe the events and communication processes required to keep students (as required by RTO Standards) and other key stakeholders informed of significant events.

Policy

HITsa will be transparent in its dealings with learners and key stakeholders to ensure they are fully informed about events or activities relevant to them and their association with HITsa.

Areas Affected

All existing and prospective learners of accredited and non-accredited courses plus key stakeholders

General

The Executive Officer will co-ordinate the distribution of any pertinent and relevant information including

- Change of Ownership of HITsa from the current shareholding of Adrian and Leon Saturno – to be communicated to all current and prospective learners, HITsa trainers, administrative staff and suppliers
- Updates to third party arrangements for the delivery of services – to be communicated to impacted learners
- Changes to the delivery of learner support services – to be communicated to impacted learners
- Changes to HITsa’s registration or scope – to be communicated to impacted prospective and existing learners as well as other key stakeholders including Directors, State and Federal Government, Business Partners and Employers

Communication will occur at the earliest opportunity after verification of the significant event and when such information is publicly available.

Email is the preferred method of communication.

JobReady will be used to as the source of email distribution lists. TABS Finance System will be accessed for supplier and payroll contact details.

Business Managers may have networks that require updates. Standard communication templates issued by the Executive Officer will be used to communicate to these stakeholders.

END

Date	Version	Amendment(s)
20.03.23		Original Document