

| | |
|--------------|----------------------|
| Policy Name: | Statement of Context |
| Policy No. | RC7.0 |
| Issued: | 20 March 2023 |
| Reviewed: | |

Purpose

To contextualise the application of HITsa's policies and procedures throughout its operations to deliver vocational education and training at the highest standard.

Areas Affected

All of business

General

HITsa is committed to absolute compliance with Standards for Registered Training Organisations (RTOs) 2015.

The role of HITsa's Policies and Procedures

HITsa develops policies and procedures to prescribe the activities, undertakings and frameworks that will be applied to HITsa's operations to deliver compliant training and services.

Maintaining Policies and Procedures

Changes to HITsa's operating environment are reflected in HITsa's policies and procedures when the change occurs. At minimum, all policies and procedures are reviewed on an annual basis. The **General Manager** coordinates the review process.

Updates and amendments are tracked for audit purposes in the Policy & Procedure Update register, and version control is applied to each and every document. Printed copies are considered "uncontrolled documents".

The **General Manager** is responsible for the creation and maintenance of policies, procedures and the register of changes.

The General Manager must consult widely with internal and external stakeholders to ensure policies and procedures remain relevant, meaningful, correct and each articulates clearly the expectations of service delivery.

After consultation, the **General Manager** will forward draft procedures for final sign off by the **Executive Officer**. This 2-step review process allows for a higher level of objectivity than may otherwise be achieved.

Accessing Policies and Procedures

All policies and procedures are centrally filed in a directory accessible by all staff. PDF copies will be published on electronic platforms to limit the risk of unauthorized changes or updates to content.

Printed copies will be discouraged.

Policies and procedures will be filed in in directories that reflect the learner journey. This will simplify the exercise of searching for relevant guidance.

Any internal procedures and “how to” guides that are not directly related to the learner journey are stored separately to provide a useful library of reference materials for RTO CoOrdinators and other staff tasked with information management.

Corporate Policies

HITsa is a member of the Saturno Group of Companies. Many expectations of business and employment are consistent across all group entities, so these are centralied under “Corporate Policies”. Only policies that are unique to the operations of a RTO are kept separate.

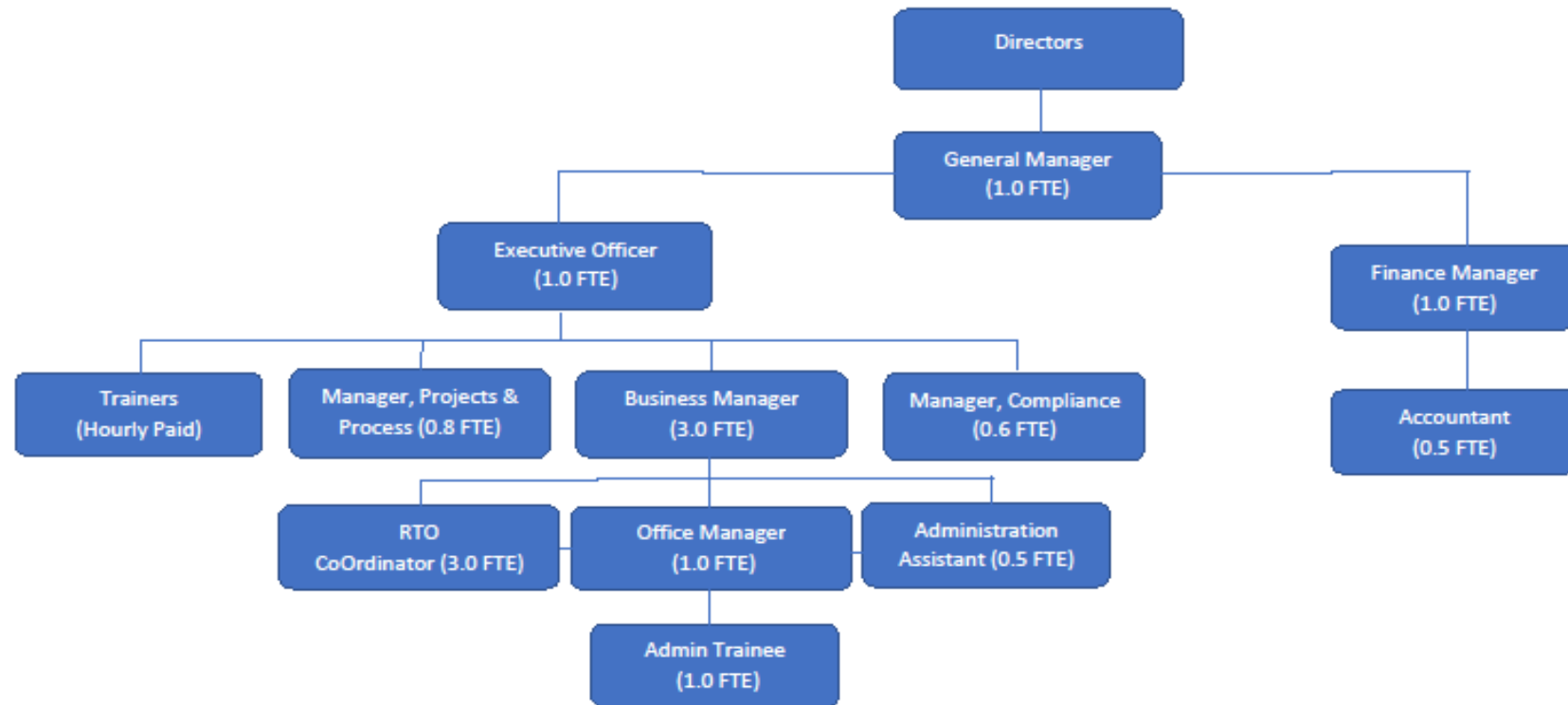
Compliance

The attached organizational chart identifies all staff who must comply with HITsa’s policies and procedures as well as Corporate policies and procedures.

Compliance is included as a condition of employment that is acknowledged by each staff member upon commencement of employment.

The third parties listed on the attached register must comply with HITsa’s policies and procedures. Compliance is included as a term in HITsa’s third party agreement.

HITsa’s scope of registration found at www.training.gov.au – identifies all nationally recognized training that is subject to HITsa’s policies and procedures - <https://training.gov.au/Organisation/Details/40200>



HITsa ORGANISATIONAL CHART AS AT 06 October 2022

THIRD PARTY REGISTER

| Name | ABN | Commece | Cease |
|--------------------------|----------------|----------------|------------------|
| PAXTON Training Services | 50 905 409 831 | 14 July 2019 | 31 December 2022 |
| | | | |
| | | | |
| | | | |
| | | | |

END

| Date | Version | Amendment(s) |
|----------|---------|---|
| 20.03.23 | | Original Document – Replaces HITP0041/11, HITP0042/10 |
| | | |
| | | |
| | | |
| | | |