



International Institute of Business and Information Technology (IIBIT)

WorkReady Accountable Officer Policy

Purpose

IIBIT is committed to providing quality training and assessment in accordance with our WorkReady Accredited Training Service Agreement (ATSA). As such, IIBIT is required to have an Accountable Officer.

Policy Statement

This policy aims to satisfy IIBIT’s obligation to the Department of State Development in accordance with our WorkReady Accredited Training Service Agreement (ATSA), in particular, clause 2.2, Accountable Officer.

Responsibility

The CEO is responsible for the control and issuance of this policy and the Accountable Officer is responsible to ensure all records relating to their qualifications are maintained, current and accessible upon request.

Definitions

ATSA	Means Accredited Training Service Agreement
Standards for RTOs 2015	Means the regulatory standards for training providers as set by The Council of Australian Governments’ (COAG) Industry and Skills Council for endorsing vocational education and training (VET) standards.

Policy Principles

IIBIT must ensure we appoint and maintain an Accountable Officer, who is a person who has the appropriate qualifications and meets is listed in schedule 1 of the ATSA. In addition to the requirements set out in clause 36 of the ATSA, the Accountable Officer must:

- Hold a Certificate IV in Training and Assessment, or higher related qualification;
- Have a minimum of 5 years of industry experience in the Vocational Education and Training (VET) sector

Clause 36 of the ATSA: ACCOUNTABLE OFFICER

36.1 The Service Provider must ensure that it appoints and maintains during the Term of this Service Agreement an Accountable Officer for the purposes of this Service Agreement.

36.2 The Service Provider must ensure that the person it appoints as the Accountable Officer has the qualifications and meets other criteria specified in the Directions (if any).

36.3 The Service Provider must ensure that the Accountable Officer is responsible for:



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36.3.1 providing any information or reports required to be provided under the Head Agreement or this Service Agreement or otherwise requested by the Minister regarding the Service Provider's delivery and assessment of the Accredited Training, including, where that information is to be provided at an audit at the premises of the Service Provider, or in an interview with officers authorised by the Minister; and

36.3.2 providing professional leadership to the Service Provider's staff members relating to the delivery and assessment of Accredited Training, including overseeing:

- (a) the development of teaching and learning strategies;
- (b) the development of learning and assessment resources; and
- (c) the assessment practices for the assessment of Participants.

36.4 The Service Provider must give Notice to the Minister of a change to the Accountable Officer within five (5) Business Days of the Service Provider becoming aware that the Accountable Officer will cease to be employed by the Service Provider or in the role of Accountable Officer. The Notice must specify the name and contact details of the replacement Accountable Officer.

36.5 The Service Provider is at all times responsible for the actions and omissions of the Accountable Officer and nothing in this clause relieves the Service Provider of any of its responsibilities under the Head Agreement or this Service Agreement.

IIBIT's Accountable Officer is <insert name here>

Related policies and documents

Related documents	<ul style="list-style-type: none">• Accredited Training Service Agreement
Related Legislation	<ul style="list-style-type: none">• Standards for Registered Training Organization (RTOs) 2015
Review	A review of this policy and its associated procedures is undertaken annually by the Chief Executive Officer.