
1. Objective

Niche Education Group Pty Ltd (Niche), as a Registered Training Organisation, must comply with all relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to its operations and its scope of registration.

Niche must ensure that its staff and clients are fully informed of legislative and regulatory requirements that affect their duties or participation in vocational education and training.

2. Scope

This policy applies to all staff, students and stakeholders of Niche, including all divisions of Niche (Australasian Academy of Cosmetic Dermal Science, Australian College of Beauty Therapy, Australian College of Specialist Make-Up) and where a third party service provider undertakes training and assessment of training.

Third party service providers are required to comply with the relevant Commonwealth legislation and regulations relevant to the State or Territory they operate and relevant to the scope of training delivered.

3. Responsibility

It is the ultimate responsibility of the Chief Executive Officer (CEO) to ensure compliance with legislation and regulatory requirements.

The Administration Manager assists the CEO and Compliance Officer to identify changes in the legislation and regulations and updates the relevant staff, students and stakeholders.

4. Implementation

CEO, Education & Training Managers, Administration & Compliance Managers and Marketing Managers.

5. Policy

Niche will comply with all Commonwealth and State legislation and associated regulatory requirements relevant to its operations and its scope of registration.

6. Procedure

- Niche conducts half yearly reviews to highlight changes to legislation that may affect Niche.
- The relevant legislation regulatory information is detailed in the staff induction manual. Which is provided to new staff members.
- The Compliance Manager distributes any changes in legislation and regulations to relevant personal or third party service providers via various means such as memo, email, updating of policies and procedures on the website or staff meeting.
- This Policy & Procedure is updated and published with other policies relevant to students on the website to inform them of the current requirements.
- This Policy & Procedure forms part of the Partnering supplied to all third party service providers, which is updated as required.
- The CEO will make an annual declaration on compliance to the Standards for RTOs 2015 to ASQA, in particular whether Niche:
 - Currently meets the requirements of the Standards across all of its scope of registration and has met the requirements of the Standards for all AQF certification documentation in has issued in the previous 12 months; and

7. Relevant Legislation and Regulations

Registered Training Organisation	<ul style="list-style-type: none"> - Standards for Registered Training Organisations (RTOs) 2015 - Australian Qualifications Framework (AQF) - Financial Viability Risk Assessment Requirements 2011 - Data Provision Requirements 2012 - Student Identifiers Act 2014 - Unique Student Identifier Scheme - Fit and Proper Person Requirements 2011 - Australian Education Act 2013
Vocational Education and Training	<ul style="list-style-type: none"> - National Vocational Education and Training Regulator Act 2011 - Higher Education Support Act 2003 - Education Services for Overseas Students Act 2000 (ESOS Act). - National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code)
Anti-discrimination	<ul style="list-style-type: none"> - Australian Human Rights Commission Act 1986 - Equal Opportunity Act 1984 (WA) - Racial Discrimination Act 1975 - Sex Discrimination Act 1984 - Disability Discrimination Act 1992 - Age Discrimination Act 2004
Occupational Health and Safety	<ul style="list-style-type: none"> - Occupational Safety and Health Act 1984
Privacy Requirements	<ul style="list-style-type: none"> - Privacy Act 1988 - Freedom of Information (FOI) Act 1989 - Children and Young Persons (Care and Protection) Act 1998
Copyright Requirements	<ul style="list-style-type: none"> - Commonwealth Copyright Act 1968
Student	<ul style="list-style-type: none"> - Child Protection (Working with Children) Act 2012 - Working with Children Act 2006
Employment	<ul style="list-style-type: none"> - Fair Work Act 2009 - Fair work Regulations 2009 - Equal Employment Opportunity Act 1987 - Equal Employment Opportunity for Women in the Workplace Act 1999 - Australian Human Rights Commission Act 1986
Beauty, Dermal and Health related Training	<ul style="list-style-type: none"> - Health Act 1911 - Skin Penetration Code of Practice
Business	<ul style="list-style-type: none"> - Trade Practices Act 1974 - WA Fair Trading Act 1987 - Competition and Consumer Act 2010 - Corporations Act 2001
Insurance	<ul style="list-style-type: none"> - Workers' Compensation and Rehabilitation Act 1981 - Safety, Rehabilitation and Compensation Act 1988
Other	<ul style="list-style-type: none"> - Crimes Act 1914 - Criminal Code Act 1988