

Notification of Changes to Management Policy

1. Policy

This policy and procedure supports ‘Standard 15 – Changes to registered providers’ ownership or management’ of the ‘National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007’ which states:

“Registered providers proactively inform the designated authority of prospective ownership and/or management changes”

The following procedures ensure that information on any relevant changes to the ownership or management structure is provided to the ASQA within the timelines specified in Standard 15.

2. Procedure

- Where the ownership of the provider is to change, the CEO will notify the ASQA of the proposed change as soon as practicable, and prior to the change of ownership taking effect
- Where it is proposed to change the person holding a high managerial position of a provider, the CEO will notify ASQA of the change as soon as practicable prior to the change taking effect. Where the change cannot be determined prior to the change taking effect, the CEO will notify the ASQA of the change within 10 working days of the change taking effect
- The information on the changes to ownership or to high managerial agents will include such information as required by the ASQA to enable the ASQA to make an assessment under section 9B of the ESOS Act
- A person holding a high managerial position means an employee, agent or officer of the provider with duties of such responsibility that his or her conduct may fairly be assumed to represent the provider in relation to the business of providing courses

Notification Of Change Policy V2.Docx	Version: 2	Page 1 of 1
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