



Australian Leading Institute of Technology

RTO Code: 45156

CRICOS Code: 03981M

No.6.1.9: Compliance Insurance Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS Standards 2018 – Standard: 4.2.1; Standards for RTO 2015 – Standard: 7.4;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

The purpose of this policy is to ensure that ALIT;

- Ensure all insurance policies required to carry out its business including work safe insurance are held
- Is committed to holding adequate public liability insurance, worker compensation insurance and professional indemnity insurance throughout its registration period

Objectives

The objective of this policy and procedure for ALIT is to ensure that;

- A policy framework is in place for Work safe insurance
- Suitable and appropriate mechanisms are in place to hold adequate insurance related to public liability, workers and professional indemnity
- Personnel are aware of their responsibilities and obligations in relation to their related insurance

Scope

This policy and procedure apply to all operations of ALIT.

General Processes

1. Roles and responsibilities

ALIT holds public liability insurance that covers the scope of its operations throughout its registration period

All insurance schedules are retained on file and include information such as relevant coverage, insurance categories amount payable, proof of payment and renewal dates.

The written agreement must outline the responsibilities of the registered provider, including that the registered provider is responsible at all times for compliance with the ESOS Act and National Code 2018.

2. Renewal of required policies

The CEO and CEO must review the required policies annually, prior to renewal dates of the existing insurance policies. This is to ensure through consultation with Insurance Brokers and Accountants that appropriate insurances are adequate for training and assessment activities of ALIT.

3. Events related to insurance issues

The CEO is kept aware of all events which have the potential to give rise to a claim or insurance issues.

Procedures

Sr. No.	Procedure Steps	Responsibility	Reference
1	All insurance schedules are retained on file setting out relevant coverage, insurance categories, amounts payable, proof of payment and renewal dates.	CEO	Certificates of currency
2	CEO is kept aware of all events which have the potential to give rise to a claim or insurance issues.	CEO	

3	The CEO and CEO must review the required policies annually, prior to renewal dates of the existing insurance policies. This is to ensure through consultation with Insurance Brokers and Accountants that appropriate insurances are adequate for training and assessment activities of ALIT.	CEO	
4	If a policy of insurance is cancelled or modified, all appropriate authorities including Department of Education and Training Victoria are notified.	CEO	

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