

Leadership and Accountability Policy

What This Policy Covers

This policy establishes leadership structures, roles, responsibilities, and accountability mechanisms to ensure Standards for RTOs 2025 compliance. It covers governing person requirements, Executive Leadership Team roles, committee structures, fit and proper person requirements, and conflict of interest management.

Key Sections of the Policy

Leadership Structure: Director (ultimate governance authority), CEO/PEO (operational leadership), Executive Leadership Team (Director, CEO, Finance Manager, Head of Compliance), and specialized committees.

Governing Persons: All Executive Officers and High Managerial Agents must meet Fit and Proper Person Requirements with appropriate authority to ensure Standards compliance.

Committee Structure: Seven specialized committees - Governance and Risk Management, Health Training and Assessment, Dental Training and Assessment, Automotive Training and Assessment, VET Workforce Management, Marketing and Recruitment, Student Support.

Accountability Obligations: Maintain accurate records, comply with Standards for RTOs 2025, participate in audits and continuous improvement, report compliance concerns, perform duties with integrity.

Fit and Proper Person: All governing persons complete declaration upon appointment and annually. Must not be disqualified, convicted of relevant offenses, or subject to bankruptcy or management prohibition.

Conflict of Interest: All governing persons and staff must declare actual, potential, or perceived conflicts. Conflicts managed through disclosure, recusal from decisions, or other appropriate measures.

Stakeholder Engagement: Regular communication with students, staff, industry partners, and regulators. Transparency in governance and decision-making processes.

Important Points to Remember

- All governing persons must meet Fit and Proper Person requirements
- Complete fit and proper person declaration annually
- Declare conflicts of interest immediately
- Director has ultimate governance authority
- CEO/PEO responsible for operational leadership
- Executive Leadership Team comprises 4 senior leaders
- Seven specialized committees oversee functional areas
- Maintain transparency in governance processes
- Participate in audits and continuous improvement
- Report compliance concerns through appropriate channels

Need Help?

For questions about this policy:

Head of Compliance. 1300 244 002, compliance@menzies.vic.edu.au

Related Policies and Documents

- MITP001 - Quality Governance and Accountability Framework
- MITP64 - RTO Regulation and Legislation
- MITP74 - Risk Management and Financial Viability
- MITP88 - Staff Code of Conduct
- MITP93 - Conflict of Interest
- Fit and Proper Person Declaration Form (MITP92-01)
- Leadership Self-Assessment Checklist (MITP92-02)
- Compliance Obligations by Role Matrix (MITP92-03)
- Standards for RTOs 2025 (Standards 4.1, 4.2)