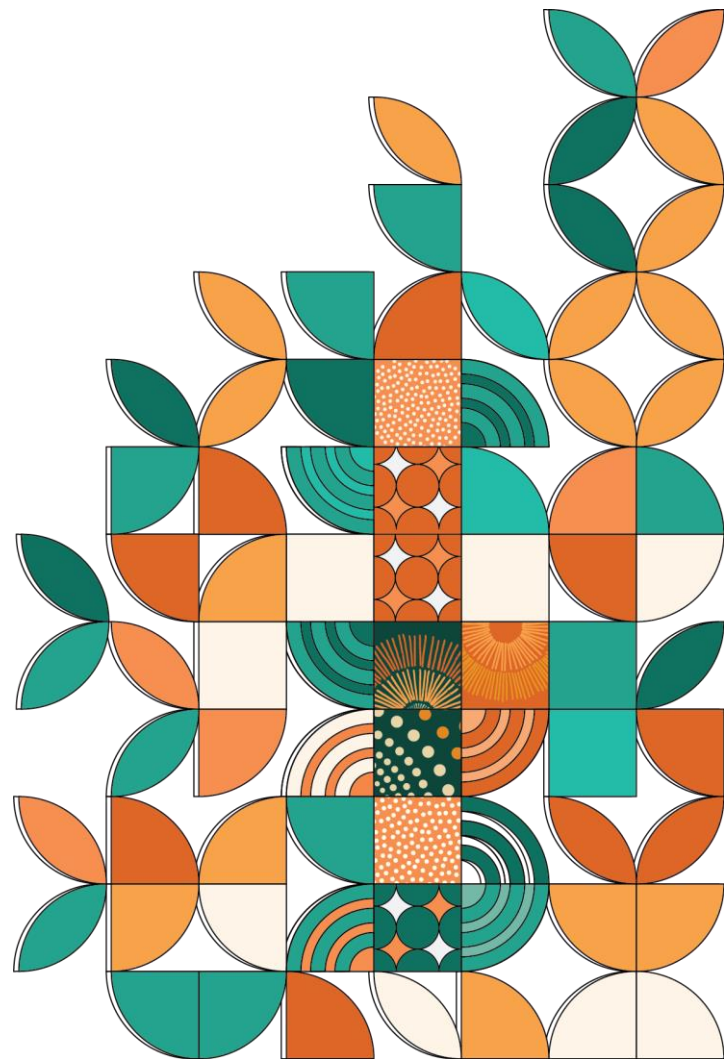


Communication with Regulators and Accreditation Agencies Procedure



SECTION 1

1. Purpose

1.1 The purpose of this procedure is to ensure the Institute of Health and Nursing Australia (IHNA) maintains effective communication with the Australian Skills Quality Authority (ASQA), the Australian Nursing & Midwifery Accreditation Council (ANMAC) and other regulatory/accreditation/funding agencies; and responds to requests by ASQA, ANMAC and other regulatory/accreditation/funding agencies in a timely and effective manner, whilst adhering to privacy principles and protecting confidential information.

2. Scope

2.1 This procedure applies to all staff of IHNA.

SECTION 2

3. Definitions

4.1 Refer to the definitions outlined in the Communication with Regulators and Accreditation Agencies Policy.

4. Procedure

5.1 If any significant change occurs as follows, IHNA ensures to notify ASQA within 90 days:

- a) changes to executive officers or high managerial agents;
- b) changes to financial administration status (e.g., liquidators being appointed);
- c) changes to legal name or type of legal entity;
- d) changes to ownership, directorship, or control (including changes to parent entities);
- e) significant mergers or associations with other RTOs;
- f) registration (or application) with other education regulators (e.g. higher education provider with the Tertiary Education Quality Standards Agency);
- g) anything that may affect the fit and proper person status of an influential representative of the RTO;
- h) changes to any fundamental funding/revenue source (e.g. access to or loss of government funding contract allocation);

- i) changes to the RTO's business strategy (e.g. more to online delivery, assessment-only delivery, offshore delivery);
- j) delivery to apprentices or trainees employed under a training contract;
- k) any other significant event.

5.2 IHNA response to ASQA/other regulatory/accreditation/funding agencies:

- a) When IHNA receives a request for information from ASQA/ other regulatory/ accreditation/ funding agencies, the nominated contact officers will determine if information requested is confidential to IHNA;
- b) Any correspondence to ASQA/ other regulatory/ accreditation/ funding agencies must be copied to compliance@ihna.edu.au.

5.3 The following information should not be disclosed to ASQA/ other regulatory/ accreditation/ funding agencies:

- a) Confidential information; or
- b) information which IHNA nominated contact officer considers should be treated as confidential; or
- c) information that is held under privacy principles. In such instances IHNA should contact the ASQA/ other regulatory/ accreditation/ funding agencies representatives.

5.4 IHNA will provide ASQA/ other regulatory/ accreditation/ funding agencies with the reasons for requesting that the information be treated as confidential (without disclosing any confidential information to ASQA/ other regulatory/ accreditation/ funding agencies as part of those reasons).

5.5 ASQA/ other regulatory/ accreditation/ funding agencies may request further information from IHNA about a claim for confidentiality and will consider all requests that information be treated as confidential.

5.6 In appropriate cases, ASQA/ other regulatory/ accreditation/ funding agencies may suggest that ASQA/ other regulatory/ accreditation/ funding agencies and IHNA enter a written arrangement setting out the basis on which the information will be treated as confidential. ASQA/ANMAC/funding agencies may also suggest that IHNA gives ASQA/ other regulatory/ accreditation/ funding agencies other information, which is not confidential, or that IHNA gives ASQA/ other regulatory/ accreditation/ funding agencies the information in a form, which is not confidential, e.g. by providing de-identified document with the confidential information or information subject to privacy principles blanked-out.

5. Responsibility

3.1 The Chief Operations Officer (COO) is responsible for the implementation of this procedure by staff.

3.2 The Director, Quality Management is responsible for keeping track of any changes to reporting requirements and/or legislation.

SECTION 3

6. Associated Information

Related Internal Documents	<ul style="list-style-type: none"> • Business Code of Conduct and Ethics • Communication with Regulators and Accreditation Agencies Policy
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 (NVR Act 2011) • Education Services for Overseas Students Act 2000 (ESOS Act) • Privacy Act 1988 • Data Provision Requirements 2012 • Standards for Registered Training Organisations 2015 • National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) Enrolled Nurse Accreditation Standard 2017 • Skills First Quality Charter • VET Funding Contract, VET FEE-HELP, Skills First Program, DTWD, Smart and Skilled and relevant State and Territory funding contracts and eligibility documents
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SRTO2015 Stds and sub-standards	Standards for RTOs 2015 <ul style="list-style-type: none"> - Clauses 8.1 – 8.6 - Schedule 3

7. Change History

Version Control		Version 5.0
Version No.	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
V 4.0	10/03/2021	Separated the Procedure from the Policy document; revised and updated with pertinent sections as per the legislative changes
V 5.0	22/02/2024	Updated in the new IHNA template and logo