LATROBE COLLEGE OF ART AND DESIGN

Policy

PROVIDER SUITABILITY REQUIREMENTS

VET Student Loan Rules 2016, Division 3, 22-35

Policy

LCAD is committed to maintaining high standards of quality, integrity, governance, and financial viability in line with the *VET Student Loans Rules 2016 – Division 3*. This policy ensures compliance with all provider suitability requirements to safeguard students, ensure transparency, and maintain access to government loan arrangements.

Subdivision B

(Section 22) General Requirements

Commitment to Quality and Student Outcomes

- LCAD delivers high-quality vocational education and is outcomes-focused.
- Trainers are industry-current and qualified.
- Courses are reviewed annually to ensure quality of courses, delivery and alignment with student satisfaction and industry standards.

Efficient, Honest, and Fair Dealings

- Staff and management act with integrity in all interactions with students, stakeholders, and regulators.
- All marketing and enrolment practices are clear, honest, and accurate.

History of Conduct

- LCAD maintains a satisfactory record of conduct and compliance with all funding agreements.
- Any instances of non-compliance are reviewed, documented, and addressed promptly.

Subdivision C

(Section 23) Financial Performance

Solvency and Viability

- LCAD completes annual statements with a registered accountant and undergoes an annual financial audit by a registered auditor.
- Financial statements demonstrate:
  - Ability to meet all debts and financial obligations and is financially viable.

- Positive equity and cashflow positions.

(a) LCAD generates sufficient income to meet operating payments and debt commitments and, where applicable, to allow growth while delivering quality training and assessment
(b) LCAD's total assets exceed the provider's total liabilities (a positive equity position), and there is no evidence to suggest that this might change;
(c) LCAD has operated at a profit for at least 2 of the 3 most recent financial years.
(d) When LCAD has at least 100 enrolments in courses leading to AQF awards —at least 20% of LCAD's revenue for the previous financial year came from sources other than VSL payments.
(e) LCAD has a net positive cash position from operating activities (determined in accordance with the accounting standards);
(f) LCAD is not providing guarantees or loans that could have a material effect on the provider's finances.
(g) LCAD is not providing its assets as security other than under a commercial loan arrangement with an ADI.

24 Dividends and Related Party Transactions

- Any dividends do not exceed after-tax profits.
- Related-party transactions are approved by the College Governance Board and documented to ensure necessity and fairness.

25 Insurance

- LCAD holds:
  - Workers' compensation insurance as required by Victorian law.
  - Public liability insurance of no less than $20 million.

Subdivision D

26 Management and Governance

Governance Structures

- The College Governance Board (CGB) oversees compliance, strategic direction, and financial health.
- The college maintains a comprehensive Organisational Chart that details the management and governance structure of the organisation and includes clear decision-making processes.
- Policies define authority levels, delegations, and accountability for decisions.

Student Record Integrity

- Student records are securely maintained in the Student Management System (SMS).
- Data reporting to AVETMISS and other government systems is timely, accurate, and consistent.

27 Key Personnel and Advisers

- All key personnel have experience in education, financial management, HR, and administration.
- Qualifications and experience are documented in the Organisation Chart, personnel files, and reviewed annually or when changes occur.

28 Prohibition on Commissions

- LCAD does not pay commissions, bonuses, or incentives to staff based on VET Student Loan enrolments.

29 Legal Compliance

- LCAD must and will comply with:
    - All relevant Commonwealth and State legislation, including education, privacy, corporations, and criminal law.
    - Reviews compliance annually through an internal audit schedule.

30 LCAD is Compliant with the Standards

- As an NVR RTO, LCAD complies with:
    - Standards for RTOs 2025 (once in effect).
    - Australian Qualifications Framework (AQF).
    - Any relevant quality standards as amended. Including
- (a) the Australian Education Act 2013;
- (b) the Education Services for Overseas Students Act 2000;
- (c) the Higher Education Support Act 2003;
- (d) the National Vocational Education and Training Regulator Act 2011;
- (e) the Tertiary Education Quality and Standards Agency Act 2011;
- (f) the Corporations Act 2001;
- (g) the Crimes Act 1914;
- (h) the Criminal Code Act 1995;
- (i) the Privacy Act 1988;
- (j) any other law of the Commonwealth that relates to:
- (i) the regulation or funding of education; or
- (ii) trade practices or consumer protection;
- (k) any law of a State or Territory that:
- (i) applies to the provider; and
- (ii) relates to a matter covered by a law mentioned in paragraphs (a) to (j).

Subdivision E

31 Experience and Course Offerings

Experience in VET

- LCAD has over 3 years of experience as a Registered Training Organisation (RTO).
- The college includes trainers with extensive backgrounds in delivering both funded and fee-for-service training.
- Historical data confirms service to genuine students and successful delivery of courses and training of students with acknowledgement of industry.
- LCAD trainers have industry experience and knowledge within the scope of qualifications to deliver.

32 Minimum Course Offerings

- LCAD offers diploma-level courses on the VET Student Loans eligible course list and meets minimum course delivery requirements.

Subdivision F

33 Completion Rates

Student Outcomes

- LCAD saves and monitors all its student course completions and part completions and compiles its course completion rates. It maintains data within the Study Completions file.
- Continuous improvement processes are in place for courses falling below benchmark levels. LCAD has a Student Study Completion and Engagement Policy to address this.
- Completion rates are reported to the Department as required.
- To remain approved by the Department, the college must annually meet the Department's student pass rate benchmark as determined by the Department and published on the department's website. Where it cannot demonstrate the required pass rate, it must show how it has processes in place to improve its course/s and student engagement and satisfaction.

34 Student Support

Student Satisfaction and Engagement

- Annual student satisfaction surveys are conducted per course.
- Results are reviewed by the College Quality Board and used to improve course delivery, student satisfaction, student support, and services.

Subdivision G

35 Workplace Relevance

Industry Engagement

- LCAD maintains partnerships or links with:
    - Local creative industries.
    - Professional associations, where available.
    - Industry mentors.
    - Employers

- Industry consultation informs the selection of training products and the delivery of courses and assessment.
- Graduate feedback and surveys are used to ensure alignment with employment outcomes.

Supporting Procedures and Documentation

- Governance Charter – outlines roles and responsibilities of management and the Board.
- Financial Management Procedure – includes viability monitoring and related-party transaction approvals.
- Student Records and Data Policy – ensures secure, accurate reporting.
- Industry Engagement Plan – updated annually.
- Internal Compliance Review Schedule – includes audits of financial, legal, and operational performance.

Review and Approval

- This policy is reviewed annually or in response to regulatory change.
- Approved by: LCAD Board of Directors
- Last Reviewed: [Insert Date]
- Next Review Due: [Insert Date]