

LATROBE COLLEGE OF ART AND DESIGN

POLICY

Outcome Standards for RTOs 2025

RTO Standard 4.1 - 4.2

LEADERSHIP & ACCOUNTABILITY

POLICY

These policies and procedures ensure that LCAD demonstrates clear leadership, accountability, and compliance with the Standards for RTOs 2025 (or its successor).

This policy outlines how LCAD ensures strong leadership, organisation, clear lines of accountability, and effective governance in the operation and running of the college.

This policy applies to all board members, senior management, trainers/assessors, administrative staff, and contractors involved in delivering and managing training and assessment services at LCAD or its third parties.

LCAD is committed to establishing and maintaining a governance and leadership structure that ensures:

Accountability Structures (Standard 4.1) Clear lines of accountability for decisions and responsibilities

- LCAD maintains a clear Organisational Chart showing reporting lines and responsibilities.
- Position descriptions clearly define roles, accountabilities, and decision-making authority.
- Senior management has completed a Fit and Proper Person Declaration.
- Staff are provided with induction and ongoing training to understand their responsibilities.
- Decision-making processes are documented and communicated via regular management meetings and staff updates. See Meeting minutes.
- LCAD maintains Risk management and issue escalation processes to ensure accountability and resolution. See RTO Risk Management

Leadership and Continuous Improvement (Standard 4.2) Effective leadership and governance practices that support the delivery of quality training and compliance with all obligations

- LCAD demonstrates a strategic vision aligned with LCAD's goals, values, and obligations through the College Constitution.
- Leadership ensures teaching staff capabilities match the scope of delivery, supporting professional development. See RTO Standard 3.1 VET Workforce.
- Continuous improvement processes include feedback collection, data analysis, and actions for improvement.
- LCAD reviews performance using internal audits.

- Findings from reviews inform strategic and operational planning and are discussed in CGB,CQG and Advisory Teachers review meetings.
- The coordinator or delegate will ensure all relevant staff and management or third parties are informed of any regulatory or legislative changes that may affect any aspect of LCAD's training, staffing or management

PROCEDURES

Governance & Accountability Procedure

1. The coordinator or delegate will prepare and review annually LCADs Organisational chart and role descriptions.
2. The CEO will conduct quarterly management meetings, or more frequently, if needed, to review strategic priorities and compliance.
3. The coordinator or delegate will review all staff annually and check all teaching staff complete understanding of responsibilities, including compliance.
4. The CEO will check that key management staff, such as the coordinator, are experienced and knowledgeable managers with a complete understanding of compliance with Standards for RTOs 2025 and successors and other relevant government standards.
5. The coordinator will identify and manage risks using the Risk Management Register and assign accountability for mitigation.
6. Record and monitor decisions through Meeting minutes and follow-up actions.

Leadership Overview Procedure

1. The CEO annually reviews the LCAD 3-year Business Plan to ensure alignment with sector changes, college direction, and business performance and reports to the College Governance Board (CGB).
2. The coordinator reviews teaching staff annually and ensures they complete professional development using the Staff Checklist.
3. The coordinator annually conducts an internal audit of college compliance and performance and instigates improvements where necessary. The coordinator will report more significant findings or issues to the CEO or, when relevant, to the College Quality Group (CQG). The CEO will resolve any issues they can or will report to the CGB to resolve more difficult issues.
4. The college will use any student, staff or industry feedback to help also guide improvements.

Monitoring and Review

- This policy will be reviewed annually or when changes occur in legislation, standards, or organisational structure.
- The coordinator is responsible for ensuring this policy remains relevant and effective.

Related Documents

- Organisational Chart
- Risk Management
- Continuous Improvement and audits
- Meeting Minutes
- Staff Checklist
- Compliance & Data Reporting

Roles and Responsibilities

See Organisational Chart

Standard 4.1

LCAD operates with integrity and maintains accountability for the delivery of quality services.

LCAD demonstrates:

- (a) the organisation and its governing persons are fit and proper persons, having regard to the Fit and Proper Person Requirements made under section 186 of the Act, as in force from time to time;
- (b) its governing persons are suitable persons to oversee the operation of the organisation;
- (c) its governing persons act diligently and make informed decisions which facilitate compliance with this instrument and any other instrument made under section 185 of the Act, as in force from time to time; and
- (d) its governing persons lead a culture of integrity, fairness and transparency in the organisation's delivery of services.

Standard 4.2

Roles and responsibilities of LCAD staff and third parties are clearly defined and understood.

LCAD demonstrates:

- (a) it supports staff members to understand the components of this instrument and any other instrument made under section 185 of the Act, as in force from time to time, which are relevant to each staff members' role as an employee of the organisation;
- (b) it informs staff members of any changes to regulatory or legislative requirements that may affect the organisation's delivery of services;
- (c) it has a system in place for ensuring any third parties meet the requirements of this instrument and any other instrument made under section 185 of the Act, as in force from time to time, and are aware of their obligations under these instruments; and
- (d) the roles and responsibilities of persons engaged by the organisation are well-understood and documented, ensuring accountable decision-making.