

POLICY

Document Number	POL	NAT	INS	0036
Next Review Date	July 2022			
Document Owner	GM – People and Culture			

Approval of Policy	General Manager – People and Culture
Monitoring	Compliance Advisor
Interpretation and Advice	WesTrac Institute Managers & Compliance Advisor

7 Related Documents

This Policy should be read in conjunction with the WesTrac Institute Policies and Procedures, along with WesTrac Institute Forms and Documents.

This policy should be read in conjunction with the following legislative or compliance guidelines (if required):

Title	Description
Standards for RTO's 2015	ASQA has developed this Standards Guide to assist RTOs to understand their obligations under the revised <i>Standards for RTOs 2015</i> .
Smart and Skilled Contract Terms and Conditions	Funding contract terms and conditions for Training Services NSW

Document Number	Title
POL-NAT-INS-0009	Fees and Charges Policy
FTT-NAT-INS-0044	Schedule of Fees and Charges
FTT-NAT-INS-0005	Refund Request Form
PCD-NAT-INS-0003	Refund Procedure

8 Definitions and Abbreviations

The following definitions and abbreviations are used throughout this Policy:

Term	Definition
RTO	Registered Training Organisations
ASQA	Australian Skills Quality Authority

9 Document Amendment History

Revision	Date	Description	Prepared By	Reviewed By	Approved By
1.0	18/05/2017	Created, ready for Review	RW	MM & SP	MM & SP