



## **Legislation Policy**

AHEA's Management is committed to complying with all relevant commonwealth state and territory legislation and regulatory requirements. AHEA maintains current copies of all current legislation and regulatory requirements and informs its staff and clients of any changes to these relevant commonwealth state and territory legislation and regulatory requirements and how to access the relevant legislation and regulations that may impact on their duties and or training.

## **Legislation Procedure**

- Copies of all relevant legislation and regulatory requirements shall be maintained in an accessible location for staff access and review.
- AHEA's CEO shall ensure that an extensive annual review of all relevant commonwealth state and territory legislation and regulatory requirements is conducted as scheduled by AHEA's Review Schedule with updated versions being added to the current legislation folder.
- AHEA's CEO shall ensure that all staff inductions feature information concerning the availability and access procedures to all relevant commonwealth state and territory legislation and regulatory requirements relevant to AHEA's operations and its scope of registration and that staff are informed of those aspects that affect their duties.
- All enrolled students are provided with legislative and regulatory advice that may impact on their participation in vocational education and training through course orientation information and scheduled orientation events.
- All enrolled students are provided with advice concerning the procedures required to access relevant commonwealth state and territory legislation and regulatory requirements during the enrolment process.