

POLICY

FIT AND PROPER PERSONS



Allens Training Pty Ltd | RTO #90909

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1. Purpose

- 1.1 The purpose of this policy is to ensure that key personnel of Allens Training Pty Ltd (Registered Training Organisation, Provider Number 90909) have the characteristics and principles necessary to ensure the delivery of high-quality services and outcomes for VET graduates.
- 1.2 Meeting the Fit and Proper Person Requirements 2011 is a requirement of registration with the Australian Skills Quality Authority (ASQA).

2. Scope

- 2.1 This policy applies to all authorised executive officers or high managerial agents employed by Allens Training Pty Ltd.

3. Policy Statement

- 3.1 Any person who matches one or more of the descriptions in this section is considered to be part of a fit and proper person requirement:
 - a. A director/secretary of Allens Training Pty Ltd
 - b. CEO of Allens Training Pty Ltd
 - c. Executive Managers of departments as shown on Allens Training organisation chart who take responsibilities for day-to-day decisions.
 - d. A person who owns greater than 15% of Allens Training Pty Ltd or is entitled to receive 15% of the dividends of Allens Training Pty Ltd
- 3.2 Allens Training also ensures that any staff member who has delegation to spend over \$600 is required to complete the Fit and Proper Persons declaration.
- 3.3 Trainers and Assessors are not required to complete a fit and proper declaration however; it is our policy that all trainers and assessors are required to gain a child protection clearance prior to providing training for or on behalf of Allens Training.
- 3.4 A 'fit and proper person' declaration, including any relevant disclosures, is to be provided in accordance with ASQA's requirements, when:

- a. An application to renew registration as an RTO is made
 - b. A new manager or agent (on either an employment, contract or volunteer basis) is engaged
 - c. A person procures more than 15 per cent of the RTO's ownership (either directly or through their ownership of another corporation).
- 3.5 Those persons who can make final decisions within their designation approval on behalf of Allens Training Pty Ltd as a registered training organisation, are required to complete a National Police Check and a Fit and Proper Person declaration. These records will be kept on file.

4. Responsibilities

Compliance, monitoring and review

- 4.1 The General Manager of Regulatory Compliance is responsible for implementing, reviewing, monitoring, and ensuring compliance with this policy.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Evidence relating to the approval and registration of a Fit and Proper Persons with ASQA must be maintained by the General Manager of Regulatory Compliance.

5. Definitions

Terms and definitions

Fit and Proper Person Requirements 2011 – A legislative instrument used to determine fit and proper person requirements for persons who exercise a degree of control or influence over the operation of a registered training organisation.

6. Related Legislation & Documents

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

[National Vocational Education and Training Regulator Act 2011](#)

7. Feedback

- 7.1 Feedback about this document can be emailed to compliance@allenstraining.com.au.

8. Approval and Review Details

Approval Authority			Next Review Date
CEO			June and December each year
Version	Effective Date	Author(s)	Description
Draft	03.09.2022	Ferne Robinson	Initial draft for review by Management Team
1.0	05.09.2022	Ferne Robinson	Approved for implementation