

<h1 style="text-align: center;">Changes to Registered Providers' Ownership or Management Policy & Procedure</h1>		BCA National Policy Manual Policy Number: BCAP0093 Date of Issue: 02/03/2015 Date of Review: 20/03/2017 Review Date: 02/03/2018 NTIS ID: 91758 CRICOS No.: 03419D	
		Authorised by: BC	Issued to: RTO staff

1. Policy

This policy/procedure supports ‘Standard 15 – Changes to registered providers’ ownership or management’ of the ‘National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007’.

“Registered providers proactively inform the designated authority of prospective ownership and/or management changes”.

This policy and procedure ensures that BCA National will notify the designated authority and the students enrolled with BCA National of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.

2. Procedure

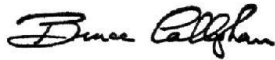
BCA National will advise the designated authority (ASQA) in writing of:

- a) Any prospective changes to the ownership of BCA National as soon as practicable prior to the change taking effect; and
- b) Any prospective or actual change to the high managerial agents (as defined in section 5 of the ESOS Act) of BCA National as soon as practicable prior to the change taking effect or within 10 working days of the change taking effect where the change cannot be determined until it takes effect. This statement is not valid until it is signed by the Chief Executive Officer (CEO).

BCA National will provide the designated authority with information on the new owner or high managerial agent for the purpose of making an assessment under section 9(6) of the ESOS Act. Such information cannot be released until it signed by the CEO of BCA National. The notification in writing will be undertaken by an authorised staff member who will be under instructions from the CEO to produce a letter which will include details on the new owner. This is to be compiled as soon practicable.

The fit and proper test will be conducted by the CEO and/or the relevant RTO managers and will involve an interview style process whereby documents may be requested from the person undergoing the fit and proper test. The fit and proper document can be obtained from the following link <http://www.asqa.gov.au/forms.html#RTOregistrationforms> the document must be signed and declared. The statutory declaration must be made under the Statutory Declaration Act 1959 (refer to document for list of persons whom the declaration may be made before). A Fit and Proper Person Requirements Declaration form from the following persons should be filed electronically and in hard copy.

If there has been a change in BCA National's legal entity, then an offer of refund will be made to the student. The offer will be made in writing (refer to Refund Policy) and produced by an authorised staff member and either handed to the student or mailed. The document will request a response from the student as to whether he/she will accept the refund. The acceptance is to be returned to BCA National administration and confirmation of the acceptance will be given by the CEO and a confirmation letter sent out to the student via mail and email.

<i>Policy author</i>	Justine Steward	Date: 02/03/2015
<i>Approved by</i>	Bruce Callaghan	Date: 30/03/2015
<i>Approver signature</i>		
<i>Entered in policy register by</i>	Angela De Guzman	Date: 01/07/2015