



Notification of Significant Changes

Area	Management		Classification	Governance	
Last Updated	Jun 2011	Version	2010-01	Co-ordinating Responsibility	CEO / DOS
Next Review	Dec 2011	Approved by	Janet Lawrence CEO/DOS	Distribution	Policy and Procedure Manual

POLICY

Australasian Lawrance Aged Care College must proactively inform the designated authority of prospective ownership and/or management changes

Australasian Lawrance Aged Care College must notify the designated authority and the students enrolled with the registered provider of any intention to relocate premises (including the head office and training locations) at least 20 working days before the relocation.

Step PROCEDURE – RTO Notification to the designated authority

1	<p>The following matters must be reported to the Victorian Registration and Qualifications Authority (VRQA)</p> <ul style="list-style-type: none"> • Any extension to scope of registration • Provide details, upon the request of the VRQA, of all operations within its scope of registration including operations in other States or Territories and outside Australia • Advise the VRQA that ALACC has commenced operations in any other State or Territory within 21 days of commencing the interstate operation • Provide the VRQA with accurate and timely information regarding registration and compliance (including major changes to the College system or staffing profile, relocation of the College, financial difficulties and transfer of client records) within 10 working days • Changes in student capacity • Changes in location – at least 20 working days notice must be given • Changes in contact details for ALACC • Changes in course fees, duration and hours • Changes in key personnel
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Step PROCEDURE – CRICOS Notification to the designated authority

1	<p>Australasian Lawrance Aged Care College must advise the designated authority (VRQA) in writing of:</p> <ul style="list-style-type: none"> • Any prospective changes to the ownership of the registered provider as soon as practicable prior to the change taking effect; and • Any prospective or actual change to the high managerial agents (as defined in Section 5 of the ESOS Act) of the registered provider 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. • Information on a new owner or high managerial agent for the purpose of making an assessment under Section 9(6) of the ESOS Act (the 'fit and proper' test) <p>The CEO/Director of Studies is responsible for ensuring all of the above information is provided</p>
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to the Designated Authority.

Step PROCEDURE – CRICOS Notification to Students

- 1** Students must be notified at least 20 working days in advance of changes in location, including the head office and campus locations

