



**Legislation
Policy**

Guild Training will ensure that its training policies and procedures comply with relevant Commonwealth, State or Territory legislation and regulatory requirements and that its staff and learners are informed of legislation that significantly affects their duties or participation in training.

Guild Training is committed to meeting its obligations and responsibilities for employers and learners in relation to:

- Occupational Health and Safety
- Workplace harassment, victimization and bullying
- Anti-discrimination, including equal opportunity, racial vilification and disability discrimination
- Vocational education and training
- Apprenticeships and traineeships
- Child protection

Procedure: actions and responsibilities

Action	Responsibility
The National Secretariat and State Branches will monitor Commonwealth and State/Territory laws and legislation to ensure that compliance is being achieved and maintained.	National Secretariat State Branches
Monitoring is undertaken on a regular basis by reviewing relevant websites, publications and information from government departments, performance agreements from State Training Authorities.	National Secretariat State Branches
Guild Training subscribes and monitors the following organisations which provide information on changes to Commonwealth and State/Territory legislation: <ul style="list-style-type: none"> • Department of Employment, Education and Workplace Relations • Departments of Education – all states and territories • Australian Chamber of Commerce and Industry • Service Skills Australia • Occupational Health and Safety – all states and territories • Anti-Discrimination – all states and territories 	National Secretariat State Branches
Guild Training will ensure that changes to Commonwealth laws and legislation and ensure new requirements are incorporated into the operational practices of Guild Training. Regulatory changes which affect operations are communicated to Guild Training staff through TrainNet and other standard communication practices.	National Secretariat State Branches
Training Managers are responsible for monitoring State/Territory laws and legislation and incorporating any required changes into their operation.	State Branches
Information regarding state and Commonwealth laws and legislation will be provided on TrainNet. Guild Trainers are expected to access these sites during induction and on an annual basis as part of their professional development responsibilities.	State Branches
Changes and alterations to both state and legislation are communicated to Guild Training staff through the standard communication channels: e-mail, website, internal newsletters, etc.	

Associated documentation

- Internal newsletters
- TrainNet – information sheets
- TrainNet – list of websites
- Guild Trainers handbook

Related topics**References****Authority**

National Training Manager – 22.02.2009

National Training Manager – 15.06.2010

National Training Manager – 29.07.2011