



VET Quality Framework – Governance, management and delegation of responsibility Policy

The Pharmacy Guild of Australia is committed to ensuring that it applies appropriate governance, management and delegation of responsibility practices in the implementation, monitoring and improvement of the Australian Quality Training Framework.

This policy and procedure has been developed by the Pharmacy Guild of Australia as an all-inclusive document for delivery of training and assessment services in the state/territory Branches and should be read in conjunction with the individual state/territory Branch policies and procedures

Procedure: actions and responsibilities

Action	Responsibility
GOVERNANCE The Executive Director has defined responsibility to ensure that the Pharmacy Guild: <ul style="list-style-type: none">• Complies with the VET Quality Framework – Essential Standards for Continuing Registration across all of its operations and in all of its training and assessment activities, including those undertaken by other persons or bodies on its behalf• Develops, implements, circulates and maintains policies and procedures adopted to comply with the VET Quality Framework• Complies with relevant Commonwealth, State or Territory legislation and regulatory requirements and ensures that its staff and clients are fully informed of these requirements.• Holds required insurance throughout its registration period• Complies with the organisation’s financial management policies and has its accounts certified by a qualified accountant annually.• Cooperates with its registering body:<ul style="list-style-type: none">○ In the conduct of audits and the monitoring of its operations○ By providing accurate and timely data relevant to measure its performance○ By providing information about significant changes to its operation○ In the retention, archiving, retrieval and transfer of records consistent with its registering body’s requirements	Executive Director
DELEGATIONS The Executive Director has delegated the authority for the implementation, monitoring and management of the VET Quality Framework and NVR Standards to Head - Guild Pharmacy Academy. This delegation of authority is confirmed in the organisation chart and the position descriptions of both the Director and Head - Guild Pharmacy Academy.	Head - Guild Pharmacy Academy
The Executive Director has delegated the authority for the operational management of the VET Quality Framework and NVR Standards to the Branch Directors. The Branch Directors have delegated the authority for the operational management of the VET Quality Framework to the Branch Training Managers or other identified staff. This delegation of authority is confirmed in the organisation chart and the position descriptions of both the Branch Director, the Training Manager and other relevant personnel.	Branch Directors

<p>ORGANISATIONAL STRUCTURE</p> <p>The Training Manager, in consultation with the Branch Director and individual staff members, will develop an organisational chart and position descriptions that clearly:</p> <ul style="list-style-type: none"> • Outlines the roles and responsibilities • Lines of authority • Allocation of functions • Responsibilities under the VET Quality Framework <p>of each staff member involved in the operation of Guild Training. Specifically, the organisation should identify the following:</p> <ul style="list-style-type: none"> • Staff member with VET Quality Framework responsibilities and their line of authority • Occupational Health and Safety officer • Access and Equity officer • Staff members with first aid qualifications 	State Branches
<p>The Training Manager will review and update the organisational chart and position descriptions annually during the performance review to ensure they reflect the changing roles and responsibilities.</p>	State Branches
<p>ROLES AND RESPONSIBILITIES</p> <p>State Branches need to ensure that position descriptions clarify the role of individuals within Guild Training. In particular the staff member responsible for the implementation and maintenance of the VET Quality Framework and its associated policies and procedures needs to have this clearly defined. Suggested language for inclusion in the staff member’s position description could be:</p> <p><i>VET Quality Framework responsibilities</i></p> <p><i>To ensure that Guild Training complies with the VET Quality Framework across its operations and in all of its training and assessment activities</i></p> <p><i>Ensure the ongoing development, maintenance, updating and compliance with VET Quality Framework</i></p> <p><i>Ensure a constant and regular dissemination of information, VET Quality Framework procedures and policies to all Guild Training staff using identified communication strategies</i></p> <p><i>Maintain documents and records (including internal audit reports) relevant to Guild Training and make these available for audit by the registering body</i></p> <p><i>Oversee the internal audit and reporting requirements of Guild Training relating to compliance with VET Quality Framework policies and procedures</i></p> <p><i>Work collaboratively with other Branches and the National Secretariat to review Guild Training’s compliance with VET Quality Framework</i></p>	State Branches
<p>Detailed responsibilities and reporting requirements are documented in the ‘Delegation and Reporting Structures’ document which is located on Alfresco.</p>	

Associated documentation

- Delegation and reporting matrix
- Organisation chart
- Position descriptions – Guild Pharmacy Academy

Related topics

References

Authority

- National Training Manager – 19.08.2009
- National Training Manager – 15.06.2010
- National Training Manager – 29.07.2011
- Academy Compliance Manager – 24.10.2013
- Academy Compliance Manager – 18.06.2014
- Head – Guild Pharmacy Academy – 09.07.2016