



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:

- The National Vocational Education and Training Regulator Act 2011 and the legislative instruments it enables.
- Occupational/Workplace 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.
- Legislation, regulations and standards related to delivery of training to overseas students (if applicable).
- Consumer protection requirements.

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
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 and performance agreements from State Training Authorities.	National Secretariat State Branches
Guild Training will ensure that changes to Commonwealth laws and legislation and new requirements are incorporated into the operational practices of Guild Training. Regulatory changes which affect operations are communicated to Guild Training staff through Alfresco 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 Alfresco. 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 Commonwealth legislation are communicated to Guild Training staff through the standard communication channels: e-mail, website, internal newsletters, etc.	National Secretariat State Branches

Associated documentation

Internal newsletters
Alfresco – information sheets
Alfresco – list of websites

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

National Training Manager – 22.02.2009
National Training Manager – 15.06.2010
National Training Manager – 29.07.2011
Academy Compliance Manager – 21.10.2013
Academy Compliance Manager – 17.06.2014
Head – Guild Pharmacy Academy – 09.07.2016
Head – Guild Learning and Development – 28.07.2017