



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

The Pharmacy Guild of Australia (the Guild) 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 Guild 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**

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

<p><b>ORGANISATIONAL STRUCTURE</b></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"> <li>• Outlines the roles and responsibilities</li> <li>• Lines of authority</li> <li>• Allocation of functions</li> <li>• Responsibilities under the VET Quality Framework of each staff member involved in the operation of Guild Training. Specifically, the organisation should identify the following: <ul style="list-style-type: none"> <li>• Staff member with VET Quality Framework responsibilities and their line of authority</li> <li>• Occupational Health and Safety officer</li> <li>• Access and Equity officer</li> <li>• Staff members with first aid qualifications</li> </ul> </li> </ul>	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><b>ROLES AND RESPONSIBILITIES</b></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. 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 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 eFileCabinet.</p>	

**Associated documentation**

Delegation and reporting matrix  
Organisation chart  
Position descriptions – Guild Learning and Development

**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 Learning and Development – 15.11.2016  
Head – Guild Learning and Development – 09.11.2019  
RTO Compliance Manager – Membership, Learning and Development – 04.05.2020