

## Notification Of Material Change Policy

### Purpose

The purpose of this policy is to ensure that selectability Training complies with its regulatory obligations to notify the National VET Regulator (ASQA) of material changes that may affect the organisation's compliance with the National Vocational Education and Training Regulator Act 2011 (Cth) or the Outcome Standards. Timely and accurate notification ensures transparency, risk mitigation, and continued registration. This is covered under Division 3 Accountability (Compliance Requirement 3.16) in the Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements Instrument 2025 (Cth).

### Scope

This policy applies to the:

- CEO, and all governing persons of selectability Training
- Any owners of selectability Training
- RTO Manager
- Administration Officer
- Any matters affecting legal or compliance obligations.

### Policy

selectability Training ensures timely reporting of material events that significantly impact its operations or compliance.

selectability Training will notify the National VET Regulator within 10 business days of any relevant occurrence and provide any follow-up information as requested. Events requiring notification include:

- Changes or prospective changes to ownership of the organisation.
- Changes to governing persons (e.g., CEO, Directors, Administrator), prospective or actual.
- Other material events impacting legal or compliance obligations.

selectability Training will provide further information relating to the notice as requested by the National VET Regulator, as soon as practicable.

### Responsibilities

- **CEO:** Ensures the organisation complies with all reporting obligations; signs off on formal notifications.
- **Administration Officer:** maintains the Compliance Evidence Folder, and notification records.
- **RTO Manager:** Escalates relevant matters to the CEO. Prepares and submits notifications.

### Operational Procedure Table: Notification Of Material Change

Action	Responsible Staff	Supporting Document	Timing/Frequency	Compliance Mapping
Identify notifiable event	All Staff / Managers	Internal Communication Records	Immediately on awareness	Clause 16(1), 16(3)
Confirm if ASQA	CEO or delegate	Compliance Matrix	Within 1–2	Clause 16(1),

<b>notification required</b>			business days	16(2)
<b>Prepare and submit notification</b>	RTO Manager	ASQA Notification Form + Cover Letter	Within 10 business days	Clause 16(2), (3)
<b>Respond to ASQA follow-up requests</b>	RTO Manager	Correspondence Log	Within 5 business days	Clause 16(4)
<b>Record notification and supporting evidence</b>	Admin Officer	Material Change Register, Evidence Folder	Ongoing	Clause 16(5)

## Terms And Definitions

**ASQA** - Australian Skills Quality Authority, is the national regulator for Australia's vocational education and training sector

**NVR** - National Vocational Education and Training Regulator refers to the Australian Skills Quality Authority (ASQA), which is the national regulator for Australia's vocational education and training (VET) sector, responsible for regulating and registering training organisations to ensure they meet national standards.

## Document Governance

### Document Properties

<b>Document Sponsor</b>	CFO
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<b>Category</b>	RTO
<b>Review Cycle</b>	Every 3 years
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<b>Current Version</b>	RTO.2025.V1.0
<b>Implementation Plan</b>	COO Newsletter, selectability Training Website
<b>Board Committee</b>	FAR

## Related Documents and Legislation

<b>Related Documents</b>
ASQA Notification of Material Change Form Material Change Register Corporate Governance Register Organisational Chart Position Descriptions of Governing Persons Contracts and ASIC Company Extracts (where applicable) Compliance Evidence Folder
<b>Legislation / Other instruments</b>
Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements Instrument 2025 (Cth).
<b>Related RTO Policies</b>

Governance and Accountability Policy  
 Risk Management Policy  
 Continuous Improvement Policy  
 Annual Declaration of Compliance Policy  
 AQF Certification Documentation and Records Policy

## Aligning Standards

### Child Safety Principles

1. Child safety and wellbeing is embedded in organisational leadership, governance, and culture
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously
3. Families and communities are informed and involved in promoting child safety and wellbeing
4. Equity is upheld and diverse needs respected in policy and practice
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
6. Processes to respond to complaints and concerns are child focused
7. Employees and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
9. Implementation of the national child safe principles is regularly reviewed and improved
10. Policies and procedures document how the organisation is safe for children and young people

### 2025 RTO Standards

Compliance Requirements, Division 3 Accountability– Notification of Material Change – Standard 3.16

## Document History

Version	Date	Review Notes	Officer
RTO.2025.V1.0	02/04/2026	Approved	CFO