

Student Information Policy

POLICY CODE: QA2.1

RELATED OUTCOME STANDARD: 2.1

NATIONAL CODE OF PRACTICE FOR PROVIDERS OF EDUCATION AND TRAINING TO OVERSEAS STUDENTS 2018 (CTH). STANDARD 2, 3 AND 9

1. Purpose

The purpose of this policy is to ensure that Australian College of Management and Innovation provides VET students with clear, accurate, and timely information about the RTO, its training products, associated fees, support services, third party arrangement and any changes that may affect them. This promotes informed decision-making and supports fairness and transparency in student engagement. Australian College of Management and Innovation implements robust mechanisms for the provision, communication, and ongoing management of such information.

2. Legislative Background

Outcome 2 – VET Student Support, Division 1 – Information, Standard 2.1, National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 (Cth).

National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) Standard 2, 3 and 9.

3. Scope

This policy applies to all:

- All current and prospective VET students.
- All staff involved in student recruitment, marketing, enrolment, and training delivery.
- Third parties delivering services on behalf of Australian College of Management and Innovation.

4. Policy Statement

Australian College of Management and Innovation is committed to providing clear, accurate, current and accessible information to all prospective and enrolled VET students prior to enrolment and throughout their training journey. The information includes essential details about training products, delivery arrangements, support services, fees and charges, third-party involvement, licensing requirements, and any obligations that may affect the student as well as their training.

This Australian College of Management and Innovation ensures that such information is easily accessible, timely and communicated via multiple channels including the student handbook, website, enrolment documentation, and all information

materials to promote effective and informed decision-making.

Document Control

Document Code	QA1.3
Version	1.1
Approval Date	1 st July 2025
Review Date	1 st Nov 2025
Approved By	CEO