

## ADHERENCE TO LEGISLATIVE & REGULATORY REQUIREMENTS POLICY AND PROCEDURE: ACT

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Leverage Academy adheres to the Commonwealth and Territory laws including legislation and guidelines that may apply to an RTO's operations but may vary from circumstance to circumstance and may include but not be limited to:

### Workplace Health & Safety Legislation and Regulations:

- ACT [Work Health and Safety Act 2011](#)
- ACT [Work Health and Safety Regulation 2011](#)
- ACT [Workers Compensation Act 1951](#)
- ACT [Workers Compensation Regulation 2002](#)
- ACT [Dangerous Substances Act 2004](#)
- ACT [Dangerous Substances \(General\) Regulation 2004](#)
- ACT [Dangerous Goods \(Road Transport\) Act 2009](#)
- ACT [Dangerous Goods \(Road Transport\) Regulation 2010](#)
- ACT [Work Health and Safety \(First Aid in the Workplace Code of Practice\)](#)

Leverage Academy being a PCBU, will meet its duty of care to staff, clients, learners and visitors by providing a safe and healthy environment in which to work and study.

### Consumer Protection:

- [Privacy Act 1988](#)
- [Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#)
- [13 Australian Privacy Principles](#)
- [Privacy Regulation 2013](#)
- ACT [Workplace Privacy Act 2011](#)
- [Australian Consumer Law and Fair Trading Act 2012](#)
- [Australian Consumer Law and Fair Trading Regulations 2012](#)
- [Copyright Act 1968](#)
- [Copyright Regulations 1969](#)

Leverage Academy will meet its responsibilities regarding consumer protection requirements which includes the safeguarding of any personal and sensitive information of their clients, staff and learners.

### VET Legislation and Regulations:

- [National Vocational Education and Training Regulator Act 2011](#)
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- [Standards for Training Packages](#)
- [Student Identifiers Act 2014](#)
- [Student Identifiers Regulation 2014](#)
- [Data Provision Requirements 2012](#)
- [Financial Viability Risk Assessment Requirements 2011](#)
- [Fit and Proper Person Requirements 2011](#)
- [Australian Qualifications Framework 2013, 2<sup>nd</sup> Edition](#)
- ACT [Training and Tertiary Education Act 2003](#)
- [ARC Guidelines](#)

## Human Rights:

### Commonwealth Legislation:

- [Workplace Gender Equality Act 2012](#)
- [Human Rights and Equal Opportunity Commission \(Transitional Provisions and Consequential Amendments\) Act 1986](#)
- [Australian Human Rights Commission Act 1986](#)
- [Disability Standards for Education 2005](#)
- [Disability Discrimination Act 1992](#)
- [Racial Hatred Act 1995](#)
- [Racial Discrimination Act 1975](#)
- [Sex Discrimination Act 1984](#)
- [Age Discrimination Act 2004](#)

### Territory Based Legislation:

- ACT [Discrimination Act 1991](#)
- ACT [Discrimination Regulation 2016](#)
- ACT [Disability Services Act 1991](#)
- ACT [Disability Services Regulation 2014](#)
- ACT [Human Rights Act 2004](#)
- ACT [Working with Vulnerable People \(Background Checking\) Act 2011](#)
- ACT [Working with Vulnerable People \(Background Checking\) Regulation 2012](#)

Leverage Academy is committed to providing an environment for work and training that is fair and equitable to all people.

It will be a place that is free from discrimination, bullying, victimisation and/or harassment because of a person's sex, pregnancy, race, colour, nationality, ethnic or ethno-religious background, social status, education, marital status, physical or intellectual or psychiatric disability, sexual preferences or age will not be tolerated of any kind. Behaviour of this nature will result in immediate disciplinary action.

## Currency

Leverage Academy will regularly check its policies and procedures against legislation and regulations as is practical and reasonable, or as advised by relevant authorities, advisors, or industry persons or organisations and will ensure that all staff, clients and learners are informed of any changes to current legislation.

**Related Standard/s:** Clause 8.5 and 8.6