



POLICY

Changes to Registered Providers' Ownership or Management/ Premises Policy

RTO: 2922
CRICOS: 01597B

POL 021

Definitions

A **high managerial agent** of a provider is an employee, agent or officer of the provider with duties of such responsibility that his or her conduct may fairly be assumed to represent the provider in relation to the business of providing courses.

Policy

AICA must advise the designated authority in writing of:

- any prospective changes to the ownership of the registered provider as soon as practicable, i.e. as soon as AICA becomes aware that changes in ownership will take place prior to the change taking effect, and
- any prospective or actual change to the high managerial agents (as defined in Section 5 of the ESOS Act) of the registered provider as soon as practicable prior to the change taking effect or within 10 working days of the change taking effect where the change cannot be determined until it takes effect.

AICA must provide the designated authority with information on the new owner or high managerial agent for the purpose of making an assessment under Section 9(6) of the ESOS Act.

If changes to the structure of the provider result in a new legal entity, the new entity must seek a new CRICOS registration.

Where there is any change of ownership, AICA will assist the relevant bodies to obtain any information on the new owner or high managerial agent for the purpose of making an assessment under the 'fit and proper person' test.

AICA Education will notify the designated authority and the students enrolled with AICA of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation). Notice of this move will be posted on the campus notice board and the website.

This policy outlines processes required to meet the requirements of the National Code Standard 15.

