



Kaplan Professional Governance Policy

**Vocational Education and
Higher Education**



Scope

This Policy sets out the position and requirements of Kaplan Education Pty Ltd and Kaplan Higher Education Pty Ltd trading as Kaplan Professional.

Purpose

This policy establishes principles of effective Governance and accountability across higher education (HE) and Registered Training Organisation (RTO) operations. It is consistent with the principles outlined in the Kaplan Higher Education Academic Quality Governance Framework to support quality assurance, academic integrity, and continuous improvement.

Policy Statement

Kaplan Professional is committed to maintaining Governance practices that promote academic excellence, organisational effectiveness, regulatory compliance, and continuous quality improvement.

Definitions

Academic Board	A formal governance body responsible for overseeing academic quality, standards, and integrity within the Institute of Higher Education.
AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard)	The national data standard for collecting and reporting VET information, required for RTO compliance.
Director	Refers to a person formally appointed to the board of the registered entity or legal controlling body, with authority and responsibility for strategic and/or financial decisions.
Managerial Agent	Is any person who has been delegated significant responsibility for managing the organisation's VET operations or decisions, including those relating to academic quality, compliance, student support, or training delivery
Governance	The framework of rules, relationships, systems, and processes within and by which authority is exercised and controlled within the organisation.
Higher Education Standards Framework (Threshold Standards) 2021 (HESF)	The legislative framework outlining the minimum standards providers must meet to be registered and maintain registration as higher education providers.
Registered Training Organisation (RTO)	An organisation registered with a national regulator (e.g., ASQA) to deliver and assess vocational education and training (VET) services.
Self-Assurance	The process by which an organisation reviews its own compliance and performance against standards and regulatory obligations to ensure continuous improvement.
Standards for RTOs 2025	The national standards that set out requirements for RTOs in delivering high-quality VET services and maintaining compliance.
Vocational Education and Training (VET)	Education and training that provides people with occupational or work-related knowledge and skills.



Policy Principles

Accountability	Governance arrangements provide clear responsibilities, decision-making authority, and reporting relationships.
Leadership and Management	Governance supports effective leadership, operational delivery, and achievement of educational objectives.
Academic and Training Integrity	Mechanisms are in place to maintain the quality and integrity of educational outcomes.
Risk and Compliance	Systems are maintained to manage risks and ensure compliance with external and internal requirements.
Stakeholder Engagement	Governance processes are informed by consultation with students, staff, industry, and other relevant stakeholders.

Governance Oversight

Kaplan Professional applies a structured and proactive approach to managing Governance obligations through regular committee activities, Self-assurance processes, and continuous monitoring of academic and operational performance. The following practices ensure effective Governance oversight:

Governance Systems

- Quarterly Policy Committee (HE & RTO) – Oversees the development, implementation, and review of institutional policies to ensure consistency with regulatory and organisational requirements.
- Bi-annual Risk and Compliance Committee (HE & RTO) – Assesses risk exposure, monitors compliance with legislative frameworks, and oversees risk mitigation strategies.
- Quarterly Finance and Audit Committee (HE & RTO) – Provides oversight of financial operations, audit processes, and fiscal accountability.
- Quarterly Health and Safety Champion Group (HE & RTO) – Coordinates the organisation's health, safety, and wellbeing initiatives and reviews workplace safety performance.
- Standards-Based Self-Assurance Reviews (HE & RTO) – Conducted over a rolling two-year cycle, these reviews evaluate operations against the Higher Education Standards Framework (Threshold Standards) 2021 and the Standards for RTOs 2025, ensuring continuous improvement and regulatory alignment.
- Periodic Industry Consultation and Validation (HE & RTO) – Kaplan engages regularly with industry representatives to ensure training and education solutions remain current, relevant, and aligned with workforce and sector needs. Feedback from consultation informs curriculum development, assessment practices, and learner support strategies.
- Quarterly Higher Education Academic Board (HE) – Oversees the academic Governance of the Institute of Higher Education
- Annual Declaration on Compliance (RTO) – Confirms adherence to the Standards for RTOs and identifies any non-compliance requiring rectification.
- Annual AVETMISS Submission (RTO) – Provides a national data submission on VET delivery, supporting accountability, transparency, and planning across the training sector.
- Ongoing Fit and Proper Person declarations confirm each Director/Managerial Agent's suitability, integrity, and accountability in accordance with regulatory obligations.
- Notifications of Material Changes (HE & RTO) are made within the required statutory timeframes.



Roles and Responsibilities

Governance roles and responsibilities are clearly defined and regularly reviewed to ensure effective oversight and accountability:

- Senior academic and operational leaders are responsible for ensuring the quality, integrity, and delivery of education and training programs.
- Management teams oversee the implementation of strategic and operational plans, regulatory compliance, and continuous improvement initiatives.
- Subcommittees, advisory groups, and working parties provide specialist input and support informed decision-making across key functional areas.
- All individuals involved in Governance and decision-making are required to declare any actual, potential, or perceived conflicts of interest.

All Governance participants are expected to uphold ethical standards, contribute to evidence-based decision-making, and demonstrate a commitment to continuous improvement.

Documentation and Reporting

Governance decisions and outcomes are documented to promote transparency and accountability. Regular reporting is provided to relevant internal decision-making bodies and external agencies, including:

- Academic quality and compliance reporting
- Risk, finance, and audit updates
- Student and staff feedback insights
- Annual reviews of Governance and risk management performance
- Government submissions

Relevant Legislation

As a registered education provider, Kaplan Professional operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws. Below lists the most relevant the legislation which applies to this Policy:

- Tertiary Education Quality and Standards Agency Act 2011 (Cth)
- Higher Education Standards Framework (Threshold Standards) 2021
- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for RTOs 2025
- Australian Qualifications Framework (AQF)
- Corporations Act 2001 (Cth)

Related Policies

This Policy should be read in conjunction with the following Kaplan policies available on the Company's Intranet:

- Kaplan Academic Quality and Governance Framework
- Kaplan Code of Conduct
- Kaplan Continuous Improvement Policy

Amendments

Kaplan reserves the right to amend this policy at its discretion (subject to law).



Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this Policy.

Policy Category		Governance		
Responsible Officers		Director, Quality Assurance and Governance		
Implementation Officers		Head of Compliance and Governance		
Review Date		June 2028		
Approved by				
Policy Committee (Vocational Education)				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Quality, Regulations and Standards team	New policy with HE and VE Governance requirements including the Standards for RTOs 2025	13.06.2025	14.07.2025