

COMPLIANCE WITH COMMONWEALTH & STATE LEGISLATION & REGULATORY REQUIREMENTS POLICY

Contour Systems Pty Ltd trading as Contour College ensures that compliance with Commonwealth, State or Territory legislation and regulatory requirements relevant to its operations is integrated into its policies and procedures and that compliance is maintained. Contour Systems Pty Ltd identifies and complies with relevant State or Territory laws including Commonwealth or state/Territory legislation on:

- Work Health & Safety
- Workplace harassment, victimisation and bullying;
- Anti-discrimination, including equal opportunity, racial vilification, disability discrimination;
- Privacy;
- Vocational education and training; and
- Apprenticeships and traineeships

www.asqa.gov.au (Australian Skills Quality Authority)

www.training.gov.au (National register)

www.serviceskills.com.au (Service Skills Australia)

www.australianapprenticeships.gov.au

www.education.gov.au (Department of Education and Training)

www.training.nsw.gov.au (Training Services NSW)

www.safeworkaustralia.gov.au

www.privacy.gov.au

www.eeo.nsw.gov.au

Contour Systems Pty Ltd trading as Contour College ensures that:

- Staff are provided with information about legislation in the staff induction manual that significantly affects their duties; and
- Learners are provided with documentation on commencement of training containing reference to information about legislation and regulatory requirements that significantly affect their participation in vocational education training programs and activities.

Further information on Legislation, guidelines and standards is as follows:

National Vocational Education and Training Regulator Act 2011

This act has been established as a new approach to national regulation of the vocational education and training (VET) sector in Australia. Part of the new approach is the creation of a national regulator, the Australian Skills Quality Authority (ASQA), which is responsible for registering training organisations and accrediting courses.
<http://www.comlaw.gov.au/Details/C2011A00012>

Australian Copyright Act 1968

Used by copyright owners to protect access to their works, and expanding the measures which count as technological protection measures which may not be circumvented
<http://www.fairtrading.nsw.gov.au/Copyright.html>

Apprenticeship and Traineeship Act 2001 No 80

Deals with all aspects of an apprenticeship and a traineeship

<http://www.legislation.nsw.gov.au/xref/inforce/?xref=Type%3Dact%20AND%20Year%3D2001%20AND%20no%3D80&nohits=y>

Trade Practices Act 1974

NSW Fair Trading works to assist consumers in resolving a wide range of issues. Information can be obtained about consumer rights when shopping, renting, buying or servicing motor vehicles etc. It also advises traders on fair and ethical practice, registers businesses and promotes co-operatives, provides occupational licensing and maintains product safety and standards

www.accc.gov.au/.../item.phtml?...NSW%20water%20services%20decisi

Equal Employment Opportunity

Equal Employment Opportunity (EEO) is making sure that everyone has equal access to available employment by: ensuring that workplaces are free from discrimination and harassment, and providing programs to assist people to overcome disadvantage

http://www.eeo.nsw.gov.au/about_eeo

Construction of premises

Beauticians carry out a variety of different procedures, many of which involve 'skin penetration'. Because 'skin penetration' carries a risk of infection, the premises and procedures where skin penetration is conducted must comply with the Public Health Regulation, 2012

http://www0.health.nsw.gov.au/factsheets/environmental/beauty_treatment_201.html

Fair Trading Act 1987

The Australian Consumer Law sets out your rights and responsibilities in all sorts of purchasing situations. For example, it covers refunds, consumer guarantees, unsafe and defective products when you make a purchase using a lay-by or an unsolicited consumer agreement with a door-to-door seller or telemarketer.

http://www.fairtrading.nsw.gov.au/About_us/Our_services.html

Work Health and Safety Act 2011 No 10

New occupational health and safety laws for the workplace

<http://www.legislation.nsw.gov.au/maintop/view/inforce/act+10+2011+cd+0+N>

Privacy and Personal Information Protection Act 1998

Deals with how all New South Wales public sector agencies manage personal information

<http://www.comlaw.gov.au/Series/C2004A03712>

Anti-Discrimination Act 1977

Discrimination occurs when someone is treated unfairly because they happen to belong to a particular group of people, or have a particular characteristic.

Under the Anti-Discrimination Act 1977 NSW legislation employers must not treat employees or job applicants unfairly or harass them because of their: age, carers' responsibilities, disability, homosexuality, marital status, race, sex, transgender

http://www.austlii.edu.au/au/legis/nsw/consol_act/aa1977204/

Public Health (Skin Penetration) Regulation 2000

Unsafe or unhygienic premises and procedures can affect the health of staff and clients, and can help spread infectious disease.

<http://www.wyong.nsw.gov.au/for-business/public-and-environmental-health/skin-penetration-and-beauty-salons/>

Hairdressers: Health and safety guidelines

Workplace hazards in the hair and beauty industries can cause illness or injury to employees and visitors to the workplace. These acts are heavily monitored by councils and need to be followed.

http://www.workcover.nsw.gov.au/formspublications/publications/Pages/WC00123.1_HairdressersHealthandSafetyGuidelines.aspx

Pharmacy Act 1964.

To regulate the carrying on of the business of a pharmacist; to authorise friendly societies and trading and rural supply

<http://www.legislation.nsw.gov.au/sessionalview/sessional/act/1964-48.pdf>

Environmental Protection Authority

The Environment Protection Authority (EPA) is an independent authority responsible for leading business and the community to improve their environmental performance and for managing waste to deliver a healthy environment

<http://www.environment.nsw.gov.au/epa/>

The Public Health Act 2010 and Public Health Regulation 2012

Regulates body decorating and grooming practices carried out by people who are not registered as health professionals. The regulated body decorating and grooming industries include: acupuncture, beauty treatments, body, nose and ear piercing, cosmetic enhancements, colonic lavage, tattooing; and blood cholesterol and glucose measurement

<http://www.health.nsw.gov.au/environment/skinpenetration/Pages/default.aspx>

Child Protection Act 1998

In Australia, state and territory governments are responsible for the administration and operation of child protection services

<http://www.aifs.gov.au/nch/pubs/sheets/rs14/rs14.html>

Regulatory

State training services- NSW Department of Industry.

State Training Services leads policy, planning, funding, regulation and advice on vocational education and training and employment to support economic, regional and community development

<http://www.training.nsw.gov.au/index.html>

ASQA- Australian Skills Quality Authority

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

<http://www.asqa.gov.au/>

Standards for registered Training Organisations (RTO'S) 2015

<https://www.legislation.gov.au/Details/F2014L01377>

DET –Department of Education and Training

A one stop shop about education and training in NSW

<http://www.dec.nsw.gov.au/>

Australian Hairdressing Association

The Australian Hairdressing Council sets standards for salons and represents the professional hairdressing industry nationally. Its members are accredited salons, product companies and associated industry members who have united to ensure that operational standard are high; career interest and recruitment improves; and the Federal Government recognises and responds to unique industry issues.

<http://salonselect.com.au/>

Hair and Beauty Industry Association

The Hbia takes pride in being the consultative body for the hairdressing and beauty industry to both the State and Federal Governments and various Training Boards. We also participate in Industrial Relations, Employee Relations and other Government Tribunals. We influence the legislation that influences you. Importantly, we have first-hand industry experience and truly understand the needs of the salon owner.

<http://hbia.com.au/>

Pharmacy Board of Australia

The functions of the Pharmacy Board of Australia include : registering pharmacists and learners, developing standards, codes and guidelines for the pharmacy profession, handling notifications, complaints, investigations and disciplinary hearings, assessing overseas trained practitioners who wish to practice in Australia, approving accreditation standards and accredited courses of study.

<http://www.pharmacyboard.gov.au/About.aspx>

The Department of Education and Training

The Department of Education and Training is responsible for national policies and programmes that help Australians access quality and affordable early child care and childhood education, school education, higher education, vocational education and training, international education and research.

<https://www.education.gov.au/>