

## Governance

As shown on the organization chart, the ultimate responsibility for governance remains with the Executive Leadership Group comprising of the Director, CEO and General Manager. This group is responsible to the organisation decision making and accountability and risk management practices. Regular monthly executive leadership group meetings are held.

The CEO of the Australian Online Music Institute will ultimately be responsible for ensuring that AOMI complies with the: “AQF Essential Conditions and Standards for Continuing Registration” along with any other national guidelines approved by the National Quality Council, or its successors.

Please note - As a requirement of AQF, all AOMI management personnel (incl. the CEO), must satisfy the “fit and proper person” requirements.

The CEO/Head of Curriculum of AOMI ensures compliance with all the: “AQF Essential Conditions and Standards for Continuing Registration” and any other national guidelines approved by the National Quality Council (or its successors) across all operations by:

- Ensuring that any decision-making at the senior management level regarding RTO operations is explicitly informed by trainers’ and assessors’ experiences, and that this is documented appropriately;
- Signing appropriate documentation and report data as required.

The Director and CEO of AOMI reviews:

- Internal audit reports/self-assessment reports;
- Continuous improvement reports;
- Progress on any rectification, and;
- On-going compliance with the AQF.

The CEO has responsibility and authority for the day-to-day management of the RTO systems. He/she has a responsibility to:

- Manage operation of the school’s RTO status as per the CEO duty statement;
- Keep the management team and all relevant stakeholders informed of all matters regarding the school’s RTO status, and;
- Manage the continuous improvement processes including any internal audit and review processes.

Revision	By Whom	Date
Reviewed, no changes	G Bottrill	5 Aug 17
Reviewed, no changes	A Palmer	31 Jul 19
Reviewed, minor changes	G Bottrill	20 Sep 20

## **Organisational Chart and Duty Statements**

The Australian Online Music Institute's organisational chart and duty statements for all staff involved in its operation show the relevant lines of authority.

This Policy will be reviewed every two years.



**William Palmer**

**CEO**

**20<sup>th</sup> September 2020**