

RTO Insurance Policy and Procedure

1. Purpose

This statement is in place to ensure all staff and stakeholders are aware of Australian Institute of Skills (AIS) obligation under the Standards for Registered Training Organisations 2015 (clause 7.4) in relation to insurance policies.

The awareness of management to this requirement will ensure all relevant insurance policies are in place and offer sufficient cover to maintain all operations.

2. Policy

The CEO of AIS is aware of their requirements to, as a minimum, maintain Public Liability Insurance and professional indemnity insurance (as required) throughout the period of registration as well as any other requirements that must be in place under the Standards for Registered Training Organisations to cover all training and/or assessment activities it provides as an RTO.

3. Procedure

The CEO, or their delegate, will ensure insurance policies provide sufficient coverage for all training and/or assessment activities it provides as an RTO.

The CEO, or their delegate, will ensure insurance policies are constantly maintained and renewed on time to ensure continual coverage.

If applicable, the CEO, or their delegate, will also ensure that any organisations that partners with AIS or provides a third party service, also hold the appropriate insurance, including, as a minimum, Public Liability Insurance.

The CEO, or their delegate, will also make arrangements with insurance providers that will advise RTO regarding their policy timings for renewal and any other matters related to insurance requirements in RTO business.