Relocation of Premises Policy

(Standard 14.3)

General Policy

Ozford will notify the designated authority i.e. the Australian Skills Quality Authority (ASQA) and the students enrolled with Ozford of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation by publish the notice on the website.

Procedure

1. Ozford will notify ASQA of any new delivery sites by preparing and lodging the applicable ASQA form and supplementary information.

2. Ozford will participate in any site visit or audit process undertaken by ASQA.

3. Students will be notified of the change within 20 working days of the relocation.