



OZFORD COLLEGE OF BUSINESS (CRICOS: 02573B)

Changes to Registered Providers' Ownership or Management Policy

1. PURPOSE

This policy outlines processes required to meet the requirements of the National Code Standard 15.

2. SCOPE

This policy and procedure applies to all staff involved with delivery of VET courses.

3. POLICY

3.1 Ozford must advise the designated authority within 90 calendar days of the change occurring in writing of:

- any prospective changes to the ownership of the registered provider as soon as practicable, i.e. as soon as Ozford becomes aware that changes in ownership will take place prior to the change taking effect;
- any prospective or actual change to the high managerial agents (as defined in Section 5 of the ESOS Act) of the registered provider as soon as practicable prior to the change taking effect or within 10 working days of the change taking effect where the change cannot be determined until it takes effect;
- about significant changes to its ownership;
- substantial changes to its operations; or
- any event that would significantly affect Ozford's ability to comply with the VET Quality framework.

3.2 Ozford must provide the designated authority with information on the new owner or high managerial agent for the purpose of making an assessment under the ESOS Act.

3.3 If changes to the structure of the provider result in a new legal entity, the new entity must seek a new CRICOS registration.

3.4 Any change to the legal entity constitutes provider default. While the course may continue to be offered at the same venue, with the same curriculum and teachers, the change in legal entity and corresponding change in CRICOS registration have the same effect as the provider ceasing to provide the course.

3.5 Where there is any change of ownership, Ozford will assist the Regulator to obtain any information on the new owner or high managerial agent for the purpose of making an assessment under the 'fit and proper person' test.

4. DEFINITIONS

A **high managerial agent** of a provider is an employee, agent or officer of the provider with duties of such responsibility that his or her conduct may fairly be assumed to represent the provider in relation to the business of providing courses.

5. PROCEDURE

5.1 Ozford will notify the regulator of any change to its ownership or management in writing using any required forms.