



RTO	City-Wide Building & Training Services Pty Ltd (RTO ID 91138)
Type	Internal
Applicable standards	Standards for Registered Training Organisations 2015 State and Territory Government Funding Contracts
Authorised by	General Manager - Quality & Compliance
Effective date	10 January 2022
Version	V1.2

Policy: Insurance

Overview

City Wide Building and Training Services (CWBT S) ensures that it maintains appropriate insurance cover necessary to carry out its business, including holding insurance for Workers Compensation, Professional Indemnity and Public Liability Insurance that covers the scope of its operations throughout its RTO entities' registration periods, with a minimum policy level of \$20 Million.

CWBT S will not allow to be done anything which may vitiate, invalidate, prejudice or render ineffective the insurance Policies or entitle the insurer to refuse a claim.

Insurance Policies are taken out with a reputable and solvent insurer which carries on insurance business in Australia and is authorised in Australia to operate an insurance company.

Workers Compensation Insurance

Workers' compensation is compulsory for most businesses in Australia. CWBT S ensures that it has up to date workers compensation insurance at all times. All CWBT S employees are covered by a workers compensation policy and are entitled to compensation for any injury that occurs in the course of their employment (where their employment is deemed to be a significant contributing factor).

Public Liability Insurance

CWBT S's Public Liability insurance covers legal liability for claims arising out of personal injury or property damage as a result of an occurrence in connection with CWBT S business activities. CWBT S ensures that it maintains its public liability insurance at all times.

Professional Indemnity Insurance

Any type of professional negligence can lead to a claim against CWBT S. Professional Indemnity Insurance for CWBT S is designed to protect the businesses by meeting the cost of defending claims and any damages payable. CWBT S ensures that it holds professional indemnity insurance at all times.

Key Exposures for CWBT S

The following are identified as being high risk areas for all RTOs:

- Delivering inadequate training
- Carelessness in establishment of the units of the training program
- Making wrong assessments
- Failure to meet the training delivery requirements of the VET Quality Framework (VQF)



Under the VET Quality framework (VQF), registered training organisations are responsible for all quality assurance requirements in relation to delivery of training, assessment, and certification.

General / daily responsibilities of CWBTS include:

- Ensuring the training available to apprentices is adequate and that it will be useful when they come to search for future careers
- Delivering quality training services
- Establishing the units of the training program in consultation with the employer and employee
- Making assessments

Responsibilities

CWBTS's Finance Manager is responsible for ensuring that insurances are renewed in a timely manner and that annual amounts insured are appropriate for operational needs. CWBTS's name is listed on the insurance policies, with confirmation that training, and assessment activities are covered, or that there are no restrictions on the activities covered.

Copies of all insurance certificates are kept in a secure filing draw with the Finance Department.

The Finance Manager will promptly reinstate any Insurance Policies if it lapses or if the cover is exhausted.

Should any of CWBTS's insurance policies be cancelled, the Finance Manager will notify CWBTS's CEO who will then be responsible for notifying all necessary Government Departments in writing, this will be done as soon as the CEO is notified of the cancellations of policies.

The CEO will notify all necessary Government Departments of any occurrence that may give rise to a claim under the public liability or professional indemnity Insurance Policies and afterwards keep the Departments fully informed of developments concerning any claim.

The Finance Manager will also notify Insurers immediately of any changes to the business that may affect current insurance policy coverage.

Compliance

There will be occasions when CWBTS is requested by the Federal Regulator or state or territory government bodies, to provide current relevant confirmation of insurance documentation including certificates of currency, certifying that it has insurance as required.

Where this is the case the Compliance team will request copies of the requested documentation from the CWBTS Finance team ensuring their currency before submission to the relevant Government Body.

An Insurance Policy Register will be available in the Compliance folder which will contain details of all current and past policies.