



OXFORD COLLEGE OF BUSINESS **RTO No. 21442 (CRICOS: 02573B)**

Relocation of Premises Policy

1. PURPOSE

This policy is to provide guidelines for staff and students on relocation of premises to meet the requirements of Standard 8 of the National Code.

2. SCOPE

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

3. POLICY

- 3.1 Ozford will notify the regulator, currently 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 publishing the notice on the website.

4. PROCEDURE

- 4.1 Ozford will notify the regulator of any new international student delivery sites by preparing and lodging the applicable ASQA form and supplementary information.
- 4.2 Ozford will participate in any site visit or audit process undertaken by ASQA.
- 4.3 Students will be notified of the change within 20 working days of the relocation.