

INTERACTION WITH NATIONAL VET REGULATOR POLICY

REAL ESTATE EXPLAINED's Chief Executive Officer ensures that **REAL ESTATE EXPLAINED** fully co-operates and unreservedly interacts with the National VET regulator by making freely available all resources and required **REAL ESTATE EXPLAINED** employees:

- In the conduct of audits and the monitoring of its operations
- By providing accurate and timely data relevant to measures of its performance
- By providing information about significant changes to its operations
- By providing information about significant changes to its ownership
- In the retention, archiving, retrieval and transfer of records consistent with the National VET Regulator's requirements.

This includes, but is not limited to, providing:

- Industry, participant and trainer surveys
- Agendas and minutes to operational meetings
- Staff development day agendas and minutes
- Participant records including evidence of assessments and results
- Complaints and appeals registers
- Student management records including participant achievements.

REAL ESTATE EXPLAINED will adjust and modify its operations to continue to comply with the National VET regulations which may be adapted from time to time.

REAL ESTATE EXPLAINED will provide a copy of its Participant's Results Register at the end of each quarter, or at any other time as the National VET Regulator may deem, detailing the Certificates/Statements issued.

REAL ESTATE EXPLAINED's Chief Executive Officer will constantly keep abreast of the Regulations and any changes will be immediately merged into **REAL ESTATE EXPLAINED's** operations and procedures via the Best Practice Manual and notification of any changes or updates to the relevant employees and consultants by way of Upgrade of Document notice and / or management meetings.