



ASCA Policy Register-

Policy No.	Policy Name	Version	Approval Date	Next Review Date	Review Cycle	Policy Owner
1.1	Marketing Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	CEO / Compliance Manager
1.2	Education Agent Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Compliance Manager
2.1	Student Enrolment and Completion Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Student Administration Manager
2.2	Fees and Refunds Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Finance Manager
3.1	Student Support Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Student Support Manager
3.1.1	Student Welfare & Duty of Care Policy	V1.1	06/02/2026	5/02/2026	Annual	Student Support Manager
3.1.2	Students, Staff & External Feedback Policy and Procedures	V1.1	06/02/2026	5/02/2026	Annual	Compliance Manager
3.2	Complaints and Appeals Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Compliance Manager
3.3	Course Progress and Attendance Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Training Manager
3.4	Deferral, Suspension and Cancellation Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Compliance Manager
4.1	Training and Assessment Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Training Manager
4.1.1	Assessment Policy and Procedure	V1.1	06/02/2026	5/02/2026	Annual	Training Manager
4.1.2	Trainer and Assessor Requirements Policy and Procedure	V1.1	06/02/2026	5/02/2026	Annual	Compliance Manager
4.2	Plagiarism Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Training Manager



4.3	Course Transfer Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Student Administration Manager
5.1	Governance Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	CEO
5.2	Staffing Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	HR Manager
5.3	Third Party Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Compliance Manager
5.4	Quality Assurance Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Compliance Manager
5.5	Health and Safety Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Operations Manager
5.6	Critical Incident Policy and Associated Procedures	V1.1	06/02/2026	5/02/2026	Annual	Compliance Manager
5.7	Privacy Policy and Associated Procedures	V1.1	06/02/2026	30/06/2027	Biennial	Compliance Manager
6.1	Unique Student Identifier Policy and Procedure	V1.1	06/02/2026	5/02/2026	Annual	Student Administration Manager
6.2	Access & Equity Policy and Procedure	V1.1	06/02/2026	5/02/2026	Annual	Compliance Manager
6.3	Educational Resources & Equipment Policy and Procedure	V1.1	06/02/2026	5/02/2026	Annual	Training Manager
6.4	English Language Proficiency Assessment Policy and Procedure	V1.1	06/02/2026	5/02/2026	Annual	Compliance Manager
6.5	Accommodation Assistance Policy and Procedure	V1.1	06/02/2026	5/02/2026	Annual	Student Support Manager
6.6	Records Management & Version Control Policy and Procedure	V1.1	06/02/2026	5/02/2026	Annual	Compliance Manager