

Notification of Organisational Changes

1. INTRODUCTION

The purpose of this policy is to ensure that NZQA and TEC will be given notification of all new staff members and their roles.

2. POLICY

- 2.1 Notification forms with relevant information regarding the new personnel to be faxed, emailed, or phoned.
- 2.2 Recorded on file with regards to changes within the Training Organization to the above areas.
- 2.3 Administration staff will ensure all files are stored appropriately

3. RESPONSIBILITY

- 3.1 The Administration Manager takes full responsibility for ensuring the information is kept up to date and forwarded to the appropriate organisations.

4 COMPLIANCE

- 4.1

5 REFERENCES

- 5.1