



Initial RTO Registration Application Form

# Introduction

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia’s Vocational Education and Training (VET) sector. Our purpose is to ensure quality VET so that students, industry, governments, and the community can have confidence in the integrity of national qualifications.

To protect students, industry, and the community from training practices which are inadequate, non-compliant, or low-quality, we are committed to ensuring that initial registration is only granted when we are satisfied of both the suitability of people involved in running and managing the organisation, and the organisation’s commitment and capability to becoming a quality VET provider.

When assessing initial registration applications we apply a rigorous risk-based assessment methodology. We assess preparedness to be compliant with all aspects of the VET Quality Framework. ASQA will validate claims made in the application form, the accompanying application documentation, and/or the supporting evidence you provide. Applicants may be required to participate in interviews with ASQA to support the assessment process, which may be conducted in person or via teleconferencing.

ASQA’s management of your application reflects the guiding principle that applying for registration as a registered training organisation (RTO) is voluntary. That means the obligation is on you as the applicant to provide ASQA with accurate and complete information it needs to properly assess the application against the regulatory requirements. It also means quickly responding to ASQA’s requests about your application including all requests for further information.

## Before you apply

Before applying for initial RTO registration, you should fully understand an RTO’s responsibilities and obligations.

People applying for initial RTO registration must demonstrate:

* they are ready to commence delivery, and
* they are committed and capable of achieving and maintaining compliance with the VET Quality Framework.

If you are not adequately prepared or you do not have adequate resources, ASQA is likely to reject your application.

Once registered, RTOs must always maintain compliance with the VET Quality Framework, including:

* The [*Standards for Registered Training Organisations (RTOs) 2015*](https://www.legislation.gov.au/F2014L01377/latest/text)(Standards for RTOs)
* The [Australian Qualifications Framework](https://www.aqf.edu.au/)(AQF)
* Fit and Proper Person Requirements
* Financial Viability Risk Assessment Requirements
* [Data Provision Requirements](https://www.legislation.gov.au/Details/F2020L01517)

See the [RTO Responsibilities](https://www.asqa.gov.au/rto/responsibilities/other) page on ASQA’s website for more information.

Applicants should also read and understand the *Guide to Initial RTO registration* which can be found in the [Guides and tools](https://www.asqa.gov.au/guidance-resources/resources-providers/guides-and-tools) page on ASQA’s website.

## Fit and Proper Person Requirements

In August 2023, the Government announced the strengthening of rules to ensure that people who own, operate, and manage RTOs meet higher and broader ‘fit and proper persons’ standards. This is an initiative designed to eliminate the minority of non-genuine operators that profit from students and fail to provide the standard of education and training that students deserve. The Standards for Registered Training Organisations Amendment (Fit and Proper Person) Instrument 2023 was registered on 5 September 2023 and incorporated in an amendment to the Standards for Registered Training Organisations (RTOs) 2015 (the Standards). See the [Fit and Proper Person Requirements](https://www.asqa.gov.au/news-events/news/fit-and-proper-person-requirements) page on ASQA’s website for more information about these changes.

ASQA’s assessment of your application will include thorough investigation and scrutiny to determine the suitability of persons who apply for initial RTO registration. Where there is concern, we may engage with other government agencies to determine if the Chief Executive Officer (CEO), executive officers, high managerial agents, and any person/s who exercises a degree of control or influence over the management or direction of the RTO meet the Fit and Proper Person Requirements. This includes consideration of a person’s:

* Compliance with the law.
* Management history.
* Financial record.
* Provision of information.
* Previous conduct and involvements; and
* Additional considerations.

Where ASQA considers information not provided by you that could be relevant to whether you meet the Fit and Proper Person Requirements, ASQA will let you know. You will have an opportunity to see the information and make comment.

During the assessment of your application, you will be asked to demonstrate:

* how your organisation determines whether a person falls under the requirement to complete a Fit and Proper Person Declaration.
* the system your organisation uses to determine whether a person is, or is not, a fit and proper person; and,
* how these processes and mechanisms have been applied to the CEO, executive officers, high managerial agents, and any persons who will exercise a degree of control or influence over the management or direction of the registered training organisation, should it be granted registration.

If we determine that a person or persons do not meet the Fit and Proper Person Requirements, under the Standards, the application may be rejected.

## About this application form

You should complete the Initial RTO Registration Application Form (referred to throughout this document as ‘the application form’) if you are applying for initial registration as a registered training organisation (RTO) with the Australian Skills Quality Authority (ASQA).

**IMPORTANT - If you are seeking registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to deliver VET courses to international students, you must also complete an application for initial ESOS registration.**

See the [How to become an ESOS or ELICOS provider](https://www.asqa.gov.au/cricos/how-become-esos-provider) page on ASQA’s website for more information.

Once submitted, you will not be permitted to make changes to the application form, so your responses should be complete, truthful, and accurate. If the information you provide in the application form is found to be incomplete or inaccurate, the application may be rejected. The chances of rejecting the application will be greater if you knowingly provide false or misleading information.

Choosing training products

**When submitting your application, you should ensure that you include all training products your organisation intends to deliver during the first 2 years of its registration.**

When submitting your application, you should ensure that you include all training products your organisation intends to deliver during the first 2 years of its registration. Newly registered RTOs are not permitted to apply to add training products to their approved scope until they have been registered for a period of 24 months or more. This is to ensure new RTOs focus on providing quality training or assessment for the products they are initially approved to deliver, and so that we may ensure that the RTO has demonstrated understanding of the educational integrity and commitment required to operate in the VET sector prior to expanding its course offerings.

## How to complete the application form

To successfully complete the application form, you should:

* ensure you have sufficient supporting evidence to meet each item in the required evidence table; and
* ensure that you provide sufficiently comprehensive written responses to all the questions.

Section 16 of the [*National Vocational Education and Training Regulator Act 2011*](https://www.legislation.gov.au/C2011A00012/latest/versions) (NVR Act) states that:

* an application for registration must be in a form approved by the National VET Regulator and must be accompanied by:
  + any information or documents that the Regulator requires; and
  + the application fee determined by the Minister, by legislative instrument, under section 232.

The information and evidence required by this application is the form ASQA has approved as per section 16 of the NVR Act. That means failure to provide all the required information and documents will result in your application being considered incomplete, and therefore ineligible for moving to the assessment phase.

### Tips for completing the application form

* Refer to guidance on [ASQA’s website](https://www.asqa.gov.au/) and the [*Standards for RTOs 2015*](https://www.legislation.gov.au/F2014L01377/latest/text) when developing your responses.
* Read over your application thoroughly before submitting to ensure that you have addressed all the required information for each question. Remember, if the application is incomplete and so not in the approved form it will not proceed to the assessment and decision stages.
* Check your completed application form before submitting to ensure it is complete, truthful, and accurate.
* [Contact ASQA](https://www.asqa.gov.au/about/contact-us) for help

## Submitting your application

**Initial registration applications are submitted in 2 stages:**

1. Prepare and submit an application for initial registration via the [asqanet portal](https://asqanet.asqa.gov.au/Account/Login?ReturnUrl=%2F). At this stage, you will be required to upload/enter:
   * Your registration details, including:
     + Your legal entity details (ABN/ACN)
     + Evidence of your legal entity
     + Head office/principal place of business
     + Ownership details
     + Details of people associated with the organisation
     + CEO details
     + Other existing business registrations
     + Type of training organisation
     + Contact details (general enquiries and registration enquiries)
     + Delivery sites
     + Your proposed scope items
     + Any scope-specific evidence
   * Fit and Proper Person Declaration forms
   * CEO Statutory Declaration
   * Financial Viability Risk Assessment tool and supporting documentation.
   * Your completed Initial RTO Registration Application Form
2. Once your application has been submitted and your lodgement fee has been paid, ASQA will send you an email with a unique link to upload your supporting evidence files.

Once we receive your supporting evidence, we will check to make sure that you have provided all the files you listed in the required evidence table in the application form. If you do not submit all the files you have listed in the table, your application will be considered incomplete.

# Required Evidence Table

Complete this table to ensure you have provided all the required evidence with your application. If any of the items on this table are either missing or unable to be opened/accessed by ASQA your application will be considered incomplete.

**When completing the table:**

* Please ensure that you provide accurate **individual file name/s** for each item. References to folders which contain multiple files will not be accepted.
* If you provide large documents which cover multiple requirements, please indicate both the **individual file name** and **page references** to indicate where the relevant information for each item can be found.
* If your evidence is only accessible via a weblink, please include the weblink in the table.
* If your evidence is in an electronic format which cannot be viewed without access to the host system (e.g., learning management or student management systems), please provide screen shots as evidence.

| Registration requirements | Relevant standards | Required evidence. | Have you provided this evidence? | Evidence Files |
| --- | --- | --- | --- | --- |
| Informing prospective and current students | Standards for RTOs 2015 clauses 4.1, 5.1, 5.2, 5.3, 5.4 | Copies of your organisation’s intended marketing and recruitment resources for 3 training products or courses[[1]](#footnote-2). | Yes  No | Click or tap here to enter text. |
| Copies of information which will be provided by your organisation to potential students before they enrol or commence training | Yes  No | Click or tap here to enter text. |
| Your organisation’s enrolment application form/s | Yes  No | Click or tap here to enter text. |
| Protecting pre-paid student fees | Standards for RTOs 2015 clause 7.3 | Evidence of your organisation’s fee protection mechanisms (Only required if your organisation will collect pre-paid student fees of over $1500). | Yes  No  Not applicable | Click or tap here to enter text. |
| Accepting and providing credit | Standards for RTOs 2015 clause 3.5 | Policies, procedures, strategies, and/or tools that your organisation will use to accept and provide credit to students | Yes  No | Click or tap here to enter text. |
| Recognition of prior learning | Standards for RTOs 2015 clause 1.12 | Policies, procedures, strategies, and/or tools that your organisation will use to offer recognition of prior learning to individual students | Yes  No | Click or tap here to enter text. |
| Managing complaints and appeals | Standards for RTOs 2015 clauses 6.1-6.6 | Policies and procedures to manage complaints and appeals (required) | Yes  No | Click or tap here to enter text. |
| Identifying and supporting students with individual learning needs | Standards for RTOs 2015 clauses 1.3, 1.7 | Policies, procedures, strategies, and/or tools that your organisation will use to identify and support students with individual learning needs | Yes  No | Click or tap here to enter text. |
| Evidence of educational and support services to meet the needs of the intended student cohort/s | Yes  No | Click or tap here to enter text. |
| Suitable training and assessment strategies | Standards for RTOs 2015 clauses 1.1, 1.2, 1.4, 1.5, 1.6 | Your organisation’s training and assessment strategies for **all proposed scope items and intended student cohorts** | Yes  No | Click or tap here to enter text. |
| Sufficient and appropriate learning and assessment resources | Standards for RTOs 2015 clauses 1.1, 1.3, 1.4, 1.8 | Your organisation’s learning resources and assessment systems for **at least 3 separate units of competency[[2]](#footnote-3)** | Yes  No | Click or tap here to enter text. |
| Sufficient and appropriate facilities and equipment | Standards for RTOs 2015 clauses 1.3, 1.4 | Evidence of your organisation’s existing facilities (e.g., photographs, floor plans, lease agreements, title deeds, learning management system contracts) | Yes  No | Click or tap here to enter text. |
| Evidence of your organisation’s equipment (e.g., photographs, purchase orders, inventories, etc.) | Yes  No | Click or tap here to enter text. |
| Sufficient suitable human resources, including trainers and assessors | Standards for RTOs 2015 clauses 1.3, 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.19, 1.20 | An overview of your organisation’s staff and structure. | Yes  No | Click or tap here to enter text. |
| Employment contracts for your organisation’s trainers and assessors | Yes  No | Click or tap here to enter text. |
| Copies of your organisation’s trainers and assessors’ resumes and qualifications | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to ensure that all trainers and assessors undertake the required professional development | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to ensure appropriate supervision of people who are not fully qualified trainers or assessors. (Only applies if your organisation will engage trainers/assessors who do not hold the required training and assessment qualifications) | Yes  No  Not applicable | Click or tap here to enter text. |
| Industry engagement | Standards for RTOs 2015 clauses 1.5, 1.6 | Evidence of how industry engagement informed your organisation’s training and assessment strategies | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to engage with industry | Yes  No | Click or tap here to enter text. |
| Assessment validation | Standards for RTOs 2015 clauses 1.9, 1.10, 1.11 | Policies, procedures, strategies, and/or tools that your organisation will use to manage and complete assessment validation | Yes  No | Click or tap here to enter text. |
| Your organisation’s 5-year assessment validation schedule | Yes  No | Click or tap here to enter text. |
| Management of training package transitions | Standards for RTOs 2015 clauses 1.26, 1.27 | Policies, procedures, strategies, and/or tools that your organisation will use to manage training package transitions | Yes  No | Click or tap here to enter text. |
| AQF Certification | Standards for RTOs 2015 clauses 3.1, 3.2, 3.3, 3.4, 3.6 | Your organisation’s certificate templates | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to manage student completion and certification | Yes  No | Click or tap here to enter text. |
| Data and reporting | Standards for RTOs 2015 clauses 3.6, 7.5, 8.1 | Evidence of your organisation’s current AVETMISS compliant student management system | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to manage and keep student records | Yes  No | Click or tap here to enter text. |
| Fit and Proper Person Requirements | Standards for RTOs 2015 clause 7.1 | Completed Fit and Proper Person forms for the CEO, and/or other Executive Officers, High Managerial Agents, or persons who exercise a degree of control or influence over the management or direction of the organisation | Yes  No | Click or tap here to enter text. |
| Financial Viability | Standards for RTOs 2015 clause 7.2 | Completed financial viability risk assessment tool, with supporting documents | Yes  No | Click or tap here to enter text. |
| Business plan (the business plan must cover the first 2 years of operation) | Yes  No | Click or tap here to enter text. |
| Public liability insurance | Standards for RTOs 2015 clause 7.4 | Public liability insurance certificate of currency | Yes  No | Click or tap here to enter text. |
| Management of third-party service providers | Standards for RTOs 2015 clauses 2.3, 2.4, 8.2 | Written agreements with third party-service providers (Only applies if your organisation will engage third-party service providers) | Yes  No  Not applicable | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to monitor and manage third-party service providers (Only applies if your organisation will engage third-party service providers) | Yes  No  Not applicable | Click or tap here to enter text. |
| Co-operation with the VET regulator | Standards for RTOs 2015 clauses 8.1, 8.3, 8.4, 8.5, 8.6 | Signed CEO Statutory Declaration | Yes  No | Click or tap here to enter text. |
| Self-assurance and continuous improvement | Standards for RTOs 2015 clause 2.1, 2.2 | Policies, procedures, strategies, and/or tools that your organisation will use to monitor and continually improve its marketing and recruitment practices | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to monitor and continually improve its enrolment practices | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to monitor and continually improve its student support practices | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to monitor and continually improve its training and assessment strategies and practices | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to monitor and continually improve its student completion and certification practices | Yes  No | Click or tap here to enter text. |
| Additional evidence | N/A | If you would like to provide additional evidence, please list the file names, and a short description of what they relate to.  (**Optional** – this will not be considered when determining if your application is complete) | Yes  No | Click or tap here to enter text. |

# Section 1 – Your Organisation

|  |  |
| --- | --- |
| Organisation’s Legal Name | Click or tap here to enter text. |
| Organisation trading names (business names) | Click or tap here to enter text. |
| Name of person/s who completed this application form | Click or tap here to enter text. |
| Role/s within organisation | Click or tap here to enter text. |
| Date completed | Click or tap here to enter text. |

## Consultants

|  |  |  |
| --- | --- | --- |
| Did a consultant assist with the completion of this application form, and/or other aspects of the application for initial RTO registration?  **If yes, please provide details.** | | Yes  No |
| Name of consultant | Click or tap here to enter text. | |
| Name of consultant’s organisation | Click or tap here to enter text. | |
| Consultant’s ABN/ACN | Click or tap here to enter text. | |
| Consultant’s contact phone number | Click or tap here to enter text. | |
| Consultant’s contact email address | Click or tap here to enter text. | |
| Consultant’s website address | Click or tap here to enter text. | |
| Nature of consultancy | The consultant is contracted to assist with initial registration only.  The consultant is contracted to assist with setting up the RTO and to provide ongoing compliance support.  Other (please provide details)  Click or tap here to enter text. | |

## Information about your organisation

|  |  |
| --- | --- |
| Why did you decide to apply for RTO registration?  Click or tap here to enter text. | |
| Describe why your organisation chose its proposed training products. Your response should explain:   1. Factors which contributed to and influenced your choice of training products that you intend to deliver in the first 2 years of registration. 2. How you conducted market research relevant to your chosen training products, and the outcomes of this research. 3. How you identified your organisation’s target group/s of students for the first 2 years of registration.   Click or tap here to enter text. | |
| Do you intend to deliver training and/or assessment services to overseas students studying in Australia within your first 2 years of registration?  **If yes, you should also complete an application for initial ESOS registration.** | Yes  No |
| Does your organisation intend to apply for government training contracts within the first 2 years of its operations?  If yes, please provide details about the funding schemes you intend to access:  Click or tap here to enter text. | Yes  No |
| Will your organisation collect pre-paid student fees of over $1500?  If yes, please provide details about the fee protection mechanism your organisation will use.  Click or tap here to enter text. | Yes  No |

## Fees

Complete this table to provide a breakdown of the fees your organisation will charge for each proposed training product.

***Note - If you need to add more lines, please*** ***include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

| Training product (national code and title) | Fees per student | Funding source(s) (e.g., students, employers, state funding, etc.) |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Delivery strategy overview

Complete this table to provide details about the student to teacher ratios, delivery locations, and delivery modes for each of your proposed scope items.

***Note – if you need more rows. please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

| Training product code and title | Student to teacher ratio | Delivery Location/s  (Please provide full addresses) | Delivery mode  (e.g., face to face, workplace, blended, online, distance, self-paced). |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# Section 2 – Marketing and Recruitment

In this section of the application form you should provide information about how your organisation will engage in marketing and student recruitment.

All claims made in response to questions in the application form will be verified by an assessor and should be consistent with the documentary evidence you provide with your application.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see *filename* for more information).
* If the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of *filename*).

## Marketing and recruitment practices

|  |
| --- |
| Describe your organisation’s intended marketing and recruitment practices. Your response should explain:   1. The specific ways in which your organisation will engage in marketing and recruitment. (e.g., website, social media marketing, business to business marketing, etc.) 2. How frequently your organisation will engage in marketing and student recruitment activities. 3. Who in your organisation will be responsible for these activities (Note – if you are intending on engaging third parties to conduct marketing and/or student recruitment on your behalf, you should provide this information in section 7.2 – third party providers).   Click or tap here to enter text. |

## Self-assurance

|  |
| --- |
| Describe how your organisation will self-assure and continuously improve its marketing and recruitment materials and practices. Your response should explain:   1. How your organisation will ensure its marketing and recruitment materials are compliant with the specific requirements of clause 4.1 of the Standards for RTOs 2015. 2. How your organisation will ensure marketing and recruitment information is current and accurately reflects your organisation’s course offerings. 3. How your organisation will manage continuous improvement for its marketing and recruitment resources and practices. 4. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Additional comments

|  |
| --- |
| If you have any additional comments or information related to your organisation’s marketing and recruitment practices which you would like ASQA to consider as part of your application, please type them in the field below.  Click or tap here to enter text. |

# 

# Section 3 – Enrolment

In this section of the application form you should provide information about your organisation’s intended student enrolment practices.

All claims made in response to questions in the application form will be verified by an assessor and should be consistent with the documentary evidence you provide with your application.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see *filename* for more information).
* If the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of *filename*).

## Pre-enrolment information

|  |
| --- |
| Describe how your organisation will provide potential students with access to sufficient information to make informed enrolment decisions. Your response should explain:   1. The formats/mediums your organisation will use to provide pre-enrolment information (e.g., print, electronic, website, course guides, etc.); and 2. How your organisation will ensure that students have accessed and understood pre-enrolment information before confirming their enrolment.   Click or tap here to enter text. |

## Self-assurance

|  |
| --- |
| Describe how your organisation will self-assure the information provided to potential students. Your response should explain:   1. How your organisation will ensure its pre-enrolment information is compliant with the specific requirements of clauses 5.2 and 5.3 of the Standards for RTOs 2015. 2. How your organisation will ensure pre-enrolment information is current and accurately represents the services offered by your organisation. 3. How your organisation will keep records of the pre-enrolment information provided to students. 4. How your organisation will manage continuous improvement for pre-enrolment information. 5. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Accepting and providing credit

|  |
| --- |
| Describe your organisation’s strategy for accepting and providing credit to students who have completed nationally recognised training (credit transfer). your response should explain:   1. How your organisation will make students aware of their credit transfer options. 2. How your organisation will collect and store evidence for credit transfer. 3. How your organisation will verify the authenticity of evidence used for credit. 4. Who in your organisation will be responsible for these activities. 5. How your organisation will ensure that people responsible for accepting and providing credit have the necessary skills and knowledge to do so compliantly.   Click or tap here to enter text. |

## Additional comments

|  |
| --- |
| If you have any additional comments or information related to your organisation’s enrolment practices which you would like ASQA to consider as part of your application, please type them in the field below.  Click or tap here to enter text. |

# Section 4 – Student Support and Progression

In this section of the application form you should provide information about how your organisation will support students throughout their journey.

All claims made in response to questions in the application form will be verified by an assessor and should be consistent with the documentary evidence you provide with your application.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see *filename* for more information).
* If the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of *filename*).

## Complaints and appeals

|  |
| --- |
| Describe how students or members of the public will be able to easily access your organisation’s complaints and appeals policies and procedures. Your response should explain:   1. The formats/media in which your organisation will publish its policies and procedures (e.g., website, print, LMS etc.) 2. How they will be made available to students. 3. How will they be made available to members of the public.   Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation will self-assure its management of complaints and appeals. Your response should explain:   1. How your organisation will ensure its staff understand how to properly manage complaints and appeals. 2. How your organisation will use the outcomes of complaints and appeals to inform continuous improvement. 3. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Student support

|  |
| --- |
| Describe how your organisation will identify students with specific learning needs. Your response should explain:   1. How your organisation will ensure that students have the required Language, Literacy, and Numeracy (LLN) skills prior to commencing a course. 2. How your organisation will identify students who have a disability. 3. How your organisation will identify Aboriginal and/or Torres Strait Islander students. 4. How your organisation will identify students who require support after training has commenced. 5. Who in your organisation will be responsible for these activities. 6. How your organisation will ensure that people responsible for identifying students with specific learning needs have the necessary skills and knowledge to do so effectively.   Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation will provide students with access to appropriate support once their support needs are identified. Your response should explain:   1. The types of support that will be provided by your organisation (if applicable). 2. Details about external support services/resources your organisation will refer students to (if applicable). 3. How your organisation will inform students about available support. 4. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Self-assurance

|  |
| --- |
| Describe how your organisation will self-assure its student support practices. Your response should explain:   1. How your organisation will evaluate the effectiveness of its student support services. 2. How your organisation will ensure it responds appropriately to all students who require support. 3. How your organisation will maintain up to date referral networks for externally provided student support (if applicable). 4. How your organisation will keep records of student support services and referrals. 5. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Additional comments

|  |
| --- |
| If you have any additional comments or information related to your organisation’s student support and progression practices which you would like ASQA to consider as part of your application, please type them in the field below.  Click or tap here to enter text. |

# 

# Section 5 – Training and Assessment

In this section of the application form you should provide information about your organisation’s intended training and assessment practices.

All claims made in response to questions in the application form will be verified by an assessor and should be consistent with the documentary evidence you provide with your application.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see *filename* for more information).
* If the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of *filename*).

## Trainers and assessors

|  |
| --- |
| Describe your organisation’s approach to ensuring it has sufficient suitably qualified trainers and assessors for the number of students enrolled. Your response should explain:   1. Your organisation’s approach to recruitment of trainers and assessors 2. How your organisation will set and maintain appropriate trainer to student ratios.   Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation will ensure its trainers and assessors have appropriate skills, knowledge, and competencies. Your response should include the following:   1. How your organisation will ensure its trainers and assessors have vocational competencies at least to the level being delivered and assessed. 2. How your organisation will ensure its trainers and assessors engage in VET professional development. 3. How your organisation will ensure its trainers and assessors maintain industry currency. 4. How your organisation will ensure appropriate supervision of trainers and assessors who do not meet mandatory trainer and assessor requirements (if applicable).   Click or tap here to enter text. |

## 

Complete the table below for each trainer/assessor who will work for your organisation.

***Note – if you have more than three trainer/assessors please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trainer/assessor 1 | | | | | |
| **Name of trainer/assessor** | Click or tap here to enter text. | | | | |
| **Contact phone number** | Click or tap here to enter text. | | | | |
| **Contact email address** | Click or tap here to enter text. | | | | |
| **Training products**  (List the national code and title for each unit of competency the trainer/assessor will deliver) | Click or tap here to enter text. | | | | |
| **Qualifications/licenses** | Click or tap here to enter text. | | | | |
| **Relevant industry experience** | Click or tap here to enter text. | | | | |
| **Does this trainer currently work for any other RTOs or ESOS providers?** | Yes  No | | | | |
| **If yes, provide the RTO code and CRICOS provider number (if applicable) for each organisation the trainer works for, and the number of hours per week they work for each organisation.** | **RTO Code** | **CRICOS Provider Number (if applicable)** | **Date employment commenced** | **Number of hours worked per week** | **Date employment will end.**  **(If employment is ongoing, write ‘ongoing’ in this field).** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trainer/assessor 2 | | | | | |
| **Name of trainer/assessor** | Click or tap here to enter text. | | | | |
| **Contact phone number** | Click or tap here to enter text. | | | | |
| **Contact email address** | Click or tap here to enter text. | | | | |
| **Training products**  (List the national code and title for each unit of competency the trainer/assessor will deliver) | Click or tap here to enter text. | | | | |
| **Qualifications/licenses** | Click or tap here to enter text. | | | | |
| **Relevant industry experience** | Click or tap here to enter text. | | | | |
| **Does this trainer currently work for any other RTOs or ESOS providers?** | Yes  No | | | | |
| **If yes, provide the RTO code and CRICOS provider number (if applicable) for each organisation the trainer works for, and the number of hours per week they work for each organisation.** | **RTO Code** | **CRICOS Provider Number (if applicable)** | **Date employment commenced** | **Number of hours worked per week** | **Date employment will end.**  **(If employment is ongoing, write ‘ongoing’ in this field).** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trainer/assessor 3 | | | | | |
| **Name of trainer/assessor** | Click or tap here to enter text. | | | | |
| **Contact phone number** | Click or tap here to enter text. | | | | |
| **Contact email address** | Click or tap here to enter text. | | | | |
| **Training products**  (List the national code and title for each unit of competency the trainer/assessor will deliver) | Click or tap here to enter text. | | | | |
| **Qualifications/licenses** | Click or tap here to enter text. | | | | |
| **Relevant industry experience** | Click or tap here to enter text. | | | | |
| **Does this trainer currently work for any other RTOs or ESOS providers?** | Yes  No | | | | |
| **If yes, provide the RTO code and CRICOS provider number (if applicable) for each organisation the trainer works for, and the number of hours per week they work for each organisation.** | **RTO Code** | **CRICOS Provider Number (if applicable)** | **Date employment commenced** | **Number of hours worked per week** | **Date employment will end.**  **(If employment is ongoing, write ‘ongoing’ in this field).** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Locations, resources, and equipment

|  |
| --- |
| Provide a detailed list of the locations, facilities, physical resources, and equipment your organisation has CURRENT access to. Note that locations should be a **full address**, not just a suburb or area. It is a legal requirement to provide information about **all** intended delivery locations.  **Note – you may choose to attach the list as a separate file. If you do, please ensure you indicate the file name in the Additional Evidence section of the Required Evidence Table.**  Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation will manage its resources, ensuring it has ongoing access to sufficient resources to conduct training and assessment. Your response should describe the following as applicable to your organisation:   1. How your organisation will manage stock levels for consumables (if applicable). 2. How your organisation will manage its leases and/or subscriptions (if applicable). 3. How your organisation will monitor and manage the condition of its resources and equipment (if applicable). 4. How cleaning and maintenance of resources, facilities, and equipment will be conducted and managed (if applicable). 5. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

|  |
| --- |
| Will your organisation be sharing resources or locations with any other persons/ organisations?  Yes  No |

If yes, please complete the tables below for each person or organisation with whom you will be sharing resources.

***Note – if you are sharing resources with more than three people or organisations, please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

|  |  |
| --- | --- |
| Person/Organisation 1 | |
| Name of person/organisation | Click or tap here to enter text. |
| ABN/ACN of person/organisation | Click or tap here to enter text. |
| Person/organisation contact phone number | Click or tap here to enter text. |
| Person/organisation email address | Click or tap here to enter text. |
| Location of shared resources (provide full address) | Click or tap here to enter text. |
| Describe the shared resources (i.e., what is being shared?) | Click or tap here to enter text. |
| Which units of competency are the shared resources for? | Click or tap here to enter text. |
| Name/s of trainers and assessors who will be using or accessing the shared resources or locations | Click or tap here to enter text. |
| Describe the sharing arrangements | Click or tap here to enter text. |
| Are the sharing arrangements supported by a written agreement? | Yes  No |
| If yes, provide the file name of the written agreement and ensure you provide it as supporting evidence with your application | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Person/Organisation 2 | |
| Name of person/organisation | Click or tap here to enter text. |
| ABN/ACN of person/organisation | Click or tap here to enter text. |
| Person/organisation contact phone number | Click or tap here to enter text. |
| Person/organisation email address | Click or tap here to enter text. |
| Location of shared resources (provide full address) | Click or tap here to enter text. |
| Describe the shared resources (i.e., what is being shared?) | Click or tap here to enter text. |
| Which units of competency are the shared resources for? | Click or tap here to enter text. |
| Name/s of trainers and assessors who will be using or accessing the shared resources or locations | Click or tap here to enter text. |
| Describe the sharing arrangements | Click or tap here to enter text. |
| Are the sharing arrangements supported by a written agreement? | Yes  No |
| If yes, provide the file name of the written agreement and ensure you provide it as supporting evidence with your application | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Person/Organisation 3 | |
| Name of person/organisation | Click or tap here to enter text. |
| ABN/ACN of person/organisation | Click or tap here to enter text. |
| Person/organisation contact phone number | Click or tap here to enter text. |
| Person/organisation email address | Click or tap here to enter text. |
| Location of shared resources (provide full address) | Click or tap here to enter text. |
| Describe the shared resources (i.e., what is being shared?) | Click or tap here to enter text. |
| Which units of competency are the shared resources for? | Click or tap here to enter text. |
| Name/s of trainers and assessors who will be using or accessing the shared resources or locations | Click or tap here to enter text. |
| Describe the sharing arrangements | Click or tap here to enter text. |
| Are the sharing arrangements supported by a written agreement? | Yes  No |
| If yes, provide the file name of the written agreement and ensure you provide it as supporting evidence with your application | Click or tap here to enter text. |

## Learning and assessment resources

Complete the table below to provide details about the learning and assessment resources your organisation will use for each unit of competency.

***Note – if you need more rows, please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

| Unit of competency (code and title) | Learning resources  (name and type) | Assessment resources  (name and type of assessment) | Which of these resources are either purchased or licensed by a third party? (tick all that apply). |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Learning resources  Assessment resources  None |

## Training and assessment strategies

|  |
| --- |
| Describe how your organisation developed its training and assessment strategies. Your response should explain:   1. Who participated in developing and documenting your training and assessment strategies, including details about any industry representatives and/or consultants. 2. What your organisation considered when choosing its training delivery modes and assessment methods. 3. Details about how your organisation engaged with industry, and how industry feedback was used to inform its training and assessment strategies and chosen scope items. 4. How your organisation determined appropriate amounts of training. 5. How your organisation ensured the quality of its training and assessment strategies so that they are compliant and fit for use.   Click or tap here to enter text. |

## Self-assurance

|  |
| --- |
| Describe how your organisation will self-assure its training and assessment strategies. Your response should explain:   1. When and how your organisation will review and improve its existing training and assessment strategies. 2. How your organisation will ensure revised or new training and assessment strategies are appropriate before they are implemented. 3. How your organisation will engage with industry to inform training and assessment strategies. 4. Who in your organisation will be responsible for these activities? 5. How your organisation will ensure that people who are responsible for self-assuring training and assessment strategies have appropriate knowledge and skills to ensure compliance.   Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation will self-assure its training and assessment practices, ensuring they are consistent with documented training and assessment strategies. Your response should explain:   1. How your organisation will provide trainers and assessors with access to training and assessment strategies. 2. How your organisation will ensure its trainers and assessors understand the requirements of training and assessment strategies. 3. How your organisation will monitor trainers and assessors’ practices to ensure they adhere to the organisation’s training and assessment strategies. 4. How your organisation will monitor training and assessment that takes place in a student’s workplace (if applicable). 5. How your organisation will collect feedback about its training and assessment practices. 6. How your organisation will use feedback to continually improve its training and assessment practices. 7. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Assessment validation

|  |
| --- |
| Describe your organisation’s approach to assessment validation. Your response should describe the following:   1. Who in your organisation will lead and participate in validation activities. 2. How your organisation’s validation approach involves consultation with industry. 3. The activities which will take place during validation. 4. Your organisation’s validation sampling approach. 5. Your organisation’s approach to recording and communicating validation outcomes. 6. How your organisation will use validation outcomes to inform future practice.   Click or tap here to enter text. |

## Training package transitions

|  |
| --- |
| Describe how your organisation will manage training package transitions. Your response should describe:   1. How your organisation will communicate training package transition requirements to staff and students. 2. How your organisation will ensure students who are enrolled in superseded training products either complete the course and receive certification, or transfer into replacement products within the required time frame. 3. How your organisation will ensure students do not commence training in products which have been superseded or removed from the National Register. 4. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Additional comments

|  |
| --- |
| If you have any additional comments or information related to your organisation’s training and assessment practices which you would like ASQA to consider as part of your application, please type them in the field below.  Click or tap here to enter text. |

# Section 6 – Completion

In this section of the application form you should provide information about your organisation’s intended approaches to managing student completion and certification.

All claims made in response to questions in the application form will be verified by an assessor and should be consistent with the documentary evidence you provide with your application.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see *filename* for more information).
* If the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of *filename*).

## Self-assurance

|  |
| --- |
| Describe how your organisation will manage and self-assure student completion and certification? Your response should describe the following:   1. How your organisation will ensure students have fully met training package requirements before issuing certification. 2. How your organisation will verify Unique Student Identifiers (USIs). 3. How your organisation will ensure that it does not issue certification to students who have not provided a valid USI. 4. How your organisation will ensure certificates are secure and protected. 5. How your organisation will ensure certificates are issued within 30 calendar days of completion, providing all fees have been paid. 6. How your organisation will provide past students with access to their certificates. 7. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

|  |
| --- |
| If you have any additional comments or information related to your organisation’s completion practices which you would like ASQA to consider as part of your application, please type them in the field below.  Click or tap here to enter text. |

## Additional comments

# Section 7 – Regulatory Compliance and Governance

In this section of the application form you should provide information about your organisation’s governance, and its intended approaches to managing regulatory compliance.

All claims made in response to questions in the application form will be verified by an assessor and should be consistent with the documentary evidence you provide with your application.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see *filename* for more information).
* If the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of *filename*).

## Data collection and student records

|  |
| --- |
| Describe how your organisation intends to collect and report quality performance indicator data. Your response should include the following:   1. How and when your organisation will administer quality indicator data surveys. 2. How your organisation will collect and collate quality indicator data results. 3. Who in your organisation will be responsible for collecting and reporting quality performance indicator data. 4. How your organisation will use quality indicator data to inform future operations.   Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation intends to collect and report student data. Your response should include the following:   1. Which system or program will your organisation use to capture and record student information in line with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS)? 2. Who in your organisation will be responsible for entering, validating, and reporting AVETMISS data? 3. How frequently will your organisation report AVETMISS data to the National Centre for Vocational Education Research (NCVER)?   Click or tap here to enter text. |

## 

## Third-party service providers

|  |
| --- |
| Does your organisation intend to engage third party service providers?  Yes  No |

If yes, please complete this table for each third-party service provider you will engage.

***Note – if you will be engaging more than three third-party service providers, please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

|  |  |
| --- | --- |
| Third-party service provider 1 | |
| Name of third-party service provider | Click or tap here to enter text. |
| ABN/ACN/MARN | Click or tap here to enter text. |
| Contact name | Click or tap here to enter text. |
| Contact phone number | Click or tap here to enter text. |
| Contact email address | Click or tap here to enter text. |
| Services they will provide | Click or tap here to enter text. |
| Is this arrangement supported by a written agreement? | Yes  No |
| If yes, please provide the file name of the written agreement and ensure you provide it with your supporting evidence | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Third-party service provider 2 | |
| Name of third-party service provider | Click or tap here to enter text. |
| ABN/ACN/MARN | Click or tap here to enter text. |
| Contact name | Click or tap here to enter text. |
| Contact phone number | Click or tap here to enter text. |
| Contact email address | Click or tap here to enter text. |
| Services they will provide | Click or tap here to enter text. |
| Is this arrangement supported by a written agreement? | Yes  No |
| If yes, please provide the file name of the written agreement and ensure you provide it with your supporting evidence | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Third-party service provider 3 | |
| Name of third-party service provider | Click or tap here to enter text. |
| ABN/ACN/MARN | Click or tap here to enter text. |
| Contact name | Click or tap here to enter text. |
| Contact phone number | Click or tap here to enter text. |
| Contact email address | Click or tap here to enter text. |
| Services they will provide | Click or tap here to enter text. |
| Is this arrangement supported by a written agreement? | Yes  No |
| If yes, please provide the file name of the written agreement and ensure you provide it with your supporting evidence | Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation will assure services provided by third parties. Your response should explain:   1. How your organisation will ensure that suitable written agreements are in place. 2. How and when your organisation will communicate third-party responsibilities and ensure they are understood. 3. How and when your organisation will communicate information about third parties to students and staff. 4. How and when your organisation will monitor the services which are provided by third parties. 5. How your organisation will respond if it becomes aware of inappropriate practices by its third parties. 6. How your organisation will prevent future inappropriate practices by a third-party after a breach has been identified. 7. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Fit and proper person requirements

|  |
| --- |
| Describe your organisation’s approach to ensuring that key people who exercise a degree of control or influence over the management or direction of the organisation meet the Fit and Proper Person Requirements. Your response should explain:   1. How your organisation determines whether a person falls under the requirement to complete a Fit and Proper Person Declaration. 2. The system your organisation uses to determine whether a person is, or is not, a fit and proper person; and 3. How these processes and mechanisms have been applied to the PEO, executive officers, high managerial agents, and any persons who will exercise a degree of control or influence over the management or direction of the organisation.   Click or tap here to enter text. |

# Section 8 – Confirmation and Signature

I Click or tap here to enter text. confirm that:

1. The information provided in this application is true and complete, and accurately reflects the intended practices of my organisation.
2. I have reviewed and provided all the required information and evidence.
3. My organisation is ready to commence delivery.
4. I understand:
   1. the application will be incomplete if I do not produce all the required supporting evidence at the time of submission.
   2. information and evidence provided in an application for initial registration cannot be amended once the application has been accepted.
   3. if my application is incomplete, it will not be accepted and will not be assessed.
   4. Once accepted, the assessment of an application for initial registration will include:
      1. assessment of supporting documentation against the VET Quality Framework; and
      2. validation of information and evidence, which may include assessment interviews and site visits. These will be conducted either in person or via teleconferencing.
   5. I may be required to participate in assessment interviews to support ASQA’s assessment of this application.
   6. ASQA may refuse the application for initial registration under the following circumstances:
      1. Information or evidence I provide is found to be false or misleading.
      2. I fail to provide information or evidence requested by ASQA in the specified time, or in the required form.
      3. My application has not demonstrated that my organisation will be fully compliant with the VET Quality Framework from the date of registration.
      4. I have not demonstrated commitment and/or capability to deliver quality education and training.
      5. ASQA determines key people or persons in my organisation not to be fit and proper under the Standards.
      6. I have not demonstrated to the satisfaction of the regulator that my organisation will be financially viable.
      7. I have not demonstrated to the satisfaction of the regulator that the Data Provision Requirements will be met.
5. I understand my obligations should my organisation be granted registration, including, but not limited to:
   1. I will be legally responsible for the RTO and its compliance with the VET Quality Framework under the National Vocational Education and Training Regulator Act 2011 (NVR Act).
   2. I will be required to provide accurate and truthful responses to information requests from ASQA relevant to my organisation’s registration.
   3. I will be required to co-operate with ASQA in the conduct of audits and monitoring of my organisation’s operations.
   4. I will be required to provide ASQA with information about substantial changes to my organisation’s operations or any event which would significantly affect my organisation’s ability to comply with these standards within 90 calendar days of the change occurring.
   5. I will be required to provide ASQA with information about significant changes to its ownership within 90 calendar days of the change occurring.
   6. I will be required to notify ASQA of any agreements my organisation enters into with third parties delivering services on behalf of my organisation, and I will be responsible for ensuring third parties I engage co-operate with ASQA.
   7. I will be required to submit an annual declaration on compliance with the Standards for RTOs (2015) to ASQA.
   8. I will be required to submit AVETMISS data (the data elements described in the Australian Vocational Education and Training Management Information Statistical Standard).
   9. I will be required to provide quality/performance indicator data annually.
6. I understand that if my organisation is granted registration and I am subsequently found to not comply with any of the requirements of the VET Quality Framework, ASQA may take action against my RTO which could include:
   1. imposing sanctions on registration, such as cancellation of my RTO’s registration.
   2. imposing conditions on registration.
   3. issuing an infringement notice.
   4. commencing legal proceedings.
7. I understand that ASQA, as the national VET regulator:
   1. may impose conditions on my organisation’s registration upon granting of registration or any time thereafter.
   2. may share information about this application with other state registering bodies and with other relevant bodies, authorities, persons, and agencies in accordance with the NVR Act.
   3. may refuse this application if my organisation fails to provide true and correct information by act or omission of a material nature in this application.
8. I acknowledge that:
   1. If my application is incomplete, the application fee may not be refunded.
   2. If I choose to withdraw my application after assessment of it has commenced, the assessment fee, or part of it, may not be refunded.
   3. Typically,
      1. ASQA approves new RTOs for an initial period of 2 years; and
      2. If my application is approved, I will not be permitted to apply to change my organisation's approved scope until the organisation has been registered for at least 24 months.
9. I understand:
   1. if ASQA does not approve my application, I will receive a letter to explain why.
   2. if I disagree with the reasons why my application was rejected, I may request a review of the decision.
10. I understand:
    1. When processing initial registration applications, ASQA may assess, decide, and grant applications in the order it deems appropriate, and applications are not always processed in the order of receipt.
    2. My application may be considered after other applications which are submitted at a later date, and that this will not mean that my application has been unreasonably delayed.

**Knowingly giving false or misleading information is a serious offence.**

Name of CEO: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date signed: Click or tap here to enter text.

1. If your application includes less than 3 training products or courses, you should upload evidence for all of your proposed scope items. [↑](#footnote-ref-2)
2. If your application includes less than 3 units of competency, you should upload evidence for all of your proposed scope items. [↑](#footnote-ref-3)