



REGISTERED TRAINING ORGANISATION APPLICATION FOR REGISTRATION

You need to complete this application form if you are applying to:

- become a registered training organisation (RTO) for the first time, or
- renew your registration as a registered training organisation (RTO)).

This form must be completed and submitted as a printed application.

Registration Fees

Under the [Vocational Education and Training Regulations 1995 \(No. 69 of 1995\)](#) - Regulation 4 - Sections 25, 29 & 67, fees are levied for registration.

Details of the current fees for VET RTO Registration fees are available on our website, <http://www.tqa.tas.gov.au/1861>

Please note an invoice will be raised once the registration process is complete.

Privacy disclaimer

The Tasmanian Qualification Authority's Personal Information Protection Policy for the Tasmanian Qualifications Authority is available on our website at <http://www.tqa.tas.gov.au/0828>

Address all applications to:

Chief Executive Officer
Tasmanian Qualifications Authority
PO Box 147
SANDY BAY TAS 7006

**SECTION 1 – APPLICANT’S DETAILS**

1.1. Name of legal entity applying for registration

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1.2. Type of legal entity

- | | | |
|--|---|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole trader | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Trust | <input type="checkbox"/> Incorporated association | <input type="checkbox"/> Government entity |
| <input type="checkbox"/> Other (specify) | | |

1.3. Registered business (trading) name(s)

Registered Business Name

1.4. ACN

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1.5. ABN

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1.6. Type of training organisation

School

- Government school
- Catholic school
- Independent school
- Australian Technical College

TAFE

- Technical and Further Education (TAFE) Institute

University

- Government university
- Non-government Catholic university
- Non-government independent university

Community-based adult education

- Community-based adult education provider

Enterprise

- Government enterprise
- Non-government enterprise

Other training provider

- Private provider
- Professional association
- Industry association
- Equipment/product manufacturer/supplier
- Other (not classified elsewhere)

1.7. Head office of legal entity applying for registration

Head office			
Street address			
Postal address (if different from above)			
Phone		Fax	
Mobile		Email	
Website			



1.8. Principal place of RTO business

Principal Place of RTO business			
Street address			
Postal address (if different from above)			
Phone		Fax	
Mobile		Email	
Website			

1.9. RTO's Permanent delivery sites

Tick this box if additional information or a further list is attached.

Copy and past additional tables if required

Delivery site 1				
Street address				
Phone		Fax		
Contact person				
Title		Surname	Given names	
Position				
Phone		Fax		
Email		Mobile		

Delivery site 2				
Street address				
Phone		Fax		
Contact person				
Title		Surname	Given names	
Position				
Phone		Fax		
Email		Mobile		

1.10. Chief Executive Officer

Chief Executive Officer				
Title		Surname	Given names	
Position				
Phone		Fax		
Mobile		Email		



1.11. Day-to-day contact person

Day-to-day contact person					
Title		Surname		Given names	
Position					
Phone			Fax		
Mobile			Email		

1.12. Registration contact person

Registration contact person					
Title		Surname		Given names	
Position					
Phone			Fax		
Mobile			Email		
Is this person an employee of the applicant (legal entity)				Yes	No

SECTION 2 – DETAILS OF LEGAL ENTITY'S DIRECTORS AND OTHER ASSOCIATES

All applicants are required to provide information about their associates in order for the registering body to consider their suitability for registration. An associate is a person that can, or will be able to, have significant influence over, or in relation to the carrying out of, the operations of the applicant once registered.

Tick this box if additional information or a further list is attached.

Copy and past additional tables if required

Person 1					
Title		Surname		Given names	
Address					
Phone			Fax		
Mobile			Email		

Person 2					
Title		Surname		Given names	
Address					
Phone			Fax		
Mobile			Email		



SECTION 3 – APPLICANTS HISTORY

History of the legal entity making the application

- 3.1 Is the applicant or any associate currently registered as an RTO in any state or territory?
 Yes the applicant is Yes an associate is No neither is

If yes, please details in the table below.

Current registration			
Legal name of RTO			
Trading name(s)			
RTO number			
Period of current registration	From		To
ACN		ABN	
Chief executive			
State or territory where registration is held			

- 3.2 Has the applicant or any associate ever been registered as an RTO, other than the RTO in this application, in any state or territory?
 Yes the applicant is Yes an associate is No neither is

If yes, please details in the table below.

Former registration			
Legal name of RTO			
Trading name(s)			
RTO number			
Period of current registration	From		To
ACN		ABN	
Chief executive			
State or territory where registration was held			

- 3.3 Does the applicant or any associate have an application for registration currently lodged with any other registering body?
 Yes, in (name of state or territory) No
- 3.4 Has the applicant or any associate ever been refused registration or had registration suspended or cancelled by this or any other state or territory registering body?
 Yes, please provide details at 3.11 below No
- 3.5 Has the applicant or any associate ever had registration suspended by this or any other state or territory registering body?
 Yes, please provide details at 3.11 below No
- 3.6 Has the applicant or any associate ever been convicted of an indictable offence under a law of the Commonwealth or of any Australian state or territory?
 Yes, please provide details at 3.11 below No



- 3.7 Has the applicant or any associate ever been convicted of an offence against the Vocational Education and Training Act 1994 or a corresponding law of any other Australian state or territory or the Commonwealth?
 Yes, please provide details at 3.11 below No
- 3.8 Has the applicant or any associate ever become bankrupt, applied to take the benefit of a law for the benefit of bankrupt or insolvent debtors, compounded with his or her creditors or assigned his or her remuneration for the benefit of creditors.
 Yes, please provide details at 3.11 below No
- 3.9 Has the applicant or any associate ever been disqualified from managing corporations under Part 2D.6 of the Corporations Act 2001.
 Yes, please provide details at 3.11 below No
- 3.10 Has the applicant or any associate ever been involved in the business of the provision of courses by another provider who is covered by any of the above paragraphs at the time of any of the events that gave rise to the relevant prosecution or other action.
 Yes, please provide details at 3.11 below No

3.11 Additional details

If you answered *yes* to any of questions 3.4 to 3.10 above, you need to provide further details.
Copy this table as many times as required.

Details of responses to questions 3.4 to 3.10							
Name				ABN			
Address							
Suburb		State	Postcode				
Phone				Fax			
Mobile				Email			
Former name (if any)							
Date of Birth		Place of Birth (town, state and country)					
Is this the applicant or an associate?	<input type="checkbox"/> Applicant			<input type="checkbox"/> Associate			
Which questions did you answer <i>yes</i> to?	<input type="checkbox"/> 3.4	<input type="checkbox"/> 3.5	<input type="checkbox"/> 3.6	<input type="checkbox"/> 3.7	<input type="checkbox"/> 3.8	<input type="checkbox"/> 3.9	<input type="checkbox"/> 3.10
Provide details:							



SECTION 5 – DECLARATION BY CEO

This declaration must be completed by the chief executive of all organisations applying for registration. If the legal entity applying is a person, that person must complete the declaration. The declaration is made as a formal undertaking to *Tasmanian Qualifications Authority*.

**This declaration cannot be completed on screen.
Please print it and complete it by hand.**

DECLARATION

I, _____
(Chief Executive)

of _____
(legal entity)

certify to Tasmanian Qualifications Authority that our organisation will operate in accordance with the *Vocational Education and Training Act 1994*, guidelines made under the [Act] and the Australian Quality Training Framework (AQTF) Essential Standards for Registration, which include the Conditions of Registration, as detailed below:

1. Governance

The RTO's chief executive must ensure that the RTO complies with the AQTF 2007 Essential Standards for Registration and any national guidelines approved by the National Quality Council across all of its operations within its scope of registration listed on the Nation Training Information Service.

2. Interactions with the registering body

The RTO's chief executive must ensure that the RTO cooperates with its registering body in the conduct of audits and the monitoring of its operations, the provision of accurate and timely data relevant to measures of its performance and information about significant changes to its operations and in the retention, archiving, retrieval and transfer of records consistent with its registering body requirements.

3. Compliance with legislation

The RTO must comply with relevant Commonwealth, State or Territory legislation and regulatory requirements that are relevant to the RTO's operations and its scope of registration and ensure that its staff and clients are fully informed of these requirements where they affect their duties or participation in vocational education and training.

4. Insurance

The RTO must hold insurance for public liability throughout its registration period.

5. Financial management

The RTO must protect fees paid in advance and have a fair and reasonable refund policy. The RTO must have its accounts certified by a qualified accountant to Australian Accounting Standards, at least annually, and provide the certificate of accounts to its registering body on request. If the registering body reasonably deems it necessary, the chief executive must provide to the registering body, a full audit report of the RTO's financial accounts from a qualified and independent accountant.

6. Certification and issuing of qualifications and Statements of Attainment

The RTO must issue to persons it has assessed as competent, in accordance with the requirements of the Training Package or accredited course, a qualification or statement



of attainment (as appropriate) that meets the Australian Qualifications Framework (AQF) requirements, identifies the RTO by its national provider number from the National Training Information Service and includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of use.

The RTO must retain client records of attainment of units of competence and qualifications for a period of 30 years.

7. Recognition of qualifications issued by other RTOs

The RTO must recognise the AQF qualifications and statements of attainment issued by any other RTO.

8. Accuracy and integrity of marketing

The RTO must ensure its marketing and advertising of AQF qualifications to prospective clients is ethical, accurate and consistent with its scope of registration and the NRT logo is used in accordance with its conditions of use.

9. Transition to Training Packages/expiry of accredited courses

The RTO must manage the transition from superseded Training Packages within 12 months of their publication on National Training Information Service and also manage the transition from superseded accredited courses so that it delivers only currently endorsed Training Packages or currently accredited courses.

I understand that the Tasmanian Qualifications Authority may share information about this application and our organisation with other state and territory registering bodies and other relevant agencies in accordance with the provisions of the *Vocational Education and Training ACT 1994* and the requirements of the AQTF Standards for State and Territory Registering Bodies.

I also understand that this application may be refused if our organisation:

- fails to provide true and correct information of a material nature in this application; or
- fails to fulfil the undertakings made in this decision.

Chief executive's signature: _____ Date: _____

Print name: _____

Witnessed by:

Name (Please print): _____

Position title: _____

Organisation: _____

Signature: _____ Date: _____



SECTION 6 – STATUTORY DECLARATION

Made under the Tasmanian Oaths Act 2001 ¹

I², _____, do solemnly and sincerely declare that the information I have provided in this application is true and accurate and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Criminal Code Act 1924*.

Signed³ _____

Declared at _____ the _____ day of _____ (month) _____ (year)

Before me⁴ _____

⁵ _____

¹ A person who willfully makes a false declaration is guilty of an offense punishable by imprisonment.

² Here print the name, address and occupation of person making the declaration.

³ Signature of person making the declaration.

⁴ Signature of person before whom the declaration is made.

⁵ Here insert title of person before whom the declaration is made (Justice of the Peace, notary public, Commissioner for taking affidavits, etc).