

Form E

Standing application for amendments to training packages

About this form

Registered training organisations (RTOs) wanting to make a standing application for amendments to training packages should read the Guide to Form E before completing this form.

RTOs wanting to apply to add or remove specific training package qualifications, units of competency and accredited courses are required to complete Form B.

A standing application only applies to amendments to training packages where relevant qualifications (or units of competence) are already on your RTO’s scope of registration.

A standing application is valid for a period of up to five years from the date it is lodged unless it is revoked or the RTO’s registration is renewed, expires, is suspended or cancelled.

All other changes to scope require an application using Form B. Please refer to the Guide to Form B before submitting an application.

No application fees apply for updates made to your scope of registration under a valid standing application.

Training and Education (TAE) Training Package Products

Please note – all TAE training package products must be applied for using a Form B (application for amending scope of registration) application whether they are equivalent or not. All TAE amendment of scope applications are subject to an external audit. RTOs are required to submit evidence of readiness to deliver training as outlined in the Form B’s application checklists.

Submitting your application

Send your form (completed and signed) to: [vrqa.vet@education.vic.gov.au](mailto:vrqa.vet@education.vic.gov.au)

The VRQA will not process any incomplete, incorrectly completed, or ineligible applications.

|  |  |
| --- | --- |
| RTO details |  |
| RTO name (legal entity) |  |
| RTO number (TOID) |  |

## **Privacy disclaimer**

All information collected in this form is required by state or Commonwealth legislation and associated regulatory frameworks.

The VRQA will only use this information in relation to its powers and functions under the *Education and Training Reform Act 2006*. To read the VRQA privacy policy, see:

* [Information Privacy Policy](https://www2.vrqa.vic.gov.au/vrqa-privacy-statement)

You are able to request access to the personal information that we hold about you and request that it be corrected.

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| **Section 6** |

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| --- | --- | --- | --- |
| Statutory declaration by the principal executive officer | | | |
| I | |  | (Full name of principal executive officer) |
| of | |  | (Legal entity registered) |
|  | |  | (RTO number or TOID) |
| do solemnly and sincerely declare that: | | |  |
|  | * the above named RTO applies to have its scope of registration amended under s.4.3.19 of the *Education and Training Reform Act 2006* (Vic) in circumstances where:   + - a training package that appears on its scope of registration at the relevant time (namely, the period within which this application is valid) is amended     - the VRQA publishes transition advice which states that the relevant qualification(s) or unit(s) of competence are equivalent to those that are already on the RTO’s scope of registration     - all training and assessment, including online delivery, affected by this application is limited to Victoria and/or Western Australia, and is not provided to overseas students. * this application is valid for a period of up to 5 years from the date it is lodged unless it is revoked or the above-named RTO’s registration expires, is suspended or cancelled. * I authorise the standing application on behalf of our legal entity and its shareholders * all information provided in this application is accurate * the RTO does and will continue to comply with the applicable [RTO Standards](https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations) (Australian Quality Training Framework and the VRQA Guidelines for VET Providers). * the RTO presently has no outstanding non-compliance identified at a previous audit * the RTO will supply to the VRQA any information reasonably required by the VRQA to decide this application from time to time * I have read and understood the important information contained in the Guide to Form E, specifically, that an application for a standing application may be refused by the VRQA at its absolute discretion, including, but not limited to the following circumstances:   + a condition has been imposed on the RTO’s registration   + the RTO’s registration has been suspended or cancelled   + the RTO’s registration has expired   + the RTO is the subject of an enforceable undertaking   + the RTO is not compliant with the [RTO Standards](https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations)   + there is an outstanding complaint against the RTO. | | |

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| Declared at |  | | | (location of signing) | |
| In the state of Victoria, this | | \_ \_ / \_ \_ / 202 \_ | | (date) | |
|  | | | (signature of person making this declaration – to be signed in front of an authorised witness) | | |
|  | | | | | |
| Authorised witness\*  Before me: | | | | | |
|  | | | | | (name) |
|  | | | | | (title) |
|  | | | | | (address) |
|  | | | | | (signature) |
|  | | | | |  |

\* The authorised witness must write, type or stamp their name, the capacity in which they have authority to witness a statutory declaration and their address under section 30 of the *Oaths and Affirmations Act 2018* (as of 1 March 2019). For a list of authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see: [www.justice.vic.gov.au/statdecs](http://www.justice.vic.gov.au/statdecs)