

Guide to Form A

Application for registration to become a registered training organisation

Associated documents

* [Form A – Application for initial registration to become a registered training organisation (RTO)](https://www2.vrqa.vic.gov.au/register-rto)

Submitting your application

Send Form A (completed and signed) with evidence via email 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. Applications that do not include all the required attachments will be returned.

About this guide

This guide is designed to be read in conjunction with *Form A: Application for initial registration as an RTO*. It explains the information your organisation is required to provide in an application for initial registration as an RTO.

All applicants must comply with the requirements of:

* The Australian Quality Training Framework Essential Conditions and Standards for Initial Registration (RTO standards*)*
* Part 4.3 of the *Education and Training Reform Act 2006 (ETR Act)*

Note: The *Education and Training Reform Amendment (Skills) Act 2010* substantially amended Victorian legislation on VET regulation, TAFE governance and consumer protection for students. For a summary of significant amendments to the ETR Act, visit the [VRQA website](http://www.2vrqa.vic.gov.au/)

* [The VRQA Guidelines for VET Providers](ttps://www.vrqa.vic.gov.au/Documents/vetproviderguidelines.docx)

If your organisation intends to deliver outside Victoria or Western Australia, including online education, and/or provide education services to overseas students, you must register with the Australian Skills Quality Authority (ASQA).

If your organisation is a company incorporated in Australia, an incorporated association or body otherwise specified in Section 4.3.16 (4A) of the ETR Act you can apply to the VRQA for registration as an RTO. If you are a sole trader, Trust or partnership you will be ineligible to apply for registration. A company incorporated in Australia and acting As Trustee (ATF) for a Trust can apply for registration.

Applicants for RTO registration must meet the principal purpose requirement or obtain an exemption. For more information, see:

* [Principal purpose requirement](https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations#principalpurposerequiremen)

**Note**: All potential applicants for initial registration must attend a VRQA Financial Management Guidance Session before applying for registration. These sessions will provide guidance on the Phase 1 assessment, specifically the financial management requirements related to the VRQA Guidelines for VET providers – Guideline 1: Governance, Financial viability and Management systems.

If you require additional space to complete any section of Form A, you should (unless otherwise indicated) attach a document that records the additional information and refers to the relevant section of the form.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Section 1 – Applicant’s details | | | | | | |
| **Section** | **Details** |  | |  |  |  |
| 1.1 | Provide the complete company name or name of the incorporated body, in receipt of government funds, that is applying for registration. | | | | | |
| 1.2 | To be eligible for registration as an RTO, your organisation MUST be either a company, an incorporated association or body otherwise specified in Section 4.3.16 (4A) of the ETR Act. Provide the Certificate of Registration of a Company and full Australian Securities Investment Commission (ASIC) details showing the names and addresses of all directors or a Certificate of Incorporation. | | | | | |
| 1.3 | If your organisation operates under a registered business or trading name which is different from the name of the legal entity, provide the Business Name Summary from ASIC Connect:   * [asicconnect.asic.gov.au/](https://asicconnect.asic.gov.au/) * Provide Australian Company Number if applicable * Provide Australian Business Number if applicable | | | | | |
| 1.4 | Indicate your type of training organisation category by ticking the appropriate box.  Using the definitions below as a guide, indicate the type of organisation to be registered. Do not take delivery location, qualification or funding into account. | | | | | |
| School | | A school’s major activity is the provision of full-time secondary education or the provision of secondary distance education. | | | |
| Private provider | | A private provider is a privately owned education/ training business or organisation. | | | |
| Industry association | | An industry association is an association that represents the interests of its members (for example, the Internet Industry Association) or an industry union (for example, the Textile Clothing and Footwear Union of Australia). | | | |
| Professional association | | A professional association is an association that performs functions such as:   * providing and promoting professional and career development activities * establishing and monitoring industry standards and professional codes of practice advising educational organisations on curriculum development.   Examples include the Institute of Chartered Accountants, the Australian Institute of Management and the Australian Computer Society. | | | |
| Equipment/product manufacturer/ supplier | | An equipment/product manufacturer/supplier is an entity that: supplies, certifies or trains employees and non-employees in the use of equipment and products (for example, Microsoft) | | | |
| Community-based adult education | | Community-based adult education is provided by a not-for-profit, community-based education/training business, organisation or centre with a primary focus on adult education. | | | |
| Adult Community Education (ACE) provider | | Funded by the Adult, Community and Further Education (ACFE) Board. | | | |
| Enterprise | | Training is delivered only to employees:   * **government** (for example, Department of Defence, Centrelink). Government entities also need to identify the legislation under which they are established or constituted * **non-government** (for example, Woolworths Ltd, Qantas Airways Ltd). | | | |
|  | Principal purpose requirement | | The legal entity of an organisation seeking RTO registration or re-registration must have the *principal purpose* of providing education and training or be specifically exempt from this requirement.  The *Education and Training Reform Act 2006* automatically exempts a range of RTOs from this requirement including all registered schools, universities, TAFE institutions, adult education institutions, government bodies and RTOs in receipt of ACFE funding.  Organisations not included in these automatic exemption categories can apply to the VRQA Director for a Ministerial exemption from the principal purpose requirement if they are:   1. a community-based organisation 2. provide education and training on a not-for-profit basis or 3. provide education and training only to their staff members or staff members of a related entity.   For more details on the principal purpose requirement or to download an application form for a Ministerial exemption, visit the VRQA website:   * <https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations> | | | |
| 1.5 | Provide required details of the head office and the postal address of the legal entity applying for registration. For some organisations, this may not be the same as the principal place of business.  Also, include the location of financial, student and staff records, including archives and computer back-up storage if it is different from the head office address. | | | | | |
| 1.6 | Provide details of the actual location(s) from which the organisation's activity as an RTO will be controlled, e.g. principal place of business.  **Note:** If the principal place of business is not within Victoria, your organisation will not be eligible for registration in Victoria. | | | | | |
| 1.7 | List all addresses of premises owned or leased by your organisation where training and assessment services will be provided. Include the details of a contact person for each site (this should be the manager or key contact person at the particular site).  Do not list venues your organisation only hires on an occasional as-needs basis. Your organisation must ensure that all delivery sites comply with Victorian legislative and regulatory requirements for use as educational centres, including the appropriate building, fire safety and occupational health and safety requirements. You do not need to attach evidence of compliance with these requirements to your application, but you must be able to produce this evidence in an audit. | | | | | |
| 1.8 | The principal executive officer (PEO) of your organisation is the person (often the chief executive officer) who is legally responsible for ensuring the RTO operates under the RTO standards.  Where there are many directors, the organisation must nominate one person as the PEO. | | | | | |
| 1.9 | The liaison officer VET will be the main contact with the VRQA. This must be the person within your organisation that is responsible for all registration matters. This person’s name and contact details will be listed on the official National Register of information, training.gov.au. The person may be the PEO. Alternatively, it may be a high managerial employee or director who is designated as the primary contact by the PEO. | | | | | |
| 1.10 | At the site audit, your organisation will be required to demonstrate that it can provide the VRQA with data that complies with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).  For more information on the AVETMISS, see:   * [AVETMISS for VETproviders](https://www.ncver.edu.au/rto-hub/avetmiss-for-vet-providers)   If the RTO ceases operations, you must provide an electronic copy of all your student records to the VRQA to archive and reissue qualifications if required. | | | | | |
| Section 2 – Details of legal entity’s directors, shareholders and senior officers | | | | | | |
| In section 2, you need to provide details of all your organisation's directors, shareholders and senior officers.  Read the definition of the term senior officer below and note the following:   * one director or the PEO of your organisation must have their principal residence in Victoria for your organisation to be eligible for registration in Victoria * you must attach a valid police check for each director and senior officer (and a Working With Children Check or Victorian Institute of Teaching registration if this person is in regular and direct contact with children under 18 years of age) * you must attach the qualifications and educational experience if the director is the PEO or senior officer * applicants that are a company must provide the details of each shareholder. If the company has more than 20 shareholders, provide the details of the 20 shareholders who own the largest number of shares in the company * incorporated associations must provide the details of the chairperson, secretary, public officer and committee members.  **Senior officer** A senior officer is a person (other than a director or shareholder) who is in a position to influence the management of your organisation. It includes a person who makes, or participates in making decisions that affect the whole, or a substantial part of the business of your organisation or who can significantly affect your organisation's operations or financial standing. Senior officers will typically include the members of the senior management team. | | | | | | |

|  |  |  |
| --- | --- | --- |
| Section 3 – Legal entity’s history | |  |
| In Section 3, you need to provide details about the history of your organisation and any directors, shareholders or senior officers.  The questions need to be completed by the PEO of your organisation. These responses will be used to determine your organisation's suitability for registration.  The VRQA may only register your organisation if satisfied that it is suitable for registration under the provisions of the ETR Act, the RTO Standards and the VRQA Guidelines for VET Providers.  When considering whether your organisation is suitable for registration, the VRQA may have regard to:   * the prior and current conduct of your organisation and any director, shareholder or senior officer of your organisation, whether in Victoria or elsewhere * any proven serious breach by your organisation's directors, shareholders or senior officers of the consumer legislation of this or any other state or territory of Australia * any proven breach by your organisation of the ETR Act or the corresponding legislation in any other state or territory of Australia * any proven breach of the Victorian Child safe standards * any criminal conviction of your organisation or any director, shareholder or senior officer of your organisation * any application for registration as an RTO by your organisation previously refused or cancelled by the VRQA or a registering body in any other state or territory of Australia * any registration status previously suspended by the VRQA or a registering body in any other state or territory of Australia * any other evidence resulting from investigations or other verified sources indicating that your organisation may not be able to provide services under the RTO standards and/or with the ETR Act. | | |
| Section | Details |  |
| 3.1 | If your organisation or any director, shareholder or senior officer of your organisation currently holds a registration as an RTO or is involved with\* an RTO, in any state or territory within Australia, you must provide details of that registration or third-party arrangement. | |
|  | **\*Involved with** means having a relationship of any kind with and may include but is not limited to:   * a contractual arrangement * employment * unpaid consultancy * partnering agreement * joint venture.   A legal entity can only hold one registration. | |
| 3.2 | If your organisation or any director, shareholder or senior officer has previously been registered as or involved with, an RTO in any state or territory, including Victoria, you need to explain the reasons for ending that registration and state the nature of your organisation’s involvement with the previously registered RTO. | |
| 3.3 | If your organisation or any director, shareholder or senior officer currently has another application for registration as an RTO lodged with a registering body in Australia, including Victoria, you need to provide details of this application and the reasons for it. Your organisation’s application will not be processed until all details of the other application are provided. | |
| 3.4– 3.16 | These questions relate specifically to the suitability of your organisation and any director, shareholder or senior officer of your organisation. You must complete section 3.16 for every question that you answered Yes.  The term ‘wound up’ includes wound up insolvency or voluntary insolvency. Please specify whether the body or company was wound up under a court order or otherwise. | |
| 3.17 | If you answered Yes to any of questions 3.4 to 3.15, for each person concerned you need to provide further details and explain your responses to those questions. | |
| Section 4 – Details of the scope of registration | |  |
| Section | Details |  |
|  | **National Recognised Training Code and Title** (Example: ICA30111 Certificate III in Information, Digital Media and Technology) | |
| 4.1 | You need to specify all training package qualifications, individual units of competency (when not delivering a full qualification) and accredited courses for which your organisation is applying. | |
|  | Check the national register [www.training.gov.au](http://www.training.gov.au/) to obtain the correct titles and codes to include in the table(s). Applications that do not provide accurate information may result in the application being rejected and returned to your organisation.  **Note**:   * your organisation must deliver and assess against the current nationally recognised training qualifications and accredited courses * when a new version of a training package has been endorsed nationally but has not yet been published on training.gov.au your organisation must await its publication before applying to have the new qualifications/units included to your organisation’s scope of registration * applications that contain incorrect information will not be processed * applications for qualifications and/or units of competency from training packages that have been superseded will not be accepted * applications for qualifications and/or units of competency from training packages that are due to be superseded within six months will generally not be accepted * applications for an accredited course that has an accreditation period expiring within six months will generally not be accepted. * relevant licensing, legislative or certification requirements as required by the qualification, unit of competency, or accredited course, and * you must be registered for at least two years before applying to deliver qualifications or assessor skill sets from the Training and Education Training Package (or its successor). | |
|  | **Assessment only** If your organisation only intends to provide an assessment only service rather than a full training and assessment service for any of the training package qualifications, individual units of competency or accredited courses listed, indicate this in the table. **Intended mode of delivery** For each training package qualification, a unit of competency or accredited course your organisation wants to add, indicate the intended mode of delivery by placing the corresponding letter (as per the key below) in the box. If your organisation intends to deliver the training using a combination of these modes of delivery, place all relevant letters in the box. For example, if your organisation intends to deliver at your premises and in the workplace, place both A and B in the box. If your organisation intends to deliver the training to under 18 students, place a tick in the box against the qualification. **Key for intended mode of delivery** A = face-to-face at your organisation’s premises  B = face-to-face at workplaces  C = online only to residents of Victoria and/or Western Australia  D = delivery to under 18. | |
| 4.1 | **Planned location of delivery of training and/or assessment services** Tick the box if your organisation intends to operate offshore (outside of Australia) and indicate the country(ies) you are proposing to operate in. | |
| 4.2 | Indicate if your organisation intends to deliver training that leads to a licensed or regulated outcome and refer to the VRQA website for further information on licensing requirements: [www2.vrqa.vic.gov.au](http://www2.vrqa.vic.gov.au/) | |
| 4.3 | If your organisation intends to deliver any accredited training through a third-party arrangement or an organisation that is not an RTO, tick Yes and provide details of this arrangement in the space given. | |
| 4.4 | If you answered Yes:   * a valid Working With Children (WWC) check will be required for all people within your organisation who in the course of their work are likely to have regular and direct contact with a child where the contact is not supervised by another person. This includes the PEO, all directors and all members of the senior management team of your organisation. It is the responsibility of the applicant to establish who requires a WWC check. * You must demonstrate compliance with Child Safe Standards for VRQA VET providers (VRQA Guideline 6). An RTO must have clear policies and procedures in place which achieve the outcomes required for each Child Safe Standard and are appropriate for its student cohort. | |
| 4.5 | If you intend to collect fees in advance from students, tick Yes and note the requirements about fees paid in advance in the RTO standards. | |
| 4.6 | If your organisation intends to operate in a state or territory other than Victoria or Western Australia, and/or provide education services to overseas students, you must apply to ASQA for registration. | |
| 4.7 | For information about training contracts, see our website: [www.vrqa.vic.gov.au/Pages/Apprenticeships](https://www.vrqa.vic.gov.au/Pages/Apprenticeships) | |
| 4.8 | See the Information Privacy Policy (<https://www2.vrqa.vic.gov.au/vrqa-privacy-statement>) on our website for more information about how the VRQA handles personal information. | |
| 4.9 | If you intends to deliver training to students aged under 18 years of age. (<https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations#vetguidelines>) | |
| Section 5 – Phase 1 and Condition 2 of registration | |
| A desk audit will be conducted to determine an applicant’s compliance with the VRQA Guidelines for VET providers, specifically Guideline 1: Governance, Financial viability and Management systems and the AQTF Condition 2 self-assessment report.  The following must be completed and signed by the PEO with all the required documentation attached:   * Appendix 1 Evidence required for Phase 1 assessment (see pages 21-29 of Form A) * Appendix 2 Australian Quality Training Framework. Condition 2 of registration (see page 30 of Form A)   The VRQA reserves the right to request any additional information considered necessary. | | |
| Section 6 – Statutory declaration | |
| The principal executive officer (PEO) of your organisation must complete the statutory declaration. The statutory declaration must be witnessed by an eligible person (as outlined on the list of persons who may witness statutory declarations in Victoria, see page 16-17 of Form A).  The statutory declaration is made under the *Oaths and Affirmations Act 2018* (as of 1 March 2019), previously *Evidence (Miscellaneous Provisions) Act 1958* and is made in the belief that a person making a false declaration is liable to the penalties of perjury. | | |