

Guide to Form E

**Standing application for amendments to training packages**

## **About thi**s guide

This guide is designed to be read in conjunction with Form E: Standing application for amendments to training packages. It explains the information your organisation is required to provide when filling out Form E.

## Associated documents

* [Form E: Standing application for amendments to training packages](https://www2.vrqa.vic.gov.au/update-registration#forme)
* [Form B: Application for amending scope of registration](https://www2.vrqa.vic.gov.au/update-registration#formb)

Submitting your application

Send Form E (completed and signed) 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.

No fee will be charged for changes to an RTO’s scope of registration made under a standing application.

## General Instructions

* Read this Guide.
* Subscribe your RTO to the automatic notifications service available at [www.training.gov.au](https://training.gov.au/)
* Check that the details for the Principal Executive Officer or RTO contact on [www.training.gov.au](https://training.gov.au/) are correct. If the details are incorrect, follow the instructions on the [When your circumstances change](https://www2.vrqa.vic.gov.au/update-registration) web page and the VRQA will make the relevant changes.
* Read and sign the necessary declaration.

**Note:** a training package product is a qualification or a unit within a training package.

**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.

Standing applications for amendments to **existing training** packages (Form E)

A standing application authorises the VRQA to amend an RTO’s scope of registration in accordance with section 4.3.19 of the *Education and Training Reform Act 2006* when an amendment to a training package that relates to the RTO’s scope of registration has occurred.

To be eligible to lodge a standing application an RTO must:

* be registered by the VRQA
* be in good standing (i.e. its registration must be current and all outstanding fees must have been paid)
* ordinarily not be subject to any ongoing regulatory action, including:
  + conditions
  + a suspension
  + a pending cancellation or expiry of registration
  + a show cause notice
  + an enforceable undertaking.

RTOs that have successfully lodged a standing application will have their scope of registration reviewed by the VRQA when a training package product on its scope is amended.

RTOs that are eligible for equivalent training package products to be placed on their scope may have their scope of registration automatically updated at the VRQA’s absolute discretion.

Eligible RTOs who have lodged a standing application (Form E) should note the following:

* a standing application only operates where the relevant training package product is already on the RTO’s scope
* the successful lodgement of a standing application does not guarantee that the RTO’s scope of registration will automatically be updated when a training package is amended
* RTOs will still be responsible for removing superseded qualifications and units of competence from their scope of registration in the usual way (i.e. by filling out the relevant section of [Form B](https://www.vrqa.vic.gov.au/Documents/VETamendscopeofregFmB.docx))
* failure to apply to remove superseded qualifications and units of competence from an RTO’s scope may result in increased annual or re-registration fees being levied based on the number of qualifications and units of competence being offered by the RTO
* 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.

**Note:** RTOs are responsible for monitoring and maintaining their scope of registration. This includes keeping up to date with changes to training packages and ensuring superseded qualifications are removed from your scope of registration using [Form B.](https://www.vrqa.vic.gov.au/Documents/VETamendscopeofregFmB.docx)

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| Frequently Asked Questions | |
| **1** | **What is the process after my RTO lodges its standing application?** |
| **A.**The VRQA will conduct a risk assessment of your RTO’s application and determine:   * if it should be accepted * if the VRQA requires further information before it can be processed. |
| **B.** Your application may be placed on hold or refused if:   * 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) (Australian Quality Training Framework and the VRQA Guidelines for VET Providers) * the VRQA has assessed the RTO as a high-risk provider * there is an outstanding complaint against the RTO.   **Note:** if your standing application is accepted, it will only take effect when there is an equivalent update to a training package product on your scope of registration. |
| **2** | **Will my RTO receive anything in writing from the VRQA if my standing application is successfully lodged?** |
| No. You will only hear from us if your RTO’s standing application has not been accepted. |
| **3** | **What happens if my RTO’s standing application has been lodged but the VRQA refuses to update my RTO’s scope of registration after an amendment to a training package occurs?** |
| If this happens, a VRQA delegate will write to you with the reasons for not granting the application. |
| **4** | **If my RTO’s Standing Application is not accepted, can I submit another one?** |
| You may submit a new standing application at any time. It is important that you ensure your RTO is eligible to make a standing application before re-applying. |
| **5** | **A training package product on my scope of registration has been superseded and I have successfully lodged a standing application. Is the new qualification automatically added to my scope of registration?** |
| If your standing application is still valid the VRQA will assess your existing scope of registration. You will be notified of the outcome of your application in one of two ways:   * the VRQA will write to you because your application has been refused (or because it needs further information from you) * your updated scope of registration will appear on [www.training.gov.au](https://training.gov.au/) and /or you have received an automated email from [www.training.gov.au](https://training.gov.au/) confirming that updates to your scope have occurred and that the equivalent training package products are now on your scope. |
| **6** | **A training package product on my scope of registration has been superseded. The mapping summary on** [**training.gov.au**](http://training.gov.au/) **indicates that the replaced qualification is not equivalent and I would like to have the new qualification on my RTO’s scope of registration. What do I have to do?** |
| Where a replaced qualification is not equivalent, you need to submit Form B and the required evidence to the VRQA to add the qualification to your scope. A fee will apply for this type of application. |

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| **7** | **What happens if I haven’t lodged a standing application or it is no longer valid?** |
| If your RTO has not lodged a standing application (or if your standing application is no longer valid) you will need to complete the relevant section(s) of [Form B](https://www.vrqa.vic.gov.au/Documents/VETamendscopeofregFmB.docx). |
| **8** | **An accredited course on my scope of registration is expiring soon, will the new version of the course be added to my scope of registration through the standing application process?** |
| No, the standing application process is only for training package products.  When an accredited course is going to expire and is re-accredited, if the new version is equivalent to the existing course, the VRQA will notify you of the process to update your scope of registration with the new course code. If an accredited course is re-accredited and is not equivalent, you must complete Form B to add the new course to your scope of registration. |