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**Annual Declaration of Compliance**

**VET registration**

**About the annual declaration of compliance**

Training organisations registered with the VRQA must provide an annual declaration of compliance with the AQTF Essential Conditions and Standards for Continuing Registration (the AQTF Standards) and the VRQA Guidelines for VET providers (the guidelines).

The guidelines ensure that registered training organisation (RTOs) undertake an annual self-compliance check of existing regulatory requirements. It refers to the AQTF Standards which includes conditions and standards that Victorian RTOs are required to comply with under the *Education and Training Reform Act 2006.*

This annual declaration of compliance must be completed by the Principal Executive Officer of an RTO. It must be submitted to the VRQA by 1 April each year.

**Submitting the declaration**

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

**Privacy disclaimer**

All information collected in this declaration 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*. The VRQA is committed to handling all personal information securely in accordance with the *Privacy and Data Protection Act 2014*. To learn more about how the VRQA handles personal information, access the VRQA information privacy policy:

* [Privacy statement](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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| Annual declaration of compliance | | | | | |
| **Made under the *Oaths and Affirmations Act 2018* (as of 1 March 2019), previously *Evidence (Miscellaneous Provisions) Act 1958*** | | | | | |
| I, |  | | (Principal Executive Officer) | | |
| of | |  | (Legal entity registered) | | |
|  |  | | (RTO number or TOID) | | |
|  | do solemnly and sincerely declare that: | |  | | |
| 1. | The RTO complies with the VRQA Guidelines for VET Providers and the obligations imposed on entities registered as registered training organisations under Part 4.3 of the E*ducation and Training Reform Act 2006* and the RTO standards (as that term is defined in the *Education and Training Reform Act 2006*). | | | Yes | No |
| 2. | The RTO meets the requirements across all its scope of registration and has met the requirements of the Standards for all Australian Qualifications Framework (AQF) certification documentation it has issued in the last 12 months. | | | Yes | No |
| 3. | The RTO has training and assessment strategies, trainers and assessors, facilities, equipment and practices that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the RTO Standards and VRQA Guidelines for VET Providers. | | | Yes | No |
| 4. | The RTO has notified VRQA of its third-party arrangements within 30 days of the arrangement commencing and ceasing and that information whether disseminated directly by the RTO or by another party on its behalf, is both accurate and factual. | | | Yes | No |
| 5. | I am satisfied that I, along with all Directors, senior officers and substantial shareholders who are in a position to influence the management of my organisation, satisfy the Fit and Proper Person requirements of the *Education and Training Reform Act 2006.* | | | Yes | No |
| 6. | The RTO complies with the principal purpose requirement as set out in section 4.3.16(3) (bb) of the *Education and Training Reform Act 2006* or is otherwise exempt. | | | Yes | No |
| 7. | My organisation will not, in the immediate future (12 months), deliver courses to international students and/or in another Australian State or Territory including those delivered online or by distance education as defined in Part 2, Division 2, Section 8 of the *ESOS Act 2000.* | | | Yes | No |
| 8 | The RTO has had no changes to its financial circumstances that will adversely affect its financial viability and its ability to deliver nationally recognised training. | | | Yes | No |
| 9 | I am aware that should my RTO decide to cease operations for any reason I must submit a cancellation form (Form C) and provide student records to the VRQA before the registration end date. | | | Yes | No |
| 10 | I am aware that an RTO cannot be sold without the VRQA approving any potential new owners and must notify the VRQA of any potential sale or transfer of ownership of the RTO | | | Yes | No |
| 11 | I have completed the below RTO Course Delivery Table providing details of the RTOs enrolment numbers in the last 12 months. | | | Yes | No |

For items covered in paragraphs 1 to 11 that are marked ‘No’, provide full particulars, including any relevant attachments.

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| I declare, as a statutory declaration under the *Oaths and Affirmations Act 2018* that:   * the contents of this declaration are true and correct * the organisation will operate in accordance with the *VRQA Guidelines for VET Providers* and the obligations imposed on entities registered as registered training organisations under Part 4.3 of the *Education and Training Reform Act 2006*, and * I know that making a statutory declaration that I know to be untrue is a criminal offence. | | | | | | |
| x |  | | | | (signature of person making this declaration) | |
| Declared at | |  | | | | (location of signing) |
| in the State of Victoria on | | | / / 20 |  | | |

To be completed by an authorised witness\*

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:

|  |  |  |  |
| --- | --- | --- | --- |
| X |  | (signature of person making this declaration) | |
|  |  | | (witness name) |
|  |  | | (address) |
|  |  | | (authority to witness) |

\*A person authorised under section 30(2) of the *Oaths and Affirmations Act 2018* to witness the signing of a statutory declaration. 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.

The *Oaths and Affirmations Act 2018* requires additional declarations or certifications to be made if:

* the declaration is translated or read to the person making the declaration
* the declaration is signed electronically
* copies of documents are attached to the statutory declaration
* the declaration is made or witnessed using an audio‑visual link.

This form is not pre-filled to meet the requirement for these additional declarations.

For more information about additional formal requirements or 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)

Should your RTO **not** comply with the VRQA Guidelines for VET Providers and the obligations imposed on entities registered as registered training organisations under Part 4.3 of the *Education and Training Reform Act 2006* and the RTO standards (as that term is defined in the *Education and Training Reform Act 2006*), list the reasons below and any rectification measures being implemented.

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RTO Course delivery table

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RTO details** | |  | | | |  |  | |  | | | |
| **RTO name** | |  | | | | | | | | | | |
| **RTO number or TOID** | |  | | | | | | | | | | |
| **Date** | | \_ \_ / \_ \_ / 202 \_ | | | | | | | | | | |
| **Course/ Unit Code** | Course/Unit Name | Currently delivering? (Yes/No) or expected  commencement? | Primary method of delivery | Course delivery sites (Vic only. Do not include workplaces) | Third party arrangement exist for course delivery? (Yes/No) If yes, provide organisation | Course/unit delivered to apprentices/trainees? (Yes/No) | Course delivered to school students?  (Yes/No) | Course/unit delivered to students under 18 years? (Yes/No) | | Funded by Victorian or Commonwealth Government for the course/unit? (Yes/No) If yes, which type? | No. of students enrolled in previous year | No. of current enrolled students |
| **Complete the table below** | | |  |  |  |  |  |  | |  |  |  |
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