

Form D

**Application for re-registration**

**as a registered training organisation**

## **About this form**

This form should be submitted at least six months prior to your registration end date.

Organisations wanting to renew their registration as a registered training organisation (RTO) in Victoria under Part 4.3 of the *Education and Training Reform Act 2006* (ETR Act) are required to complete Form D.

The re-registration audit **cannot proceed** without the submission of a completed Form D.

## **Eligibility**

To be registered as an RTO by the Victorian Registration and Qualifications Authority (VRQA) your organisation must deliver training in Victoria only or Victoria and Western Australia only. Your organisation cannot be registered by the VRQA as an RTO in Victoria if you intend to deliver training in other states and Territories and/or deliver to international students. You must apply for registration to the Australian Skills Quality Authority (ASQA) at [www.asqa.gov.au](http://www.asqa.gov.au/)

RTOs wanting to renew their registration must meet the [principal purpose requirement](https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations#principalpurposerequirement) or obtain an exemption.

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| RTO details |  |
| My RTO name |  |
| Training organisation identification (TOID) number |  |

## **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 ETR Act. To read the VRQA privacy policy, see:

* [Information Privacy Policy](https://www.vrqa.vic.gov.au/Documents/privpolicy.docx)

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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| Four step registration process **Step 1: Pay the re-registration fee**  Eight months before your registration end date, the VRQA will invoice you for the application and assessment / audit fees via email.  When you receive the invoice, pay the required fees in full. You must then submit Form D (see Step 2 below).  **Note:** There is a non-refundable fee to lodge an application for the re-registration of an RTO. Applications that are incomplete, incorrectly completed, or ineligible will not be processed and will be returned.  **Step 2: Read the guidelines and checklist**   1. Read  * [VRQA Guidelines for VET Providers](https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations#vetguidelines) * [AQTF Essential Conditions and Standards for Continuing Registration (RTO standards)](https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations#aqtf).  1. Complete this form and provide all the required documentation on a USB.   **Note:** It is a condition of registration that all RTOs must notify the VRQA of any substantial changes to their control, management or operations under Section 4.3.17(2) (b) (i) of the *Education and Training Reform Act 2006.*   1. Review and complete the Checklist to Form D in Section 7 of this document (see page 15).  **Step 3: Submit completed application**Email your Form D application and **all other requested and relevant documentation** at least six months prior to your registration end date to: [vrqa.vet@education.vic.gov.au](mailto:vrqa.vet@education.vic.gov.au)**Step 4: Audit process** For commencement of Phase One financial assessment and Phase Two audits, please refer to section 5.  Phase One involves an assessment of your RTO’s financial viability, including compliance with the VRQA Guidelines for VET Providers, Guideline 1: Governance, financial viability and management systems.  Phase Two involves a site visit to assess your RTO’s compliance with the remaining aspects of the VRQA Guidelines for VET Providers and compliance with the RTO standards.  When Phase One financial assessment and the Phase Two audit requirements have been completed according to the requirements of the Standards, VRQA Guidelines and VRQA registration process, your application for re-registration will be recommended for approval by the VRQA Authorised Delegate. |

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| Section 1 | | **RTO details** | | | | | | | | | |
| **Note:** You are required to fill in each section of this form and attach evidence unless otherwise stated. All evidence must be submitting on a USB and in PDF format. Incomplete forms and/or forms with missing evidence will be considered invalid and returned for rectification. | | | | | | | | | | | |
| 1.1 | Name of legal entity currently registered  Note: Invoices will be addressed to this name | | |  | | | | | | | |
| Training Organisation Identification (TOID) number | | |  | | | | | | | |
| 1.2 | Type of legal entity | | | Company | | Incorporated body in receipt of government funds | | | | | |
| Submit a copy of the Certificate of Registration of a Company and full ASIC details showing the names and addresses of all directors or a Certificate of Incorporation. | | | | | | | | | | |
| 1.3 | Registered business or trading name(s) | | |  | | | | | | | |
| Australian Company Number | | |  | | | | | | | |
| Australian Business Number | | |  | | | | | | | |
| Submit a copy of the Business Name Summary from [ASIC Connect](http://www.connectonline.asic.gov.au/) (if different from name of the legal entity). | | | | | | | | | | |
| 1.4 | Type of training organisation  Tick one of the following categories | | | | | | | | | | |
| School | | | | | | | | | | |
|  | | Government school | | | | | | | | |
|  | | Catholic school | | | | | | | | |
|  | | Independent school | | | | | | | | |
| Other training provider | | | | | | | | | | |
|  | | Private provider | | | | | | | | |
|  | | Industry association | | | | | | | | |
|  | | Professional association | | | | | | | | |
|  | | Equipment/product manufacturer/supplier | | | | | | | | |
|  | | Community based adult education | | | | | | | | |
|  | | Adult Community Education (ACE) provider funded by the Adult Community and Further Education (ACFE) Board | | | | | | | | |
|  | Enterprise | | | | | | | | | | |
|  | | Non-government enterprise | | | | | | | | |
|  | | Government enterprise | | | | | | | | |
| State the legislation under which the entity is established | | |  | | | | | | | |
| **1.5** | Principal purpos*e* requirement  Indicate which one of the following applies: | | | | | | | | | | |
|  | | My RTO has the principal purpose of providing education and training | | | | | | | | |
|  | | My RTO is automatically exempt from the principal purpose requirement | | | | | | | | |
|  | | My RTO does not meet the principal purpose requirement of providing education and training | | | | | | | | |
| Submit an application to the VRQA Director for a Ministerial exemption or an instrument of exemption from the: | | | | | | | | | | |
| * [Principle Purpose Requirement](https://www2.vrqa.vic.gov.au/standards-and-guidelines-registered-training-organisations#principalpurposerequirement) | | | | | | | | | | |
| 1.6 | Head office address (Must be in Victoria) | | | Street address | |  | | | | | |
| Suburb/town | |  | | | Postcode | |  |
| Phone | |  | | | | | |
| Mobile | |  | | | | | |
| Email | |  | | | | | |
| Email address for invoices (Free subscription email is not accepted) | |  | | | | | |
| Website | |  | | | | | |
| Is this a residential address? | | Yes | | No | | | |
| Postal address (if different from street address) | | | Street address | |  | | | | | |
| Suburb/town | |  | | | | Postcode |  |
| Address where financial, student and staff records, including archives and computer backup storage will be kept (if different from head office address above) | | | Street address | |  | | | | | |
| Suburb/town | |  | | | | Postcode |  |
| You must advise the VRQA of any changes to your contact details. | | | | | | | |
| 1.7 | Principal place of your RTO’s business (if different from head office) | | | Street address | |  | | | | | |
| Suburb/town | |  | | | Postcode | |  |
| Is this a residential address? | | | | | Yes | | No |
|  | Postal address (if different form street address) | | | Note: If your RTO’s principal place of business is also a residential premises, the VRQA may require the site audit to be conducted from a mutually convenient alternative location | | | | | | | |
| Address |  | | | | | | |
| Suburb/town |  | | | | Postcode | |  |
| Phone |  | | | | | | |
| Mobile |  | | | | | | |
| Email (Free subscription email is not accepted) |  | | | | | | |
| Website |  | | | | | | |
| 1.8 | RTO’s permanent delivery sites | | | It is your RTO’s responsibility to ensure that all delivery sites comply with Victorian planning schemes for use as educational centres. These facilities must meet the appropriate building, fire safety and occupational health and safety laws. You must be able to produce this evidence at audit. | | | | | | | |
| Delivery Site 1 | Name | |  | | | | |
| Street address |  | | | | | | |
| Suburb/town |  | | | | Postcode | |  |
| Contact at this delivery site | | | | | | | |
| Title |  | | | | | | |
| Surname |  | | | | | | |
| Given names |  | | | | | | |
| Position |  | | | | | | |
| Phone |  | | | | | | |
| Mobile |  | | | | | | |
| Email (Free subscription email is not accepted |  | | | | | | |
| Delivery site 2  (if applicable) | Name | |  | | | | |
| Street address |  | | | | | | |
| Suburb/town |  | | | | Postcode | |  |
| Contact at this delivery site | | | | | | | |
| Title |  | | | | | | |
| Surname |  | | | | | | |
| Given names |  | | | | | | |
| Position |  | | | | | | |
| Phone |  | | | | | | |
| Mobile |  | | | | | | |
| Email (Free subscription email is not accepted) |  | | | | | | |
| Website |  | | | | | | |
| Attach additional pages to this application if you have more than two delivery sites. | | | | | | | |

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| Section 2 | | | **Details of legal entity’s directors, shareholders and senior officers** | | | | | | |
| Your RTO is required to provide information about any person who serves in one or more of the following capacities: Director, shareholder or senior officer. This information is required in order for the VRQA to consider your RTO’s suitability for re-registration.  All company directors and substantial shareholders must be listed, and these details must align to records held by the Australian Securities and investment Commission (ASIC).  If your RTO is a company, you must complete the questions below for each shareholder of the company.  If your RTO has more than 20 shareholders, provide the details of the 20 largest shareholders of the company.  If your RTO is an incorporated association, provide the details of the chairperson, secretary, public officer and committee members. | | | | | | | | | |
| Does one director or the principal executive officer (PEO) of your RTO have their principal residence in Victoria? | | | | | | Yes | No | | |
| 2.1 | | For each director and/or senior officer submit the following:   * A valid Police check. * A valid Working With Children Check if this person is in regular and direct contact with children under 18 years of age. * Or a valid Victorian Institute of Teaching registration. | | | | | | | |
| If the director is the PEO/CEO or a senior officer of the RTO you must also submit:   * Qualifications and educational experience relevant to the management of the RTO. | | | | | | | |
| Person 1 | | Title |  | | | | |
| Surname |  | | | | |
| Given names |  | | | | |
| Date of birth |  | | | | |
| Position |  | | | | |
| Phone |  | | | | |
| Mobile |  | | | | |
| Email (Free subscription email is not accepted) |  | | | | |
| Residential address | | | | | |
| Street address |  | | | | |
| Suburb/town |  | | | Postcode |  |
| Person 2 (if applicable) | | Title |  | | | | |
| Surname |  | | | | |
| Given names |  | | | | |
| Date of birth |  | | | | |
| Position |  | | | | |
| Phone |  | | | | |
|  |  | | | Mobile |  | | | | |

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|  |  | | Email  (Note: free subscription email is not accepted.) | |  | | | | |
| Residential address | | | | | | |
| Street address | |  | | | | |
| Suburb/town | |  | | Postcode | |  |
| Person 3 (if applicable) | | Title | |  | | | | |
|  | | Surname | |  | | | | |
| Given names | |  | | | | |
| Date of birth | |  | | | | |
| Position | |  | | | | |
| Phone | |  | | | | |
| Mobile | |  | | | | |
| Email  (Free subscription email is not accepted) | |  | | | | |
| Residential address | | | | | | |
| Street address | |  | | | | |
| Suburb/town | |  | | Postcode | |  |
|  |  | Tick this box if your RTO has more than three directors, shareholders or senior officers. | | | | | | | |
|  | Submit additional pages to this application setting out the information listed above for each individual. | | | | | | | |
| 2.2 | List RTO contacts that will be displayed on [training.gov.au](https://training.gov.au/): | | | | | | | | |
|  | Chief executive | | Title | |  | | | | |
| Position | |  | | | | |
| Surname | |  | | | | |
| Given names | |  | | | | |
| Phone | |  | Mobile | |  | |
| Email  (Free subscription email is not accepted) | |  | | | | |
| RTO address | |  | | | | |
|  | Registration enquiries | |  | Tick if this contact **is** the chief executive officer | | | | | |
| Title | |  | | | | |
| Position | |  | | | | |
| Surname | |  | | | | |
| Given names | |  | | | | |
| Phone | |  | Mobile | |  | |

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|  |  | | Email  (Free subscription email is not accepted.) | |  | | | | | |
| RTO address | |  | | | | | |
| Public enquiries | |  | Tick if this Contact **is** the Chief Executive | | | | | | |
| Title | |  | | | | | |
| Position | |  | | | | | |
| Surname | |  | | | | | |
| Given names | |  | | | | | |
| Phone | |  | | Mobile | | |  |
| Email  (free subscription email is not accepted.) | |  | | | | | |
| RTO address | |  | | | | | |
| **Section 3** | | **Legal entity’s history** | | | | | | | | |
| The following questions relate to your RTO and any director, shareholder and senior officer. They are designed to ensure that staff meets the fit and proper person requirements in the RTO standards. | | | | | | | | | | |
| 3.1 | Is your RTO or any director, shareholder or senior officer currently registered as, or involved with, an RTO in any state or territory in Australia?  **Note:** ‘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 or third-party agreement. | | | | | | | | | |
|  | Yes, my RTO is currently registered and/or involved with another RTO/third party | | | | | | | | |
|  | Yes, a director, shareholder or senior officer is registered and/or involved with another RTO/Third Party | | | | | | | | |
|  | No, neither my RTO, director, shareholder nor senior officer is registered and/or involved with another RTO/Third Party | | | | | | | | |
|  | If you answered YES to the above question, please provide details below | | | | | | | | | |
| Legal name of the RTO/Third Party | | | | |  | | | | |
| Trading name(s) | | | | |  | | | | |
| Training Organisation Identification (TOID) Number | | | | |  | | | | |
| Period of registration from | | | | |  | | to | |  |
| State or territory of registration | | | | |  | | | | |
| Australian Company Number (ACN) | | | | |  | | | | |
| Australian Business Number (ABN) | | | | |  | | | | |
| PEO of the RTO | | | | |  | | | | |
| Detail the nature of the involvement with this RTO | | | | | | | | | |
|  | If there is more than one registered or associated RTO provide all details on an additional page and attach to this application. | | | | | | | | | |
| 3.2 | Has your RTO or any director, shareholder or senior officer ever been registered, or involved with an RTO in any state or territory in Australia in the past including Third Party arrangements (excluding the existing RTO for which renewal of registration is being sought)? | | | | | | | | | |
|  | Yes, my RTO has been registered as an RTO and/or involved with another RTO/Third Party | | | | | | | | |
|  | Yes, a director, shareholder or senior officer has been registered as an RTO and/or involved with another RTO/Third Party | | | | | | | | |
|  | No, never been registered as an RTO and/or involved with another RTO/Third Party | | | | | | | | |
| If you answered YES to the above question, provide details below | | | | | | | | | |
| Director, shareholder or senior officer | | | |  | | | | | |
| Legal name of the RTO/Third Party | | | |  | | | | | |
| Trading name(s) | | | |  | | | | | |
| Training Organisation Identification (TOID) Number | | | |  | | | | | |
| Period of registration from | | | |  | | to | |  | |
| State or territory of registration | | | |  | | | | | |
| Australian Company Number (ACN) | | | |  | | | | | |
| Australian Business Number (ABN) | | | |  | | | | | |
| PEO of the RTO | | | |  | | | | | |
| Provide details about which director, shareholder or senior officer and the nature of their involvement with this RTO/Third Party. | | | | | | | | | |

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| 3.3 | Apart from this application, does your RTO or any director, shareholder or senior officer have an application for registration as an RTO lodged with any other registering body? | | | | | | | | | | Yes | | | No | | |
| If yes, indicate: ASQA or Western Australia (WA) | | | | | | | | | | ASQA | | | WA | | |
| Has your RTO or any director, shareholder or senior officer ever: | | | | | | | | | | | | | | | |
| 3.4 | Been refused registration as an RTO or had a registration cancelled by the VRQA or any state, territory or Commonwealth registering body? | | | | | | | | | | Yes | | | No | | |
| 3.5 | Had registration as an RTO or third-party agreement suspended by the VRQA or any state, territory or Commonwealth registering body? | | | | | | | | | | Yes | | | No | | |
| 3.6 | Had conditions imposed on registration as an RTO or third-party agreement by the VRQA or any state, territory or Commonwealth registering body? | | | | | | | | | | Yes | | | No | | |
| 3.7 | Been convicted of an indictable offence under a law of the Commonwealth or of any Australian state or territory? | | | | | | | | | | Yes | | | No | | |
| 3.8 | Been convicted of a sexual offence? | | | | | | | | | | Yes | | | No | | |
| 3.9 | Been convicted of an offence that involves fraud or dishonesty? | | | | | | | | | | Yes | | | No | | |
| 3.10 | Been bankrupt or taken the benefit of any law for the relief of bankrupt debtors, or compounded with their creditors or made an assignment of their property for their benefit? | | | | | | | | | | Yes | | | No | | |
| 3.11 | Been part of a company or body that has been wound up? | | | | | | | | | | Yes | | | No | | |
| 3.12 | Been disqualified from managing corporations under Part 2D.6 of the *Corporations Act 2001*? | | | | | | | | | | Yes | | | No | | |
| 3.13 | Been convicted of an offence against the *Consumer Act* within the meaning of the *Fair Trade Act 1999* or a law relating to company administration or an offence equivalent to this in any Australian state or territory? | | | | | | | | | | Yes | | | No | | |
| 3.14 | Been convicted of an offence against the ETR Act or a corresponding law of the Commonwealth or of any Australian state or territory? | | | | | | | | | | Yes | | | No | | |
| 3.15 | Been in breach of a government training contract? | | | | | | | | | | Yes | | | No | | |
| 3.16 | Been found non-compliant with the Victorian Child Safe Standards ? | | | | | | | | | | Yes | | | No | | |
| 3.17 | If you answered Yes to any of questions above (3.4 to 3.16), you need to complete the additional details on the following page. | | | | | | | | | | | | | | | |
|  | The information below is in response to question: | | | | | | | | | | | | | | | |
| 3.4 | 3.5 | 3.6 | 3.7 | 3.8 | | 3.9 | 3.10 | 3.11 | 3.12 | 3.13 | | 3.14 | 3.15 | | 3.16 | |
|  | If your RTO answered Yes to more than one question you must copy and complete this section for each question and attach the completed sections to your application | | | | | | | | | | | | | | | |
| Name (person/company) | | | |  | | | | | | | | | | | |
| Tick one  Director  Shareholder  Senior Officer | | | | | | | | | | | | | | | |
| Phone | | | | | |  | | | | | | | | | |
| Mobile | | | | | |  | | | | | | | | | |
| Email (Free subscription email is not accepted) | | | | | |  | | | | | | | | | |
| Residential address | | | | | |  | | | | | | | | | |
| Australian Company Number (ACN) | | | | | |  | | | | | | | | |  |

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|  | Australian Business Number (ABN) |  |
| Former name (person/company if applicable) |  |
| Date of birth |  |
| Relevant details |  |

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| **Section 4** | | **Update course enrolment details and scope of registration** | |
| 4.1 | To update your course enrolment, please complete the RTO Course Delivery Table on page 16, providing details of your enrolment numbers in the last 12 months. | | |
| 4.2 | Removal from Scope  Complete this section to remove qualifications, accredited courses, and/or units of competency that no longer have current enrolments or any outstanding Certificates or Statements of Attainment to be issued. | | |
| **Note**: Refer to [training.gov.au](http://www.training.gov.au/) to obtain the codes and titles of the relevant training package qualifications, individual units of competency and accredited courses your RTO wishes to remove from its scope of registration. Enter these details into the table below. | | | |
| Items for Removal | | | |
| Code | | | **Title** |
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| Location of delivery of training and/or assessment services | | | | | |
| Tick the box if your RTO operates offshore (outside Australia) and indicate the country(ies) you operate in. | | | | | |
|  | Offshore/outside Australia | Name of country(ies) |  | | |
| 4.3 | Does your RTO deliver training that leads to a licensed or regulated outcome? | | | Yes | No | |
| 4.4 | Does your RTO deliver any part of the accredited training to students under 18 years of age?  If you answered Yes, you must comply with the Child Safe Standards at Guideline 6, VRQA Guidelines for VET Providers | | | Yes | No | |
| 4.5 | Does your RTO collect fees in advance from students? | | | Yes | No | |
| If you answered Yes, outline the measures used to protect student fees paid in advance. | | | | | |
|  | | | | | |
| 4.6 | Does your RTO intend to deliver training to overseas students studying in Australia? | | | Yes | No | |
| 4.7 | Does your RTO intend on delivering training under an apprenticeship or traineeship contract? | | | Yes | No | |
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| **Section 5** | **Phase One: financial assessment** |

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| An assessment will be conducted to determine your RTO’s financial viability including compliance with the VRQA Guidelines for VET providers specifically Guideline 1: Governance, Probity and Compliance with Statutory Requirements.  The VRQA will request information considered necessary for this assessment.  Please complete:   * Schedule 1:  1. [Registered Training Organisation (RTO) (xls - 234kb)](https://www2.vrqa.vic.gov.au/register-rto#re-register-a-training-organisation) 2. [Combined RTO and Non-School Senior Secondary Education Provider (xls - 224kb)](https://www2.vrqa.vic.gov.au/register-rto" \l "re-register-a-training-organisation)  * [Schedule 2 – General Information (doc - 338.5kb)](https://www2.vrqa.vic.gov.au/register-rto" \l "re-register-a-training-organisation)   **Note:**   * RTOs that are also registered schools including Catholic and government schools are not required to complete Schedule 1 for Phase One financial viability assessments (FVA). An FVA may be conducted at the discretion of the VRQA for a school as part of the registration process. The school will be notified if an FVA is to be conducted. * RTOs that are Victorian government enterprises including statutory bodies are not required to complete Schedule 1. * RTOs that are also registered as non-school senior secondary providers (NSSSP) will be required to complete Schedule 1 as specified in this Form D under Step 4 on page 2 unless the RTO has completed a financial viability assessment as a NSSSP in the last twelve (12) months. |

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| **Section 6** |  |

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| Statutory declaration | | | |
| I |  | (Full name of Principal Executive Officer) |
| of |  | (Legal entity registered) |
|  |  | (RTO number or TOID) |
|  | do solemnly and sincerely declare that: |  |
|  | * as PEO, I authorise the re-registration on behalf of our legal entity and its shareholders. * I have read and understood 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*). * I have provided the VRQA with all relevant information about the individuals who will be involved in the management of, and/or provision of courses by, my RTO to enable the VRQA to ascertain whether any such individual meets any of the descriptions listed in section 4.3.11(2) of the *Education and Training Reform Act 2006.* * 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 RTO, satisfy the requirements in Section 3 of this application. * My 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. * My RTO does not have an application for registration lodged with any other registering body including the Australian Skills Quality Authority. * My RTO will not, in the immediate future (12 months), deliver courses to international students and/or in another Australian State or Territory (other than Victoria or Western Australia) including those delivered online or by distance education. * All information provided in this application is true and correct. * This declaration is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury. * All required evidence of compliance against the Form D has been included. I understand that an application submitted without a completed checklist and/or without evidence against the Form D will be considered incomplete and returned to me. | |

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|  | | | | | |
|  | Declared at |  | | | (location of signing) |
| in the State of Victoria, this | | \_ \_ / \_ \_ / 200 \_ | | (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)

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| Section 7 Checklist to Form D Ensure you have completed the checklist below and attached all required documentation to your organisation's application before submitting it to the VRQA. | | | | |
| **Section** | | **Tasks** | **Tick** | **N/A** |
| Section 1 | | Complete and accurate responses have been provided to all questions 1.1 – 1.7 |  |  |
| 1.2 |  | Certificate of Registration of a Company with full ASIC details showing the names and addresses of all directors |  |  |
|  | | or |  |  |
|  |  | Certificate of Incorporation |  |  |
| 1.3 |  | Business Name Summary from ASIC Connect |  |  |
| 1.4 |  | Attach an application for Ministerial exemption |  |  |
|  | | or |  |  |
|  |  | Instrument of exemption from the principal purpose requirement |  |  |
| Section 2 | | Complete and accurate responses have been provided to all questions for each person who is a director, shareholder and senior officer |  |  |
| 2.1 | | For each director and senior officer: |  |  |
|  |  | Valid Police check |  |  |
|  |  | Valid Working With Children Check (if in regular and direct contact with children under 18) |  |  |
|  |  | Valid Victorian Institute of Teaching registration (if applicable) |  |  |
|  |  | Qualifications and educational experience held by this person that are relevant to influencing the management of the RTO |  |  |
| 2.2 |  | Contact details for [training.gov.au](https://www.training.gov.au) (TGA) |  |  |
| Section 3 | | Complete and accurate responses have been provided to all questions 3.1 – 3.16 |  |  |
| 3.1 |  | Details if you have more than one registered or associated RTO |  |  |
| 3.4– 3.15 | | Details for each question with a Yes response |  |  |
| Section 4 | | Complete and accurate responses have been provided to all questions 4.1 – 4.6 and have completed the RTO Course Delivery Table on page 16 |  |  |
| Section 5 | | Complete and accurate responses have been provided to all questions in Schedule 1 |  |  |
| Section 6 | | The declaration has been completed in full by the PEO, witnessed and dated |  |  |

**RTO Course Delivery Table**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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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