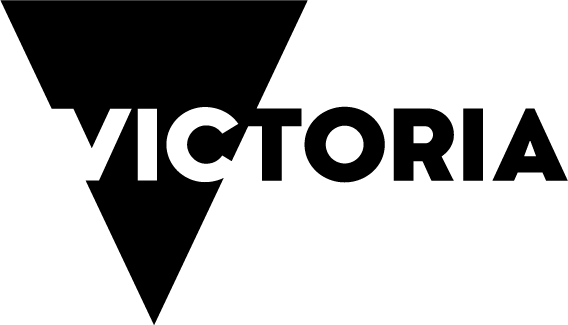


Recognition as a Group Training Organisation



Application formt

Associated documents

[VRQA Group Training Organisations Policy and Procedures](https://www.vrqa.vic.gov.au/Documents/ATSGTApolicy.docx) (Dec 2020)

* [Revised National Standards for Group Training Organisations](https://www.australianapprenticeships.gov.au/sites/ausapps/files/publication-documents/ed18-0014_group_training_national_standards_acc.pdf) (January 2017)
* [Evidence Guide to Support the National Standards for Group Training Organisations](https://www.australianapprenticeships.gov.au/sites/ausapps/files/publication-documents/evidence_guide_for_gtos_to_support_the_national_standards.pdf) (January 2017)
* [Memorandum of Understanding between the VRQA and The Group Training Association of Victoria Inc. (trading as Apprenticeship Employment Network), *Cooperative arrangements on regulation of group training organisations in Victoria*](https://www.vrqa.vic.gov.au/Documents/MOUAEN.pdf)

[VRQA National Standards for Group Training Organisations Self-Assessment](https://www.vrqa.vic.gov.au/Documents/ATGTOself-assessment.docx)

Applications must be submitted in electronic format

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| Send your application in electronic format (USB) to:  VET Industry and Engagement unit  Victorian Registration and Qualifications Authority  GPO Box 2317  Melbourne Vic 3001 | Or zipped files can be emailed to:  [vrqa.vet@education.vic.gov.au](mailto:vrqa.vet@education.vic.gov.au) |

Supporting documentation

You are requested to provide supporting documentation and evidence of compliance with the Revised National Standards for Group Training Organisations (January 2017), as described in Section C of the application.

PRIVACY DISCLAIMER

The VRQA requires all the information collected in this application for the purpose of recognising Group Training Organisations (GTOs) that operate in Victoria. If the applicant is recognised as a GTO in Victoria, information in Section A of the application may be made public via the VRQA website and/or the Commonwealth Government Register of GTOs.

The VRQA may receive information about an application for GTO recognition from The Group Training Association of Victoria Inc. (trading as Apprenticeship Employment Network (AEN)) as described in the Memorandum of Understanding (MOU). AEN is required under the MOU to obtain an organisation’s written consent before providing information to the VRQA.

The VRQA may use information from an application, for GTO recognition in relation to the applicant’s approval to employ apprentices and trainees in Victoria, under Part 5.5 of the *Education and Training Reform Act 2006* (ETR Act). The VRQA may disclose information about an employer of apprentices and trainees in Victoria to other state government and Commonwealth government agencies, under section 5.5.26 of the ETR Act.

The VRQA is committed to handling all personal information securely in accordance with the *Privacy and Data Protection Act 2014* (Vic). To learn more about how the VRQA handles personal information, access the VRQA’s privacy policy at www.vrqa.vic.gov.au.

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| Section A – Applicant details | | | | | | | | | | |
| **A.1** | **Legal entity** | |  | | | | | | | |
| A.1.1 | Name of legal entity applying for recognition (the “applicant”) |  | | | | | | | | |
| A.1.2 | Registered business name(s) of applicant |  | | | | | | | | |
| A.1.3 | Legal entity type |  | | Company limited by guarantee | | | |  | Company limited by shares | |
|  | | Incorporated entity/association | | | |  | Unincorporated entity/association | |
|  | | Co-operative | | | |  | Other please specify | |
| A.1.4 | Australian Company Number (ACN)\* |  | | | | | | | | \*If applicable |
| A.1.5 | Australian Business Number (ABN) |  | | | | | | | | |
| A.2 | Head office | |  | | |  | |  |  | |
| A.2.1 | Street address |  | | | | | | | | |
| A.2.2 | Is the head office street address a residential address? |  | | Yes |  | | No | | | |
| A.2.3 | Postal address (if different) |  | | | | | | | | |
| A.2.4 | Telephone |  | | | | | | | | |
| A.2.5 | Mobile |  | | | | | | | | |
| A.2.6 | Email |  | | | | | | | | |
| A.2.7 | Website |  | | | | | | | | |
| **A.3** | **Principal place of business** (if different from head office) | | | | | | | | | |
| A.3.1 | Street address |  | | | | | | | | |
| A.3.2 | Postal address (if different) |  | | | | | | | | |
| A.3.3 | Telephone |  | | | | | | | | |
| A.3.4 | Mobile |  | | | | | | | | |
| A.3.5 | Email |  | | | | | | | | |
| A.3.6 | Website |  | | | | | | | | |
| **A.4** | **Principal executive officer** | | | | | | | | | |
| A.4.1 | Title |  | | | | | | | | |
| A.4.2 | Surname |  | | | | | | | | |
| A.4.3 | Given name(s) |  | | | | | | | | |
| A.4.4 | Telephone |  | | | | | | | | |
| A.4.5 | Mobile |  | | | | | | | | |
| A.4.6 | Email |  | | | | | | | | |
| A.4.7 | Business address |  | | | | | | | | |

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| **A.5** | | **GTO liaison officer contact** | | | | | | |
| A.5.1 | | Title |  | | | | | |
| A.5.2 | | Surname |  | | | | | |
| A.5.3 | | Given name(s) |  | | | | | |
| A.5.4 | | Telephone |  | | | | | |
| A.5.5 | | Mobile |  | | | | | |
| A.5.7 | | E-mail |  | | | | | |
| A.5.8 | | Business address |  | | | | | |
| Section B – Applicant history | | | | | | | | |
| B.1 | | **Approval to employ apprentices or trainees** | | | | | | |
| B.1.1 | Is the applicant approved by the VRQA to employ apprentices or trainees in Victoria? | |  | Yes |  | No (skip to Question B.1.6 below) | | |
| B.1.2 | Has the applicant ever had its approval to employ apprentices or trainees in Victoria revoked under section 5.5.7(4) of the *Education and Training Reform Act 2006*? | |  | Yes (provide details at B.1.3 below) |  | No | | |
| B.1.3 | Provide details of revocation of approval to employ apprentices or trainees in Victoria.  Attach additional information to the application form, if necessary. | |  | | | | | |
| B.1.4 | Has the applicant ever had conditions imposed on its approval to employ apprentices and trainees in Victoria under section 5.5.7(3) of the *Education and Training Reform Act 2006*? | |  | Yes (provide details at B.1.5 below) |  | No | | |
| B.1.5 | Provide details of conditions imposed on approval to employ apprentices or trainees in Victoria.  Attach additional information to the application form, if necessary. | |  | | | | | |
| B.1.6 | Is the applicant registered as a GTO in another Australian state or territory? | |  | Yes (indicate state or territory below) | | |  | No |
|  | Australian Capital Territory | | |  | South Australia |
|  | New South Wales | | |  | Tasmania |
|  | Northern Territory | | |  | Western Australia |
|  | Queensland | | | | |
| B.1.7 | Has the applicant applied for a Labour Hire Licence with the Labour Hire Authority? | |  | Yes |  | No | | |
| B.1.8 | If yes, has the applicant’s Labour Hire Licence been approved? | |  | Yes  Licence number: |  | No | | |

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| **B.1** | **Approval to employ apprentices and trainees** (continued) | | | | |
|  | Does the applicant have processes to ensure that: | | | | |
| B.1.9 | host employers provide suitable premises in which apprentices and trainees will be employed? |  | Yes |  | No |
| B.1.10 | host employers provide suitable equipment and methods to be used in training? |  | Yes |  | No |
| B.1.11 | any person host employers use to supervise an apprentice or trainee under a training contract has appropriate qualifications, knowledge and skill for that purpose? |  | Yes |  | No |
| B.1.12 | any person host employers use to supervise an apprentice or trainee under a training contract is otherwise a fit and proper person for that purpose? |  | Yes |  | No |
| **B.2** | **Fit and proper information** | | | | |
|  | Has the applicant or any director, shareholder or senior officer of the applicant ever been: | | | | |
| B.2.1 | convicted of an indictable offence under a law of the Commonwealth or any Australian state or territory? (see note below) |  | Yes (provide details at B.3) |  | No |
| B.2.2 | found by a court to have breached the Commonwealth *Fair Work Act 2009* or previous state or Commonwealth legislation governing wages and conditions? |  | Yes (provide details at B.3) |  | No |
| B.2.3 | subject to enforcement action by the Fair Work Ombudsman? |  | Yes (provide details at B.3) |  | No |
| B.2.4 | convicted in relation to workplace safety laws in Victoria or any other Australian state or territory? |  | Yes (provide details at B.3) |  | No |
| B.2.5 | subject to enforcement action by the Victorian WorkCover Authority or the workplace safety regulatory body in other Australian states or territories such as an enforceable undertaking or a prohibition notice? |  | Yes (provide details at B.3) |  | No |

**NOTE**

An indictable offence carries a maximum term of imprisonment of five years or more, or where a fine of $71,600 or more can be imposed. Offences under the *Crimes Act 1958* (Vic) and the *Wrongs Act 1958* (Vic) are indictable offences unless categorised as summary offences. Examples of indictable offences are culpable driving, theft, intentionally causing serious injury, rape and sexual assault, stalking and some assaults.

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| B.3 | Further details relating to fit and proper information | |  |
| For questions in B.2 marked as ‘Yes’, you must copy and complete these details for each question and attach them to your application. Please provide copies of any court orders or other relevant material relating to the matters in B.2 above. | | | |
|  | The information below is in relation to question:  B.2.1  B.2.1  B.2.3  B.2.4  B.2.5 | | |
| B.3.1 | Name (person or company) |  | |
| B.3.2 | Check one of the following: | Director  Shareholder  Senior officer | |
| B.3.3 | Telephone |  | |
| B.3.4 | Mobile |  | |
| B.3.6 | Email |  | |
| B.3.7 | Residential address |  | |
| B.3.8 | Australian Company Number (ACN) |  | |
| B.3.9 | Australian Business Number (ABN) |  | |
| B.3.10 | Former name (person or company, if any) |  | |
| B.3.11 | Date of birth |  | |
| B.3.12 | Place of birth (town, state and country) |  | |
| B.3.13 | Relevant details: |  | |

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| Section C – Supporting documentation | | | |  |
| The following information is requested to support the application. Please check the relevant box in the right column to indicate the information that is included with the application. | | | | |
| C.1 | Self-assessment of compliance (include one) | | | Included with application |
|  | A self-assessment of the applicant’s compliance against the Revised National Standards for Group Training Organisations (2017). | (i) | Self-assessment completed using the *VRQA National Standards for Group Training Organisations Self-Assessment*, and a copy is enclosed. |  |
| (ii) | Self-assessment completed via [Apprenticeship Employment Network online portal](https://gtostandards.com.au/), and is available to the VRQA via AEN.  In order for the VRQA to receive information you have provided to AEN, you **must** complete and sign Section D of this form. |  |
|  | (iii) | Self-assessment completed via Apprenticeship Employment Network online portal, and a copy is enclosed. |  |
| **C.2** | **Other supporting information** | | | **Included with application** |
| C.2.1 | A copy of the proposed host employer agreement. | | |  |
| C.2.2 | Details of the applicant’s organisational structure, including the number of support staff or field staff that will support apprentices and trainees working at host employers. | | |  |
| C.2.3 | An estimate of the number of apprentices and trainees the applicant plans to employ under Group Training Organisation arrangements each year over the next 5 years. Please also include details of the qualifications, vocations or trades that the applicant intends to employ apprentices or trainees in. | | |  |

Section D – Consent for Apprenticeship Employment Network to disclose information to the VRQA

The VRQA requests your consent to the Apprenticeship Employment Network disclosing information to the VRQA, which you may have provided to the Apprenticeship Employment Network. This may include disclosure of a copy of your self-assessment (if applicable). This section must be completed by a Director or the Principal Executive Officer of the organisation.

Please check one of the following options:

Yes, consent is provided for Apprenticeship Employment Network to disclose information to the VRQA about my organisation.

No, consent is not provided for Apprenticeship Employment Network to disclose information to the VRQA about my organisation.

If neither option is selected, the VRQA will assume that consent is not provided.

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Position or title |  |

Section E – Consent and acknowledgement

By ticking the boxes and signing below, you consent to the VRQA conducting audits of your organisation at any time to determine whether your organisation complies with the National Standards for Group Training Organisations. You also consent to the VRQA conducting a financial viability assessment of your organisation at any time. By ticking the final box you acknowledge that you understand information provided by your organisation to VRQA and the AEN, or obtained by the VRQA during a financial viability assessment or audit may be used by the VRQA in relation to your organisation’s approval to employ apprentices and trainees in Victoria under Part 5.5 of the *Education and Training Reform Act 2006*. This section must be completed by a Director or the Principal Executive Officer of the organisation.

My organisation agrees to participate in an audit by the VRQA or its representatives to review and evaluate my organisation’s compliance with the National Standards for Group Training Organisations. I acknowledge that the VRQA may conduct an audit at any time.

My organisation agrees to participate in a financial viability assessment. I acknowledge that the VRQA may conduct an assessment at any time.

I understand that information provided by my organisation to the VRQA or AEN or obtained during an audit or financial viability assessment may be used by the VRQA in relation to my organisation’s approval to employ apprentices and trainees in Victoria under Part 5.5 of the *Education and Training Reform Act 2006*.

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Position or title |  |

Section F – Statutory Declaration

Principal Executive Officer of all applicants to complete Section F, under section 30 of the *Oaths and Affirmations Act 2018* (as of 1 March 2019), previously *Evidence (Miscellaneous Provisions) Act 1958*.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [full name]

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [address],

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [occupation]

do solemnly and sincerely declare that:

* the information provided in this application is true and correct
* I have provided the VRQA with all relevant information about the individuals who will be involved in the management of my organisation, to enable the VRQA to assess whether all such individuals meet the fit and proper person requirements for approval to employ apprentices and trainees under section 5.5.7(2)(d) of the *Education and Training Reform Act 2006*.

I acknowledge that this declaration is true and correct, and I make it in the belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This \_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person making this declaration

(to be signed in front of an authorised witness)

Before me

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorised Witness

Name of witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: 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), previously *Evidence (Miscellaneous Provisions) Act 1958*.

For the list of authorised persons who may witness statutory declarations under section 30 of the *Oaths and Affirmations Act 2018* see:

* <https://www.justice.vic.gov.au/statdecs>