## ORGANISATION DETAILS

<table>
<thead>
<tr>
<th>Organisation's legal name</th>
<th>Sydney Training Academy Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trading name/s</td>
<td>Sydney Training Academy Pty Ltd</td>
</tr>
<tr>
<td>RTO number (if any)</td>
<td>91592</td>
</tr>
</tbody>
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## REVIEW DETAILS

<table>
<thead>
<tr>
<th>Type of review</th>
<th>Reconsideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit number</td>
<td>1008111</td>
</tr>
<tr>
<td>Date evidence received</td>
<td>4 June 2015</td>
</tr>
<tr>
<td>Date review conducted</td>
<td>1 July 2015</td>
</tr>
</tbody>
</table>

## REVIEW TEAM

<table>
<thead>
<tr>
<th>Reconsideration officer</th>
<th>Jane Holt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review officer</td>
<td>Jane Connellan</td>
</tr>
<tr>
<td>Technical adviser/s</td>
<td>n/a</td>
</tr>
</tbody>
</table>

## SCOPE OF REVIEW

<table>
<thead>
<tr>
<th>Code</th>
<th>Training Product</th>
<th>Mode/s of delivery/assessment*</th>
</tr>
</thead>
<tbody>
<tr>
<td>22024VIC</td>
<td>Course in Emergency Management of Asthma in the Workplace</td>
<td>Face to face</td>
</tr>
<tr>
<td>22099VIC</td>
<td>Course in First Aid Management of Anaphylaxis</td>
<td>Face to face</td>
</tr>
<tr>
<td>BSB40812</td>
<td>Certificate IV in Frontline Management</td>
<td>Face to face</td>
</tr>
<tr>
<td>BSB51107</td>
<td>Diploma of Management</td>
<td>Face to face</td>
</tr>
<tr>
<td>CHC30212</td>
<td>Certificate III in Aged Care</td>
<td>Face to face</td>
</tr>
<tr>
<td>CHC30113</td>
<td>Certificate III in Early Childhood Education and Care</td>
<td>Face to face</td>
</tr>
<tr>
<td>CPCOHS1001A</td>
<td>Work safely in the construction industry</td>
<td>Face to face</td>
</tr>
<tr>
<td>CPP20212</td>
<td>Certificate II in Security Operations</td>
<td>Face to face</td>
</tr>
<tr>
<td>HLTAIM001</td>
<td>Provide cardiopulmonary resuscitation</td>
<td>Face to face</td>
</tr>
<tr>
<td>HLTAIM003</td>
<td>Provide first aid</td>
<td>Face to face</td>
</tr>
<tr>
<td>SITHFAB201</td>
<td>Provide responsible services of alcohol</td>
<td>Face to face</td>
</tr>
<tr>
<td>SITHGAM201</td>
<td>Provide responsible gambling services</td>
<td>Face to face</td>
</tr>
</tbody>
</table>

*Apprenticeship, Traineeship, Face to face, Distance, Online, Workplace, Mixed, Other (specify)
FINDING FOLLOWING EVIDENCE REVIEW

Finding as at 30/06/2015: Significant non-compliance

- The level of non-compliance considers the potential for an adverse impact on the quality of training and assessment outcomes for students.
- If non-compliance has been identified, this analysis describes evidence of the non-compliance.

Clause 1.1 (SNR 15.2)  FINDING: Compliant

Outstanding non-compliance:

- The TAS do not meet the requirements of the relevant Training Package for the following qualifications:
  - BSB40812 Certificate IV in Frontline Management
  - BSB51107 Diploma of Management
  - CHC30212 Certificate III in Aged Care

- The RTO has not provided evidence of TAS that include clear and consistent information for the following courses:
  - CPP20212 Certificate II in Security Operations
  - BSB40812 Certificate IV in Frontline Management
  - BSB51107 Diploma of Management
  - CHC30212 Certificate III in Aged Care
  - CHC30113 Certificate III in Early Childhood Education and Care
  - 22024VIC Course in Emergency Management of Asthma in the Workplace
  - 22099VIC Course in First Aid Management of Anaphylaxis
  - CPCOHS1001A Work safely in the construction industry
  - SITHFAB201 Provide responsible service of alcohol

Analysis of evidence:

- The RTO provided TAS for the following courses:
  - BSB40812 Certificate IV in Frontline Management
  - BSB51107 Diploma of Management
  - CHC30212 Certificate III in Aged Care
  - CHC30113 Certificate III in Early Childhood Education and Care
  - 22099VIC Course in First Aid Management of Anaphylaxis
  - CPCOHS1001A Work safely in the construction industry
  - SITHFAB201 Provide responsible service of alcohol

**BSB40812 Certificate IV in Frontline Management**
- The TAS identifies how the delivery time has been structured to include face to face training and simulated work environment training and includes information about how many hours have been allocated to each component of the training.

**BSB51107 Diploma of Management**
- The TAS identifies how the delivery time has been structured to include face to face classroom based training and assessment and home study.

**CHC30212 Certificate III in Aged Care**
- The TAS identifies the terms of the course in relation to which units will be delivered face to face and which units will be assessed in the aged care facility.
CHC30113 Certificate III in Early Childhood Education and Care
- The TAS contains consistent information regarding delivery timeframes.

CPCCOHS1001A Work safely in the construction industry
- The TAS contains consistent information regarding delivery timeframes and delivery methods.

SITHFAB201 Provide responsible service of alcohol
- The TAS identifies the duration of the course has been changed to 8 hours providing students (with numbers capped at 10) with 4 hours for practical training at the Royla Hotel Granville. This information clarifies how the assessor will be able to accommodate and facilitate the practical assessment within the available course time.

The evidence provided demonstrates the TAS include clear and consistent information for the following courses:
- BSB40812 Certificate IV in Frontline Management
- BSB51107 Diploma of Management
- CHC30212 Certificate III in Aged Care
- CHC30113 Certificate III in Early Childhood Education and Care
- CPCCOHS1001A Work safely in the construction industry
- SITHFAB201 Provide responsible service of alcohol

Further, the evidence provided confirms the TAS for the following qualifications meet the requirements of the relevant Training Package:
- BSB40812 Certificate IV in Frontline Management
- BSB51107 Diploma of Management
- CHC30212 Certificate III in Aged Care

The RTO did not provide a TAS for 22024VIC Course in Emergency Management of Asthma in the Workplace as the course has now expired.

The RTO’s submission noted it did not provide a TAS for CPP2012 Certificate II in Security Operations or 22099VIC Course in First Aid Management of Anaphylaxis as there were no issues identified in the analysis of rectification to identify what remained outstanding. A review of the previous audit report confirms this qualification and course was incorrectly identified as remaining non-compliant as the rectification evidence that was provided had addressed the non-compliances.

<table>
<thead>
<tr>
<th>Clause 1.3 (SNR 15.3)</th>
<th>FINDING: Compliant</th>
</tr>
</thead>
</table>

Outstanding non-compliance:
- The RTO did not provide evidence to identify that it has sufficient facilities and equipment available to accommodate learner cohorts for the following qualifications:
  - CHC30113 Certificate III in Early Childhood Education and Care
  - CHC30212 Certificate III in Aged Care

Analysis of evidence:
- The RTO provided TAS for the below qualifications that confirmed no more than 10 students will be enrolled in the course at any one time:
  - CHC30113 Certificate III in Early Childhood Education and Care
  - CHC30212 Certificate III in Aged Care
• Further, the RTO provided signed and dated MOUs with the below childcare and aged care facilities that identified each facility could accommodate 5-6 students at a time:
  o Setton Childcare Services
  o Kids Cubby Kindy Long Day Care
  o Glen-Lynn Nursing Home
  o Wallgrove Aged Care Facilities

• The evidence provided confirms the RTO has sufficient facilities and equipment available to accommodate the learner cohorts for the following qualifications:
  o CHC30113 Certificate III in Early Childhood Education and Care
  o CHC30212 Certificate III in Aged Care

**Clause 1.4 (SNR 15.3) FINDING: Not compliant**

Outstanding non-compliance:

• The RTO did not provide evidence to demonstrate that its assessment materials meet the requirements of the Training Package (refer SNR 15.5 for further information). Note: a review of the previous audit report identified this non-compliance was incorrectly omitted in the outstanding non-compliance section of the previous report. It has been included here for correctness and to reflect the non-compliances that remain regarding assessment materials in Clause 1.8/SNR 15.5.

Analysis of evidence:

• The RTO did not provide evidence to demonstrate that its assessment materials meet the requirements of the Training Package (refer to Clause 1.8 for further information).

**Clause 1.8 (SNR 15.5) FINDING: Not compliant**

Outstanding non-compliance:

• The RTO has not demonstrated that assessment practices for the following Training Products are conducted in adherence to the principles of assessment and rules of evidence:
  o SITHFAB201 Provide responsible service of alcohol
  o SITHGAM201 Provide responsible gambling services
  o 22099VIC Course in First Aid Management of Anaphylaxis
  o CPCCOHS1001A Work safely in the construction industry
  o HLTAID001 Provide Cardiopulmonary Resuscitation
  o HLTAID003 Provide first aid

• The RTO has not demonstrate that assessment practices for the following Training Products are conducted in adherence to the principles of assessment and rules of evidence and meet the requirements of the relevant Training Package:
  o CHC30212 Certificate III in Aged Care
  o BSB51107 Diploma of Management
  o BSB40812 Certificate IV in Frontline Management

Analysis of evidence:

**SITHFAB201 Provide responsible service of alcohol**

• The RTO provided the following assessment tools:
  o Assessor guide
- Mapping document
- Learner guide
- Appendix A Role Play Descriptions

- The learner and assessor instructions have been enhanced.
- There is sufficient information available to support the students who act in the role play as the customer for Assessment Task 2.
- The performance criteria on the observation checklist have been enhanced to support assessors in making reliable and consistent judgments.
- It has been clarified that learners will complete the practical assessment at Royal Hotel Granville.

**SITHGAM201 Provide responsible gambling services**

- The RTO provided the following assessment tools:
  - Assessor guide
  - Mapping document
  - Learner guide
  - Appendix A Role Play Descriptions

- The learner and assessor instructions have been enhanced.
- The assessment tools are reliable as the context and conditions of Assessment Task 2 are clearly defined.
- There is sufficient information available to support the students who act in the role play as the customer.
- The practical observation checklist includes observable behaviours and will support assessors in making reliable and consistent judgments.

**22099VIC Course in First Aid Management of Anaphylaxis**

- The RTO provided the following assessment tools:
  - Assessor guide
  - Mapping document
  - Learner guide

- The task for the practical demonstration includes information to explain the context and conditions of the assessment.
- The assessment tasks contain enough detail to support the consistency of assessment conditions.

**CPCCOHS1001A Work safely in the construction industry**

- The RTO provided the following assessment tools:
  - Marking guide
  - Mapping document
  - Learner guide

- The marking guide includes answers for the written question component to support assessors with reliability in assessment decisions.
- The assessment tools meet the requirements of the Training Package as they address the Required Skills regarding communication skills to verbally report construction hazards and risks and ask effective questions.

**HLTAID001 Provide Cardiopulmonary Resuscitation**

- The RTO provided the following assessment tools:
  - Marking guide
  - Mapping document
  - Learner guide
  - Role play descriptions
The observation checklists are consistent with the tasks they are to be used for.
- The assessor's instructions include sufficient information to support the reliability of the assessment.
- The assessment instructions contain information on the context and conditions of assessment.

**HLTAID003 Provide first aid**
- The RTO provided the following assessment tools:
  - Marking guide
  - Mapping document
  - Learner guide
  - Role play descriptions

- The information relating to the practical demonstrations tasks are clear.
- The context and conditions of the practical demonstrations are clear.
- The marking criteria for “Scenario 1: Part C: Observation Checklist” includes sufficient detail to enable learners and assessors to understand what is required to be demonstrated in order to satisfactorily complete the task.
- The observation checklists reconcile with the tasks they are to be used for.

**CHC30212 Certificate III in Aged Care**

**CHCAC319A Provide support to people living with dementia**
- The RTO provided the following new assessment tools:
  - Trainer Marking guide
  - Mapping document
  - Candidate Assessment Tool that included the following assessment tasks:
    - AT1 Written questions
    - AT2 Project
    - AT3 Report
    - AT4 Practical demonstration

- The STA Competency Clinical Skills Assessment checklist and Supervisor's report in the Work Placement Log Book, that were referenced in the previous report are no longer part of the assessment of this unit.
- The assessment tasks include information in relation to the level of response required from the learner.
- The practical assessment checklist allows for assessment to take place on more than one occasion.

**CHCAC417A Implement interventions with older people at risk of falls**
- The RTO provided the following new assessment tools:
  - Preventing Falls and Harm From Falls in Older People, Best Practice Guidelines for Australian Community Care 2009
  - Marking guide
  - Mapping document
  - Candidate Assessment Tool that included the following assessment tasks:
    - AT1 Knowledge questions
    - AT2 Project

- The STA Competency Clinical Skills Assessment checklist; Supervisor's report in the Work Placement Log Book; Manual Handling Competency Assessment and Portfolio: Practical Assessment that were referenced in the previous report are no longer part of the assessment of this unit.

**BSB51107 Diploma of Management**

**BSBFIM501A Manage budgets and financial plans**
- The RTO provided the following assessment tools:
  - Marking guide
  - Mapping document
• Learner guide

• The assessment tasks:
  o provide information relating to the level of response required.
  o address the critical aspects to demonstrate knowledge of the record keeping requirements for
    the ATO and for auditing purposes.
  o requires learners to demonstrate technology skills to use software associated with financial
    record keeping.

BSBMGT502B Manage people performance
• The RTO provided the following assessment tools:
  o Marking guide
  o Mapping document
  o Learner guide – that requires the learner to develop performance standards and indicators; an
    appraisal process and strategies to follow up employee performance.

• The marking guide included evidence criteria to judge the quality of performance for the assessment
  tasks.

BSB40812 Certificate IV in Frontline Management
BSBMGT401A Show leadership in the workplace
• The RTO provided the following assessment tools:
  o Marking guide
  o Mapping document
  o Learner guide consisting of two assessments: written questions and a role play.

  o The assessments no longer include multiple choice questions.

BSBMGT402A Implement operational plan
• The RTO provided the following assessment tools:
  o Marking guide
  o Mapping document
  o Learner guide consisting of a case study and a project.

• The “Practical Assessment Marking Form” no longer forms part of the assessment.
• The assessments include instructions for learners and assessors and marking criteria for assessors to
  support reliability and consistency.
• The assessment tasks address the critical aspects for assessment which require the learner to
  demonstrate their ability to produce short-term plans for the department or section and plan resources.

The RTO has demonstrated that assessment practices for the following Training Products will be conducted
in adherence to the principles of assessment and rules of evidence:
• SITHFAB201 Provide responsible service of alcohol
• SITHGAM201 Provide responsible gambling services
• 22099VIC Course in First Aid Management of Anaphylaxis
• CPCCOHS1001A Work safely in the construction industry
• HLTAID001 Provide Cardiopulmonary Resuscitation
• HLTAID003 Provide first aid
Outstanding non-compliance:

- The RTO has not demonstrated that assessment practices for the following Training Products will be conducted in adherence to the principles of assessment and rules of evidence and meet the requirements of the relevant Training Package:
  - CHC30212 Certificate III in Aged Care
  - BSB51107 Diploma of Management
  - BSB40812 Certificate IV in Frontline Management

See below for the specific issues that has resulted in the above determination:

**CHC30212 Certificate III in Aged Care**

**CHCAC319A Provide support to people living with dementia**

- The practical assessment checklist is made up of a copy of the required skills and knowledge from the unit of competency. Although the checklist includes a provision for the assessor to include a comment regarding each item in the checklist there are no instructions regarding what the comment is to relate to. It is not clear how the assessment tool will be used by the assessor to gather consistent and reliable evidence that the student has completed workplace tasks to an appropriate level to be deemed competent in the unit by addressing all the practical aspects of the unit.

- As a result of the above the assessments do not assess the practical application of skills such as those required by the performance criteria. Further, it is not evident the assessment tasks gather valid evidence of a learner’s ability to demonstrate essential skills.

**CHCAC417A Implement interventions with older people at risk of falls**

- The marking guide in the ‘general’ instruction section of Assessment 2 states: ‘The candidate’s ability to perform the required tasks will be assessed in Assessment 3, which is the Practical Demonstration’. Assessment task 3 was not included in either the marking guide or learner guide. It was noted the mapping document also only references Assessment 1 and 2. Further, although a copy of Preventing Falls and Harm From Falls in Older People, Best Practice Guidelines for Australian Community Care 2009 was provided and it did include a range of documents as appendices that could be used in the workplace for assessing the risk of falls no instructions were provided to show if and/or how they were to be used as part of the assessment of this unit.

- As a result of the above assessments do not assess the practical application of skills such as those required by the performance criteria. Further, it is not evident the assessment tasks gather evidence of a learner’s ability to demonstrate essential skills.

**BSB51107 Diploma of Management**

**BSBMGT502B Manage people performance**

- The assessment tasks do not gather sufficient or valid evidence of learner competency as the assessments require the learner to develop strategies and processes the learner could use/follow rather than acutely demonstrating their skills i.e. implementing strategies and processes as required by the unit of competency.

- Assessment tasks do not assess the practical application of skills relating to Performance Criteria 1.1, 1.3, 1.4, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.5 4.2, 4.3, 4.4, 4.5, 4.6 and 4.7.

- The assessment tasks do not assess the learner’s ability to demonstrate Required Skills of communication skills to articulate expected standards of performance, to provide effective feedback and to coach staff who need development.

- It is not evident how learners are assessed on their ability to demonstrate techniques in providing feedback and coaching for improvement in performance, as required by the critical aspects for assessment.

**BSB40812 Certificate IV in Frontline Management**
BSBMGT401A Show leadership in the workplace

- The assessment conditions for the role play require the class to break into groups of 3-5 students. One student is to play the team leader and the other students are to play the team members. Together with their team the team leader is required to put together an action plan of all the tasks that would be required to be completed to run a promotional campaign for a new product appearing at an expo in 4 weeks time. Once completed the students are required to swap roles and complete the same role play until all students have had a chance at being the team leader. The assessment will not be reliable as subsequent team leaders have already witnessed the first team leaders performance.
- Overall, the role play does not address all the practical requirements of the Training Package. Specifically, it is not evident that the assessment:
  - gathers sufficient evidence of the practical application of skills to address all Performance Criteria. For example, 1.2, 2.3, 3.3 and 3.6.
  - gathers evidence of the learner’s ability to demonstrate the Required Skills of decision making skills to demonstrate good judgement and follow through.
  - addresses all of the critical aspects for assessment, specifically it is not clear that the learner is required to show evidence of instances where leadership and decision making have been demonstrated and which have led to positive changes in the workplace.

BSBMGT402A Implement operational plan

- Task 3 of the revised assessment tools state the learner is required to ‘Provide evidence that shows you are able to implement an operational plan for team or section in your workplace or using a simulated work environment’. The assessor criteria that is used to judge the quality of evidence submitted by the learner states: ‘Learners should have provided evidence of the reports, records and documentation they have kept about the implementation of an operation plan. These might include: financial records; work plans; OHS audits; training records; contracts and customer records’. Based on the above learner and assessor instructions it is not evident the assessment would address:
  - the critical aspects for assessment which require the learner to demonstrate their ability to monitor and adjust operational performance, acquire resources, and provide reports on performance as required
  - the Required Skills to plan and organise to monitor performance and to sequence work of self and others to achieve planned outcomes.

<table>
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<th>Clause 5.2 (SNR 16.3)</th>
<th>FINDING: Compliant</th>
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<tbody>
<tr>
<td>Outstanding non-compliance:</td>
<td></td>
</tr>
<tr>
<td>- The RTO did not provide evidence to demonstrate that it provides prospective clients with sufficient information in relation to work placement.</td>
<td></td>
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</tbody>
</table>

Analysis of evidence:

- The RTO provided a:
  - Participant handbook that included information regarding how the workplace will be arranged, structured and accessed.
  - Brochure for CHC30113 Certificate III in Early Childhood that has information for learners in relation to how the workplace will be arranged, structured and accessed.

- The RTO has provided evidence to demonstrate that it provides prospective clients with sufficient information in relation to work placement.

<table>
<thead>
<tr>
<th>Clause 1.6 (SNR 16.4)</th>
<th>FINDING: Compliant</th>
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</table>
Outstanding non-compliance:

- The RTO did not provide evidence to demonstrate how it will ensure that employers and other parties who contribute to each learner's training and assessment are engaged in the development, delivery and monitoring of training and assessment specifically for the following qualifications:
  - BSB40812 Certificate IV in Frontline Management
  - BSB51107 Diploma of Management

Analysis of evidence:

- The RTO identified in its response that it does not have any third parties or workplace arrangements in regards to BSB40812 Certificate IV in Frontline Management and BSB51107 Diploma of Management. To support this the RTO provided training and assessment strategies for both qualifications that identified they are delivered face-to-face in the classroom.

- The RTO is therefore no longer required to demonstrate how it will ensure that employers and other parties who contribute to each learner's training and assessment are engaged in the development, delivery and monitoring of training and assessment for the below qualifications:
  - BSB40812 Certificate IV in Frontline Management
  - BSB51107 Diploma of Management

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Clause 2.1 (SNR 18.1)  FINDING: Not compliant

Outstanding non-compliance:

- The RTO is not compliant with all standards reviewed for the audit.

Analysis of evidence:

- Refer to analysis of rectification evidence for other clauses.

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Outstanding non-compliance:

- While the RTO has addressed some of the non-compliances with some of the clauses the RTO remains not compliant with clauses 1.4 and 1.8

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Clause 4.1 (SNR 24.1)  FINDING: Compliant

Outstanding non-compliance:

- The RTO has not provided evidence to demonstrate that it ensures its marketing is ethical, accurate and consistent with its scope of registration.

Analysis of evidence:

- The RTO provided a brochure for CHC30113 Certificate III in Early Childhood. The brochure:
  - Has information for learners in relation to how the workplace will be arranged and accessed.
  - Consistently lists the course code and number.
  - Does not appear to contain errors.

- The RTO also provided a schedule of fees that listed the title of the qualifications and units with their
respective code.

- The RTO has provided evidence to demonstrate that it ensures its marketing is ethical, accurate and consistent with its scope of registration.
10 August 2015

Mr Mahmoud Adebekhaliq Abughazaleh
Director
Sydney Training Academy Pty Ltd
Suite 2, 102 South St
Granville NSW 2142

By email to: sydneytrainingacademy@gmail.com

RTO ID: 91592
Application No: 1063007
Audit No: 1008111

Dear Mr Abughazaleh

Re: Outcome of renewal of registration application—granted

I refer to your application to renew your registration as a national VET regulator (NVR) registered training organisation (RTO).

In accordance with the provisions of the National Vocational Education and Training Regulator Act 2011 (the Act), your application for registration has been granted. A copy of the evidence analysis is attached for your reference.

The National Register has been updated to include the following key details of your organisation:

Legal name: Sydney Training Academy Pty Ltd
Trading name/s (if relevant): Sydney Training Academy Pty Ltd
RTO ID number: 91592

Scope of registration granted:

- 22099VIC Course in First Aid Management of Anaphylaxis
- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care
- CPP20212 Certificate II in Security Operations
- CPCCOHS1001A Work safely in the construction industry
- HLTAID001 Provide Cardiopulmonary Resuscitation
- HLTAID003 Provide first aid
- HLTAID006 Provide advanced first aid
- SITHFAB201 Provide responsible service of alcohol
- SITHGAM201 Provide responsible gambling services
Period of registration
Your organisation has been granted registration for a period of 7 years which commenced on 12 September 2014 and is due to expire on 11 September 2021. A Certificate of Registration is attached.

You can apply to the Australian Skills Quality Authority (ASQA) to renew or withdraw your organisation’s registration, and timeframes and obligations apply to each process. There are also obligations on organisations that effectively cease to operate, even though they remain registered as RTOs. Further information about obligations in these circumstances is available from the ASQA website.

Scope of registration
The organisation’s scope of registration – the vocational education and training (VET) courses that your organisation is registered to provide – is listed on the National Register. Please note that Sections 93-94 of the Act provide for the imposition of monetary penalties on RTOs that provide all or part of a VET course outside scope of registration.

If the training and assessment provided is likely to lead to students applying for a licence/recognition to operate in a relevant industry, you will need to ensure that you meet the requirements of the relevant national or state/territory regulator/s. Organisations that ASQA has formal arrangements with that may have additional requirements to be met beyond registration with ASQA before training and assessment will be recognised for industry licensing, registration or other approval can be found in the External licensing & additional registration requirements spreadsheet on the ASQA website. Please contact the relevant regulator/s to ensure you have satisfied regulatory requirements before delivery and ensure that marketing materials are accurate.

Changes to scope of registration
You must apply to ASQA if your organisation wishes to change its scope of registration by either adding or removing a VET course. Information on the process to make changes to your scope of registration is available from the ASQA website.

RTO ID number
You must quote your organisation’s RTO ID number in all future correspondence with ASQA. This number must also be included on the qualifications and statements of attainment that you issue and the marketing materials that you use as an RTO.

Maintaining compliance
I wish to remind you that you have signed a statutory declaration in which you have accepted responsibility for ensuring compliance with the VET Quality Framework. This framework comprises the following components:
- the Standards for Registered Training Organisations 2015
- the Quality Standards
- the Australian Qualifications Framework
- the Fit and Proper Person Requirements of the Act
- the Financial Viability Risk Assessment Requirements of the Act
- the Data Provision Requirements of the Act.
This is an important commitment that requires you to actively manage and monitor your RTO’s activities to ensure that compliance is maintained at all times and across all of your operations.

RTO compliance is the mandated foundation upon which organisations should plan and achieve quality improvements to their training and assessment services.

**ASQA fees and charges**
Please refer to ASQA website for details of fees and charges that apply to your registration.

**Conditions of registration**
You are required to comply with the conditions of registration set out in Sections 22-28 of the Act, as well as any additional conditions that ASQA, as the national VET regulator, has imposed on your organisation’s registration.

There are no additional conditions imposed on your organisation’s registration.

**Access documents**
You may also have the right of access to further documents under the Freedom of Information Act 1982 (www.oaic.gov.au).

**Further information and assistance**
If you require further information or assistance in relation to this matter, please contact the Info Line on telephone 1300 701 801 or by email at enquiries@asqa.gov.au.

Yours sincerely

Jane Holt
Manager Regulatory Operations