


TAC Update
ISSUE 82 – APRIL 23

News story: 20 April 2023

TAC Update - Issue 82 - April 2023 >

Training Accreditation Council's monthly newsletter providing information on important announcements, upcoming workshops and a focus article on RTO marketing



TAC UPDATE
ISSUE 81 - MARCH 23

Welcome to
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News story: 31 March 2023

TAC Update - Issue 81 - March 2023 >

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[Policies & Guidelines](#)

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[Student Records Requests](#)

To operate as an RTO in Western Australia, an organisation must be registered by the Training Accreditation Council (TAC), or through another VET regulator, such as the Australian Skills Quality Authority (ASQA) or the Victorian Registration and Qualifications Authority (VRQA). The relevant regulator will depend on where the organisation intends to deliver its training.


In this section, organisations and RTOs can find information about:




TAC's Jurisdiction




Becoming an RTO




RTO Obligations



Audit
Compliance
Regulation





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Address:
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[WEST PERTH WA 6005](#)
[📍](#)

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Becoming an RTO - Education Program Resources

If you are considering becoming a registered training organisation, we encourage you to view three short clips on Understanding the VET Sector, The Initial Registration Application Process and Obligations of the RTO. The clips can be found at the following link: [Becoming an RTO - Information Clips](#)



The following provides information about how to become an RTO:

Eligibility Requirements

Show more ▾

Partnership arrangements

Show more ▾

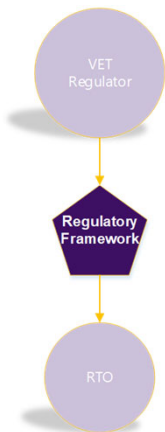
Government schools and non-government schools

Show more ▾



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Compliance with



- the *Standards for Registered Training Organisations (RTOs) 2015*;
- the *Vocational Education and Training Act 1996*;
- relevant state and Commonwealth legislation;
- relevant licensing requirements;
- TAC policies;
- Training Packages; and
- the Australian Qualifications Framework (AQF).

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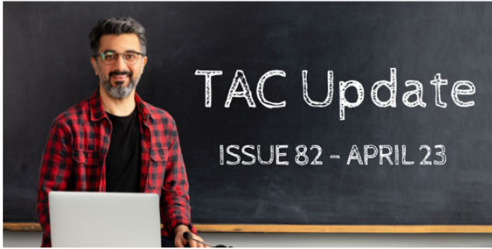
Is my organisation eligible?



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The Self Assessment Tool

A screenshot of the 'Initial Renewal of Registration Application Self-Assessment Tool' form. The form is titled 'Initial Renewal of Registration Application Self-Assessment Tool' and includes a 'Type of application' section with radio buttons for 'Initial registration' and 'Renewal of registration'. Below this are two main sections: 'DETAILS OF YOUR ORGANISATION' and 'DETAILS OF PERSON COMPLETING THE SELF-ASSESSMENT'. The 'DETAILS OF YOUR ORGANISATION' section includes fields for 'Legal name', 'Trading name', 'RTO code (if applicable)', 'Legally responsible person', 'Email address', and 'Telephone number'. The 'DETAILS OF PERSON COMPLETING THE SELF-ASSESSMENT' section includes fields for 'Name', 'Role within the organisation', 'Date completed', and 'Signature'. A magnifying glass is overlaid on the form, focusing on the 'Legal name' field. The form is branded with the Training Accreditation Council logo and includes a footer with the text 'Training Accreditation Council', 'Version: V01.18, 2018/17/18', and 'Page: 1 of 42'.



TAC Update
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TAC Update - Issue 82 - April 2023 >

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Applications

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Education Program


Information for Students

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Self Assessment Tool



Training Accreditation Council

Initial/Renewal of Registration Application Self-Assessment Tool

Type of application: Initial registration: ☐ Renewal of registration: ☐


DETAILS OF YOUR ORGANISATION	
Legal name:	
Trading name:	
RTO code (if applicable):	
Legally responsible person:	
Email address:	
Telephone number:	

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SECTION 1: SETTING UP

(Renewal of Registration Applications only need to address Clause 7.2)

Business viability is critical to the ongoing sustainability of the RTO. Setting up your RTO in line with business, financial and operating standards, and staffing your business with people of integrity will be key to successfully running your vocational education and training (VET) organisation. Some of the legislative requirements and Clauses in the Standards focus on business planning, management, financial viability and governance. In order to be registered you will need to demonstrate your financial viability in accordance with TAC's Financial Viability Assessment Guidelines which require your financial arrangements to be reviewed by a qualified accountant with an independent audit report or compilation report and financial statements, prepared for inclusion with your application. Consider these and any other business decisions you have made and complete your self-assessment.

 TAC Users' Guide to the Standards. The following link is provided to the Financial Viability Assessment Guidelines which could be useful for your accountant.

<http://www.tac.wa.gov.au/about-us/Pages/Policies-and-procedures.aspx>

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14

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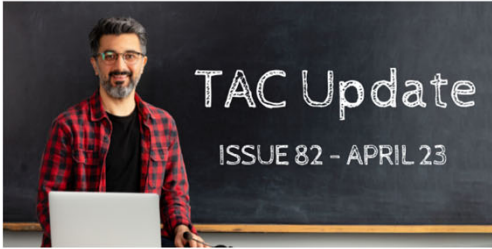
Section 1 – Setting Up

Business Plan

Fit and Proper Person Declaration

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16



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ISSUE 82 – APRIL 23

News story: 20 April 2023

TAC Update - Issue 82 - April 2023 >

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- [Applications](#)
- [Course Accreditation](#)
- [RTO Portal](#)
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17

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Please refer to the [Policy on the Change of Legal Entity of a Registered Training Organisation](#) prior to completing and signing this application.






RTO 8 – Advice of intention to transfer to ASQA

Use this form to notify TAC of your intention to transfer to ASQA.

The RTO8 Advice of Intention to Transfer to ASQA form is located on the RTOPortal [here](#) .

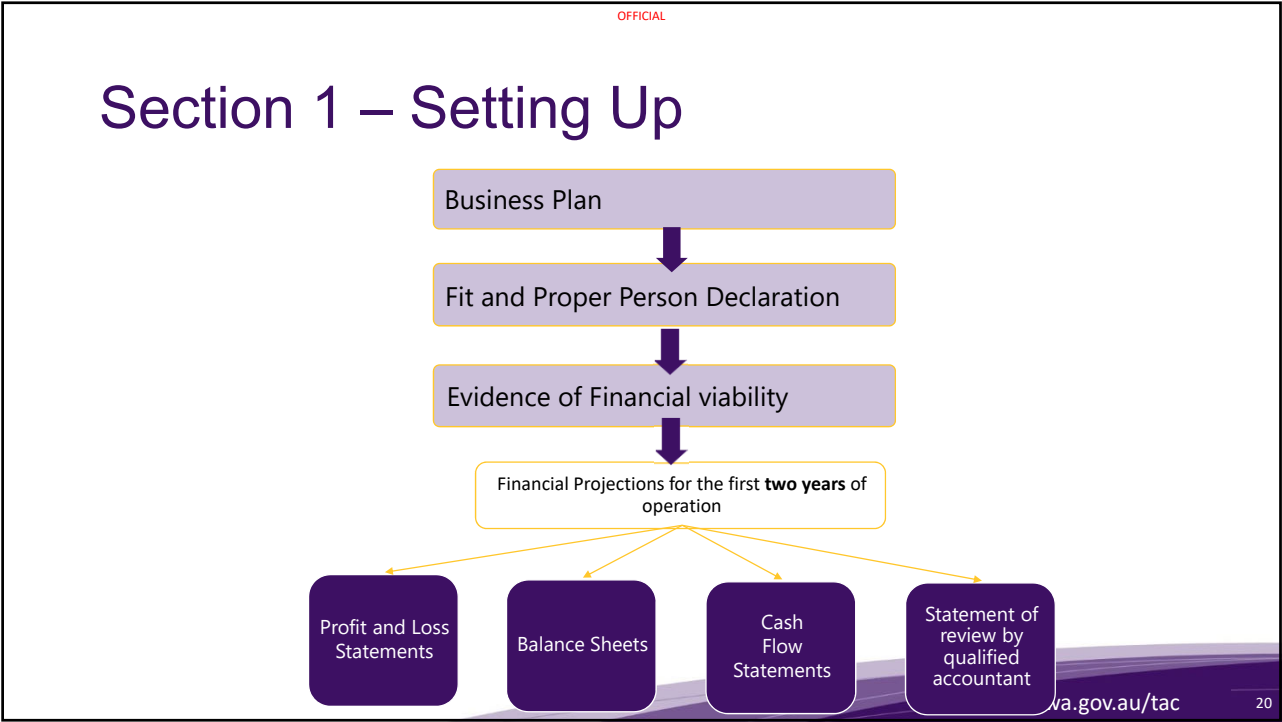
More information on changing your Registering Body is available [here](#).

Other Application Forms

-  [Applications - Dispute of Audit Findings.PDF](#)
-  [Applications - Cancellation of a Qualification.pdf](#)
-  [Applications - Fit & Proper Declaration.pdf](#)
-  [Applications - Student Records Request Form.pdf](#)
-  [Applications - Records Verification Request Form.pdf](#)

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18



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Show more ▾

Partnership arrangements

Show more ▾


Government schools and non-government schools

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SECTION 2: MARKETING

Review your intended marketing and advertising materials (digital eg website, and hard copy), including any to be used by third parties, and the processes you will use to ensure marketing materials are always compliant with the Standards. Then complete your self-assessment.

 TAC Fact Sheet on Marketing and the TAC Users' Guide to the Standards for RTOs.

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Section 2: Marketing

Marketing

Samples of intended marketing

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Recordings & Resources




Fact Sheets



Users' Guide



FAQs



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Telephone:
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SECTION 3: RECRUITMENT AND ENROLMENT

Recruitment of students requires you to ensure they have access to accurate and comprehensive information (in print, online or orally) that will assist them to make informed decisions about when and how you will provide training and assessment, your fees, and the terms and conditions of enrolment in your RTO. They should be able to make an informed judgement about whether the course is right for them. This includes its level of difficulty compared with their current knowledge and skills, and whether you are the right RTO for them. Students want a good fit in terms of their learning style, any specific needs they might have, and your approach to training as reflected in your course/program information. Review your course information and complete the self-assessment.

 TAC Fact Sheet on Identifying and Meeting Learner Needs, the TAC Users' Guide to the Standards, and NCVER Fact Sheets for AVETMISS enrolment requirements and privacy declarations available through the following link.

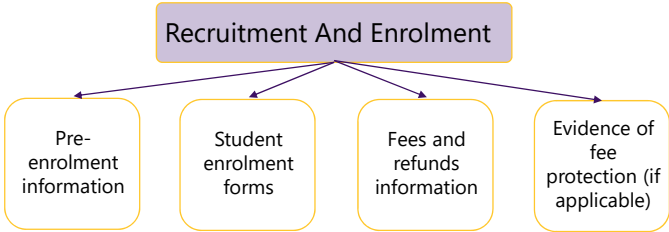
https://www.ncver.edu.au/_data/assets/file/0016/9160/CS_3_Fact_Sheet_Collect_client_data.pdf

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26

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Section 3: Recruitment and Enrolment



```
graph TD; A[Recruitment And Enrolment] --> B[Pre-enrolment information]; A --> C[Student enrolment forms]; A --> D[Fees and refunds information]; A --> E[Evidence of fee protection (if applicable)];
```

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31

SECTION 4: SUPPORT SERVICES

As an RTO you will be responsible for supporting your students throughout their entire involvement with the course, from enrolment to completion. You must be able to demonstrate that you have strategies and resources in place to identify any support needs and have the arrangements and capacity to make support available to your students.

If you have dedicated support staff, you will need to provide their details and the services for which they will be responsible. If you have engaged any external organisations to provide student support services, you will also need to provide their details and the services for which they will be responsible.

Review the support services you will make available to students and complete your self-assessment.

 TAC Fact Sheet on Identifying and Meeting Learner Needs, TAC Fact Sheet on Complaints and Appeals, TAC Users' Guide to the Standards and the Glossary to the Standards (Educational and support services).

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32

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Section 4: Support Services

Support Services

Support services provided

Complaints and appeals policy

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34

SECTION 5: DELIVERY OF TRAINING AND ASSESSMENT

A) INDUSTRY ENGAGEMENT

Engagement with the industry organisations/individuals connected to your intended scope of registration is essential for student outcomes to be industry relevant and current. It is important that you record what you learn from your interactions with industry and how you use this information. Review the ways you engage with industry and the evidence you capture. Then complete your self-assessment.

TAC Fact Sheet on Industry Engagement and the TAC Users' Guide to the Standards. For details of national industry organisations that support training, access the Australian Industry and Skills Committee website: <https://www.aisc.net.au/content/skills-service-organisations>

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35

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Section 5: Delivery of Training and Assessment

Delivery of Training and Assessment

Industry Engagement

Training and Assessment Strategies

Trainers and Assessors

Facilities, Equipment and Resources


Assessment

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40

SECTION 6: COMPLETION

As an RTO, you will be responsible for ensuring that you only issue certification documents to students who have met all assessment requirements. You will require a record keeping system and processes, so the correct awards can be issued in a timely manner. Certification must meet prescribed requirements set down by the AQF and Schedule 5 of the Standards. This ensures that your certification documents will be immediately identifiable as Australian nationally recognised training. Review your issuance and record keeping arrangements and your designs for qualifications, records of results, and Statements of Attainment against the requirements in the Standards. Then complete your self-assessment.

 TAC Fact Sheet on Using the TAC, NRT and AQF Logos, TAC Fact Sheet on Transition and Teach Out, the AQF, USI requirements and the TAC Users' Guide to the Standards.

Standards for RTOs: Clause 3.1

The RTO issues AQF certification documentation only to a learner whom it has assessed as meeting the requirements of the training product as specified in the relevant training package or VET accredited course.

Standards for RTOs: Clause 3.2

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41

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Section 6: Completion

Completion

- Testamur
- Record of Results
- Statement of Attainment

Issuing certification documents process

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42

SECTION 7: THIRD PARTIES

If you plan to use third parties to provide any services on your behalf you are ultimately responsible for their actions so processes for the set-up, monitoring, recording and reporting arrangements are essential for your continued compliance with the Standards.

Services provided by third parties may include:

- recruitment services including marketing, enrolment and/or collection of fees
- student support services where a contract is in place for this, but excluding counselling, mediation, ICT support, and arrangements where government service providers such as Centrelink refer students, and do not receive payment from the RTO
- training and/or assessment (NB: contract trainers and workplace assessors are not considered to be third parties)
- other

Review your third-party arrangements (if any) and complete your self-assessment.

? TAC Fact Sheet on Third Party Arrangements and the TAC Users' Guide to the Standards for RTOs.

SECTION 8: LEGAL COMPLIANCE AND REPORTING

LEGAL COMPLIANCE

As an RTO you are required to be legally compliant at all times – not once a year when you are asked to complete a declaration of compliance with the Standards, not just prior to a scheduled audit, but at all times. This requires not just compliance with the Standards, but with all Commonwealth and State legislation that impacts your RTO, the industry served by the units of competency and qualifications you have included in your application, and even your potential students. Good governance is critical if you are to deliver training and assessment that have integrity and fulfil your obligations to your students and industry/ies. Review your preparedness to meet your obligation to be legally compliant at all times and complete your self-assessment.

SECTION 9: LIST OF SUPPORTING EVIDENCE TO BE PROVIDED WITH THE APPLICATION

Please check that you have included the following evidence (ZIP) files with your application. Please keep your file names and the pathways to their storage locations short to facilitate upload.

CHECKLIST OF ATTACHED EVIDENCE	YES	File or Document Names
1. SETTING UP	<input type="checkbox"/>	Clauses 7.1, 7.2 & 7.4
Initial & Renewal of Registration Applications		Clause 7.4
<input type="checkbox"/> Public liability insurance Certificate of Currency or equivalent.	<input type="checkbox"/>	
Initial Registration Applications Only		Clauses 7.1 & 7.2
<input type="checkbox"/> Documentary evidence of the organisation's name/s and legal status <input type="checkbox"/> Business plan <input type="checkbox"/> Fit and Proper Person Declarations for owners, CEOs and any other persons in a position to influence the organisation <input type="checkbox"/> The name/s of the software to be used for financial management, and for AVETMISS data <input type="checkbox"/> For commercial software – proof of purchase	<input type="checkbox"/>	

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Initial Registration Process

Three parts to the application process:

1. Preparing the application
2. Submitting the application






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Audits

Applications

Course Accreditation

RTO Portal

Newsletter Subscription

Standards for RTOs 2015

Policies & Guidelines

Fact Sheets

Education Program

Information for Students

Student Records Requests

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48

Registration

All Registration Forms can now only be accessed and submitted through the TAC RTO Portal.

To access the RTOPortal see the link below:

[RTOPortal Login](#) >

To create an account for the Portal you are required to complete a Portal Access Request e-form found below:

[RTOPortal Access Request](#) >

RT01a – Initial Registration

The **RT01a - Application for Initial Registration form** can be accessed via the TAC RTO Portal [here](#).

If you have not accessed the Portal before, see above on how to create an account for access to the Portal.

Please read the [Initial or Renewal of Registration Application Guide](#) for information about each section of the RT01a - Application for Initial Registration form and to assist in completing this application.

The evidence required to support your organisation's application is outlined in the [Initial/Renewal Application Self-Assessment Tool](#).

Two short clips are available to assist your organisation in [Understanding the VET Sector](#) and the [Obligations of an RTO](#).

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MANAGE ACCOUNT

[Scope of Delivery](#) [Third Party](#) [Application Forms](#) [Contacts & Resources](#)


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National registration number



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Registration Expires

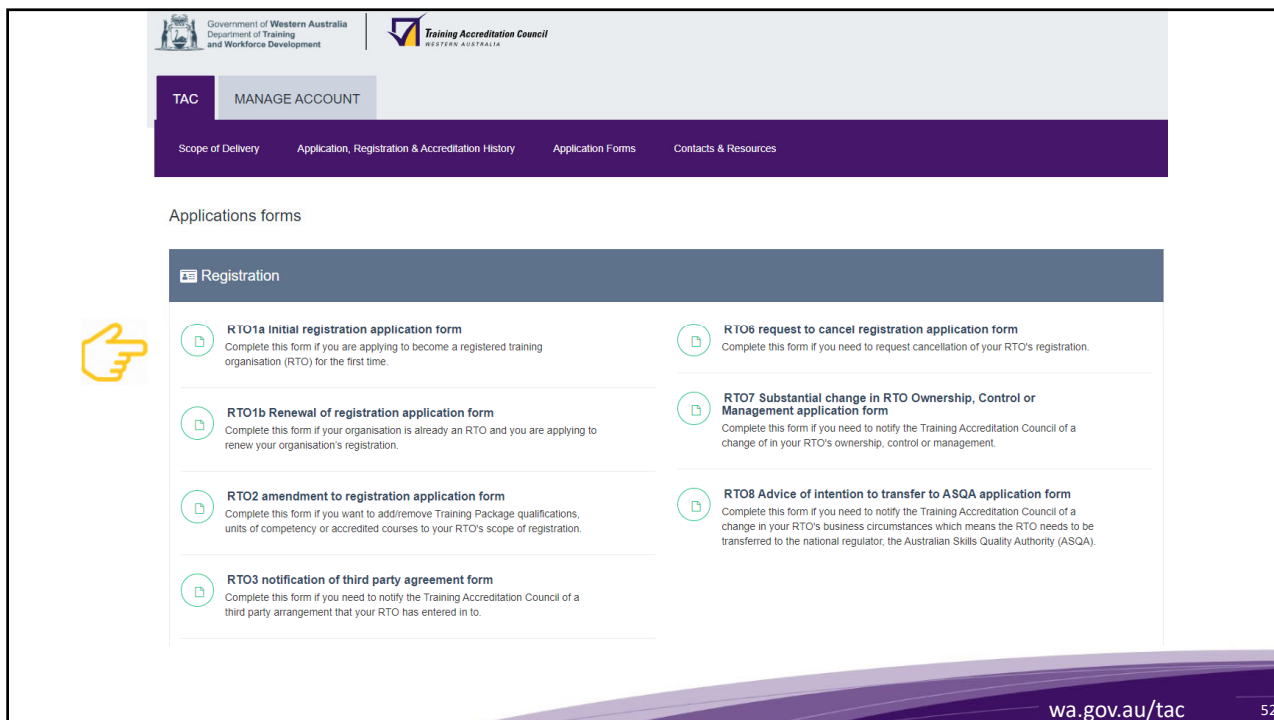


Registration Applications

Application No	Application Date	Application Type
RTOAPP0011570	03 Nov 2021	(RTO4) Change of RTO Details
DTOAP00011498	06 Sep 2021	(DTO3) Application for Amendment to Registration

[wa.gov.au/tac](#) 51

18



The screenshot displays the TAC (Training Accreditation Council) website interface. At the top, there are logos for the Government of Western Australia and the Training Accreditation Council. Below the navigation bar, the 'Applications forms' section is highlighted. A yellow hand icon points to the 'Registration' tab. Under this tab, several application forms are listed:

- RTO1a Initial registration application form**: Complete this form if you are applying to become a registered training organisation (RTO) for the first time.
- RTO1b Renewal of registration application form**: Complete this form if your organisation is already an RTO and you are applying to renew your organisation's registration.
- RTO2 amendment to registration application form**: Complete this form if you want to add/remove Training Package qualifications, units of competency or accredited courses to your RTO's scope of registration.
- RTO3 notification of third party agreement form**: Complete this form if you need to notify the Training Accreditation Council of a third party arrangement that your RTO has entered in to.
- RTO6 request to cancel registration application form**: Complete this form if you need to request cancellation of your RTO's registration.
- RTO7 Substantial change in RTO Ownership, Control or Management application form**: Complete this form if you need to notify the Training Accreditation Council of a change of in your RTO's ownership, control or management.
- RTO8 Advice of intention to transfer to ASQA application form**: Complete this form if you need to notify the Training Accreditation Council of a change in your RTO's business circumstances which means the RTO needs to be transferred to the national regulator, the Australian Skills Quality Authority (ASQA).

The footer of the page shows the URL wa.gov.au/tac and the page number 52.

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Sections within the application

- Section 1 Type of Application
- Section 2 Applicant details
- Section 3 Details of legal entity's directors and other associates
- Section 4 Applicant and associate history
- Section 5 Details of scope of registration
- Section 6 Declaration by CEO
- Section 7 Evidence to support your application
- Section 8 Conflict of interest
- Section 9 Total VET Activity Exemption
- Section 10 Fee Structure



The footer of the page shows the URL wa.gov.au/tac and the page number 53.

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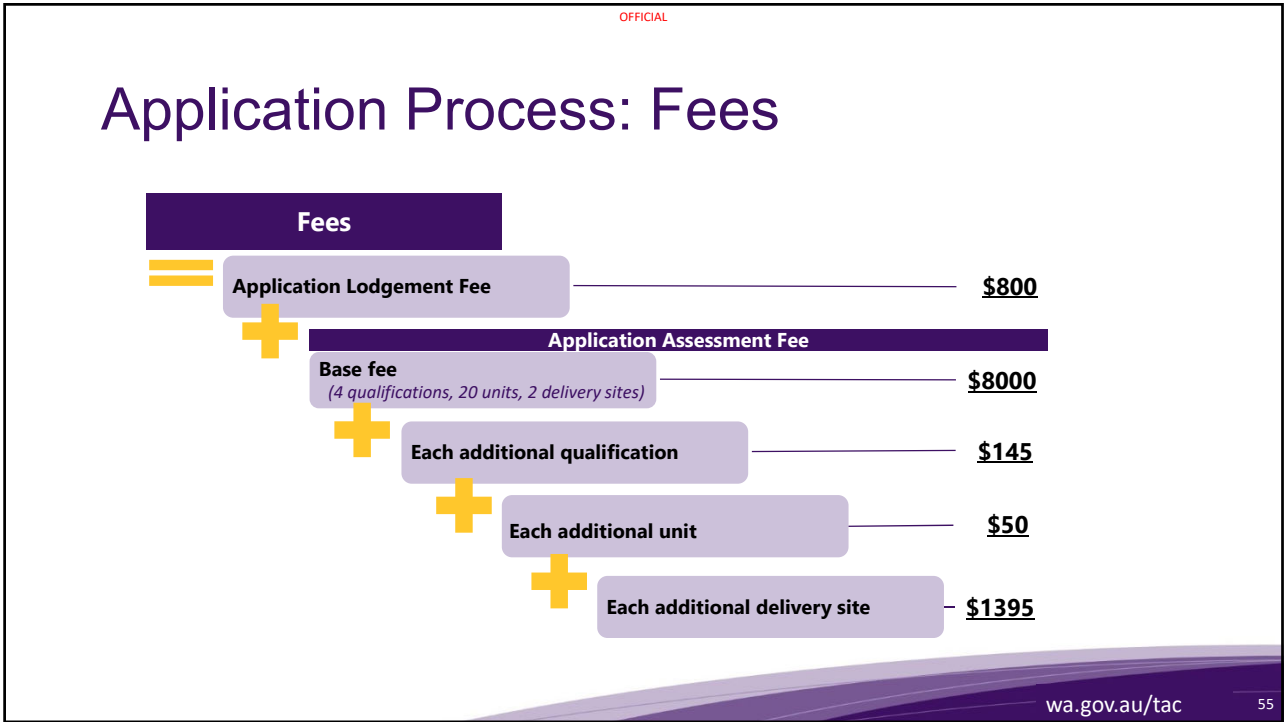
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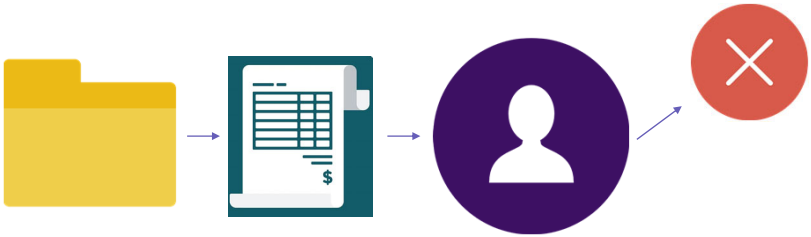
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Application Process: Submission

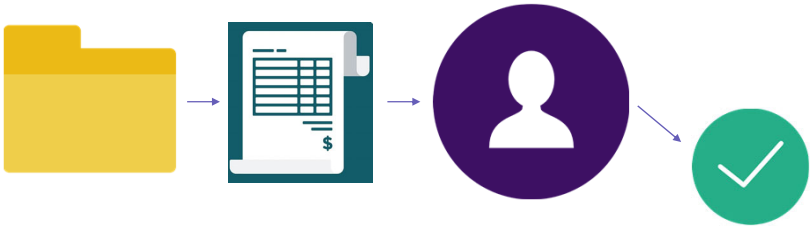


```
graph LR; A[Folder] --> B[Document]; B --> C[Person]; C --> D[Red X];
```

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Application Process: Submission



```
graph LR; A[Folder] --> B[Document]; B --> C[Person]; C --> D[Green Checkmark];
```

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Initial Registration Process

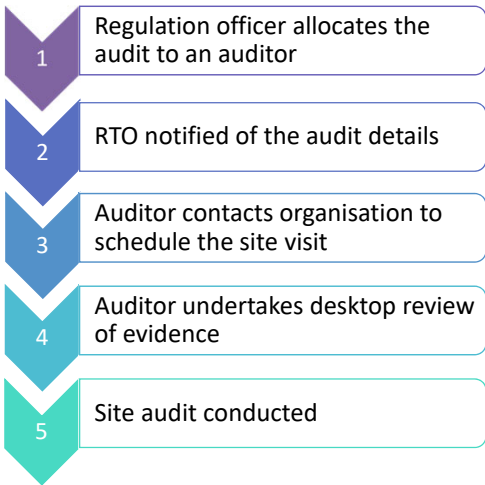
Three parts to the application process:

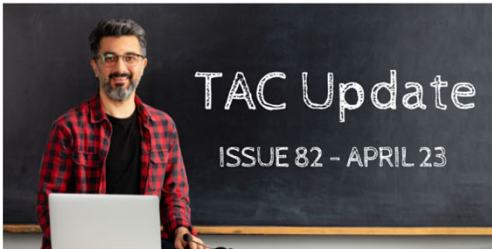
- 1. Preparing the application
- 2. Submitting the application
- 3. The Audit



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Audit Process





TAC Update
ISSUE 82 – APRIL 23

News story: 20 April 2023

TAC Update - Issue 82 - April 2023 >

Training Accreditation Council's monthly newsletter providing information on important announcements, upcoming workshops and a focus article on RTO marketing




TAC UPDATE
ISSUE 81 - MARCH 23

Welcome to wa.gov.au/tac

News story: 31 March 2023

TAC Update - Issue 81 - March 2023 >

Training Accreditation Council's monthly newsletter providing information on important announcements, upcoming workshops and an article on



TAC Announcements

News story: 27 March 2023

Announcement - 2023 WA Training Awards >

The Awards recognise and reward individuals and organisations that have excelled in vocational education and training (VET) – from apprentices, trainees and vocational students, to



TAC UPDATE
ISSUE 80 - FEBRUARY 2023

News story: 15 February 2023

TAC Update - Issue 80 - February 2023 >

Training Accreditation Council's monthly newsletter providing information on important announcements, upcoming workshops and an article on



Training Accreditation Council
WESTERN AUSTRALIA

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[Policies & Guidelines](#)

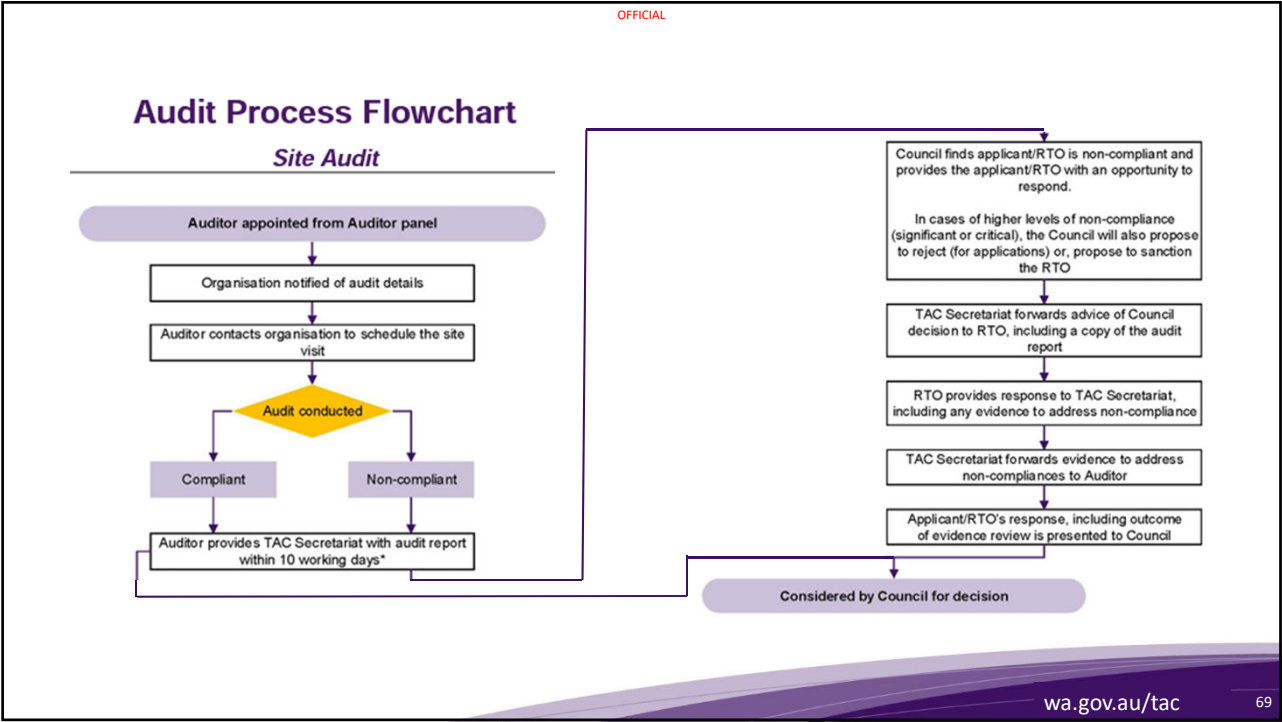
[Fact Sheets](#)

[Education Program](#)

[Information for Students](#)


[Student Records Requests](#)

wa.gov.au/tac 68

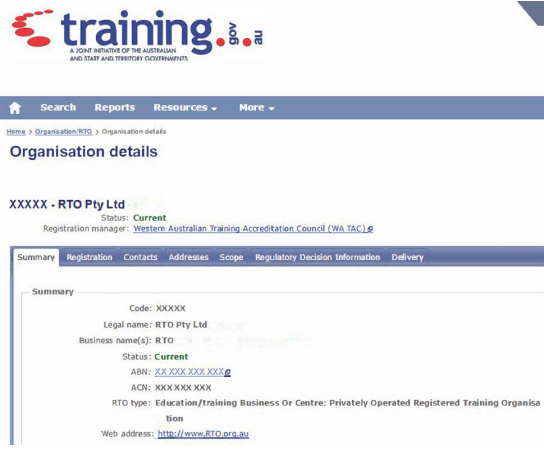


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After the Audit



The image shows a 'Registration Certificate' issued by the Training Accreditation Council (TAC) to RTO Pty Ltd. The certificate is dated 19/01/2018 and is valid until 19/01/2020. It states that RTO Pty Ltd is formally recognised by the TAC under the Vocational Education and Training Act 1996 as a Registered Training Organisation with a scope of registration as approved by the Council. The certificate is signed by the Chairperson of the TAC.



The screenshot shows the 'training.gov.au' website. The page is titled 'Organisation details' for 'XXXXX - RTO Pty Ltd'. The status is 'Current'. The registration manager is 'Western Australian Training Accreditation Council (WA TAC)'. The page includes a summary of the organisation's details, such as its code, legal name, business name, status, ABN, ACN, RTO type, and web address.

wa.gov.au/tac


70


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Questions?

Contact TAC

 Locked Bag 16
OSBORNE PARK DC WA 6916


 (08) 9224 6510


 tac@dtwd.wa.gov.au

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71