

TACguide

Amendment to Registration Application Guide and Checklist

About this Guide

This guide contains information to assist your RTO prepare an application to add training package qualifications, units of competency and/or accredited courses to your registration.

RTO's must ensure that they meet the legislative and licensing requirements relevant to their registration. Information about the relevant legislative and licensing requirements can be found in Training Packages or through the appropriate [Industry Training Council](#)

It is the RTO's responsibility to ensure that compliance with the Australian Quality Training Framework (AQTF) Standards is maintained. If non-compliance with the AQTF Standards is identified during a review/audit process, an application for a change to the RTO's registration will not be processed until corrective action is taken and the RTO is deemed to be compliant with all AQTF standards. [Operating Protocol 2.6 AQTF 2007 Standards for State and Territory Registering Bodies.]

Amendments to registration can now be completed on-line

Log on to RTONet via www.tac.wa.gov.au

Please note that only the legally responsible person and registration contact can create applications on-line



Application process

Once an application is received at the Training Accreditation Council (TAC) Secretariat, a desktop review will be conducted to determine the amendment to registration category and whether further information is required.

On completion of the desktop review all applications will then undergo a risk assessment, in line with the *National Guideline for Risk Management*.

The risk assessment determines if an audit is required and if so whether it will be a desk audit or site visit.

The following table identifies the categories for amendment to registration and the associated fees.

1	Within an industry area and sub-industry area which the RTO is currently registered for.	a	Within current range of qualification	\$0
		b	Adding 1 AQF level higher	\$260
		c	Adding more than 1 AQF level higher	\$495
2	To a similar sub-industry area, within an existing industry area which the RTO is currently registered for. E.g. sheep to horse breeding; information technology (systems administration) to information technology (network administration)	a	Within current range of qualification	\$260
		b	Adding 1 AQF level higher	\$260
		c	Adding more than 1 AQF level higher	\$495 for each sub industry area
3	To a different sub-industry area within an existing industry area which the RTO is currently registered for. E.g. grain production to shearing; accounting to conveyancing.	a	Within current range of qualification	\$495
		b	Adding 1 AQF level higher	\$495
		c	Adding more than 1 AQF level higher	\$995; plus \$495 for additional industry areas
4	To a different industry area. E.g. agriculture to hospitality; general construction to civil construction.	Adding a different industry area		\$995; plus \$495 for additional industry areas

An invoice for your amendment to registration application will be forwarded to you. Please note that applications will not be submitted to TAC until payment has been made.

Replacing superseded qualifications, units of competency or accredited courses

Submit an RTO2 – Application for Amendment to Registration to the TAC Secretariat.

RTO's must manage the transition from superseded Training Packages within 12 months of their publication on the National Training Information Service (NTIS) as outlined in Condition of Registration 9 – Transition to Training Package/expiry of accredited courses.

RTO's should refer to the summary mapping in the Training Package to determine equivalency. Where the summary mapping indicates the qualification/unit is equivalent RTO's must notify TAC that they have moved across to the new qualification/unit using the RTO2 Amendment to Registration application form. No supporting evidence is required to be submitted with the RTO2 application form. However your Case Manager may contact you for further information if required. Please note that it is expected that when you apply, your organisation is prepared to commence delivery on approval of the application.

Where the summary mapping indicates that the qualification/unit is not equivalent RTO's will be required to submit supporting evidence with the application, as outlined in this application guide.

Supplementary risk indicator questionnaire

TAC is responsible for the quality assurance of training delivery and assessment conducted by RTO's in Western Australia. Under the AQTF a risk assessment must be undertaken to determine whether an audit is required and the type of audit to undertaken (e.g. desk or site visit).

The supplementary risk indicators make up a part of the risk assessment as they relate to specific risks that may arise from aspects of each RTO's operations. These indicators help further determine the scheduling and scope of regulatory arrangements.

The response to the supplementary risk indicator questionnaire should only relate to the qualification/units of competency/accredited course being applied for in the application.

When answering the question, 'does your organisation take/intend to take fees in advance,' please refer to TAC's Guideline on the Protection of Fees Paid in Advance (www.tac.wa.gov.au) for information on when fees are considered to be collected in "advance".

"...an RTO's systems should only enable the RTO to access students' fees on the following basis:

- For courses of 6 weeks or less – No fees are considered to be fees in advance. The RTO may access student fees at any time.
- For courses over 6 weeks – If the total fee for the course is in excess of \$1500, the fees are considered to be collected in advance. The RTO must collect fees in line with TAC's Guideline on the Protection of Fees Paid in Advance.

Completing an Application to Amend Registration

1 Generating an amendment to registration application.

Amendment to registration applications can be generated through RTONet or by completing the RTO2 Application for Amendment to Registration for, which can be downloaded from the TAC website at http://www.tac.wa.gov.au/ToolBox_ApplicationForms.html

The RTO2 form specifies the qualifications, delivery sites and delivery modes for the qualifications/units/accredited courses requested.

The legally responsible person or registration contact must complete the online application or sign the form, which is confirmation that all relevant AQTF Standards have been met when developing materials that relate to the application. The application will also need to be signed by a witness. The witness is not required to be an employee of the RTO.

If you intend to provide an assessment service (that is, recognition of prior learning rather than a full training and assessment service) for any of the training package qualifications, units of competency and/or accredited courses listed, you need to indicate this against each item.

If you wish to amend your scope to include the capacity to train (that is from an 'assessment only' service to 'training and assessment') for any qualification/unit of competency/accredited course you will need to apply to TAC as an amendment to scope. You are also required to provide evidence to support your application.

2. Evidence to support your application

The following evidence is required to be submitted with your application:

- A list of staff who will deliver and assess the qualifications/units and accredited courses applied for, and evidence that they have the appropriate training and assessment and vocational competencies;
- Details of your training and assessment strategies for the highest level qualification/s, unit/s of competency or accredited course/s applied for in each industry area;
- Assessment instruments that relate to two industry specific units of competency for the qualification/s or accredited course/s or all assessment tools for the units identified above. Include high risk units if any that have been identified by industry;
- Evidence of copyright approval for accredited course/s if applied for; and

Please note the following:

- If you are applying to replace superseded qualifications, units of competency and/or accredited courses, which have been identified as equivalent in the Training Package summary mapping, no evidence is required to be submitted with the application.
- RTONet allows for electronic evidence to be attached with your application.

Amendment to registration – audit subset of the AQTF Standards

Any amendment to registration that undergoes an audit will be audited against the following subset of the AQTF Standards:

- Element 1.2 – Strategies for training and assessment;
- Element 1.3 – Facilities, resources and materials;
- Element 1.4a, b – Qualifications of Trainers and Assessors;
- Element 1.5 – Assessment;
- Element 2.3 – Employer engagement; and
- Element 3.2 – Partnership arrangements (if applicable).

Please note: The Auditor may request additional evidence to support your application

Submitting your application

It is essential that your application is complete and correct prior to submission to TAC. Applications which are incomplete or do not have the required supporting evidence may be returned to the applicant for re-submission at a later date.

The following checklist will assist you in ensuring your application is complete prior to submission.

1	Are all sections of the application form complete and accurate?	<input type="checkbox"/>
2	Is the application signed by the legally responsible person and witnessed?	<input type="checkbox"/>
3	Is all supporting evidence/information included with the application?	<input type="checkbox"/>
4	Have you retained a copy of the application form and any attachments for your records?	<input type="checkbox"/>

Applications can be mailed or faxed to the following:

TAC
PO Box 1766
OSBORNE PARK WA 6916
Fax: (08) 9441 1901

Information collected by the Council is used for the primary purpose of the Council undertaking its functions outlined in the Vocational Education and Training Act 1996. The information collected may be provided to relevant government agencies for secondary purposes that are directly related to, or provide benefit to the Council's primary function of quality assuring vocational education and training in Western Australia.