

# Policy on Changes within Registered Training Organisations

The Training Accreditation Council needs to be informed of any changes to the structure or operation of a training organisation registered with the Council.

## Change of Legal Entity.

If the legal entity of a Registered Training Organisation is to change through, for example, change of ownership, sale of the business, liquidation or bankruptcy, the Council's policy on *Change of Legal Entity of a Registered Training Organisation* must be followed. This policy is available from the Council's website at [www.tac.wa.gov.au](http://www.tac.wa.gov.au)

## Change to the trading name but not a change in the legal entity.

If the trading name of a Registered Training Organisation changes but the legal entity remains the same, the responsible person must send a completed *Change of RTO Details (RTO4)* form to the Training Accreditation Council within 14 days of the change in name.

A copy of appropriate documentation that identifies the business as being owned by the legal entity (eg Business Name Extract from the Department of Consumer and Employment Protection (DOCEP)) must be included with the RTO4. A Certificate of the Registration of a Business will not identify this link and is not sufficient.

## Change in the legally responsible person, contact person, contact details or change of address (but no change in the legal entity).

The legally responsible person must send a completed *Change of RTO Details (RTO4)* form to the Training Accreditation Council as soon as any changes take effect.

## Two Registered Training Organisations merge, with one relinquishing registration.

The responsible person from the organisation relinquishing registration is to advise the Training Accreditation Council that registration is being relinquished.

The responsible person from the organisation that will continue to operate must:

- Advise the Training Accreditation Council of the merger;
- Send a completed Change of RTO Details (RTO4) form to the Training Accreditation Council;
- Provide an organisational chart reflecting the new structure and positions;
- Provide advice on changes to staffing profile and delivery locations;
- Apply to the Training Accreditation Council for an extension of scope to cover the scope of the Registered Training Organisation that will not continue to operate, if not already included in the scope of the organisation that will continue to operate;
- Make provision for the safe storage of student records from the organisation that will not continue to operate, in accordance with the requirements of Australian Quality Training Framework;
- Return the Certificate of Registration for the organisation relinquishing registration.



**One Registered Training Organisation splits into two separate organisations.**

If a Registered Training Organisation splits into two separate organizations, the originally registered organization may maintain its registration with the Council if the legal entity to whom registration was granted remains the same.

The legally responsible person must send a completed *Change of RTO Details (RTO4)* form to the Training Accreditation Council as soon as the split occurs. Any alterations to scope must also be communicated to the Council, either by the extension to scope process or the removal of scope process.

If the legal entity has changed, the Council's policy on *Change of Legal Entity of a Registered Training Organisation* must be implemented. This policy is available from the Council's website at [www.tac.wa.gov.au](http://www.tac.wa.gov.au)

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