

## RTO-Net Application Form

Please complete the appropriate sections in clear writing, provide details in full and fax to Corporate Systems Development on(08) 92648999 for processing. If approved, notification of account details will be provided within 2 days to the specified E-Mail Address.

### User Details

First Name of User: \_\_\_\_\_  
Last name of User: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ (must be a named email address—not generic)  
Organisation Name: \_\_\_\_\_ NTIS/Organisation Number: \_\_\_\_\_

**Access Required:**      **New Account**       **Modify Existing Account**

- Standard—(Registration and Curriculum)  
or  
 Contract—(Standard access plus User Choice & CAT contract details)  
or  
 Contract & Financial—(Standard and Contract access plus financial details)
- Apprentice & Trainee Details  
 Travel & Accommodation Allowance (RTO Claim Manager)

### TERMS AND CONDITIONS OF USE:

- No account sharing is allowed. Each user must have their own account. Reasonable precautions must be taken to avoid unauthorised access or password disclosure.
- The user is responsible for all work performed under the user's account.
- TRS-Net must only be used for performing official duties within the user's job definition.
- The information on RTO-Net is **confidential and must not be disclosed to unauthorised parties**. Reasonable precautions must be taken to maintain confidentiality and prevent accidental disclosure.
- Should this account no longer be needed you **MUST** complete an RTO/TRSNet Exit form & fax it to 92648999.
- Any other changes affecting the use of RTONet must be communicated to the Business Owner.
- If your account is not used for 3 months it may be suspended pending deletion.

### Declaration:

I have read and understood the above Terms and Conditions of Use and understand that the Department of Education and Training has the right to remove my privilege of access if it deems that my use of the system is in breach of any of the Terms and Conditions of Use.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Legally Responsible Officer (LRO)/Registration Contact Approval:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ApprentiCentre Approval (Apprentice & Trainee Details):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CSD Use Only:**      Correct LRO:      Yes       No       AD Account: \_\_\_\_\_  
Completed by: \_\_\_\_\_      Date: \_\_\_\_\_