

Amendment to Registration Application Guide

About this Guide

This guide explains the information to assist your Registered Training Organisation (RTO) prepare an application to add training package qualifications, units of competency and/or accredited courses to your registration.

RTOs use the RTO2 Application for Amendment to Registration to:

- **add** Training Package qualifications, units of competency or accredited courses to its scope of registration
- **remove** Training Package qualifications, units of competency or accredited courses from its scope of registration
- replace superseded Training Package qualifications and units of competency with non-equivalent Training Package qualifications and units of competency
- replace a replaced/expired accredited course with the new accredited course
- change from an assessment only service to offering a training and assessment service

Do **not** use this form if you are applying to renew your registration and, at the same time, you want to add to your scope of registration. You only need to submit the *RTO1b: Application for Renewal of Registration*.

Please note, when a superseded Training Package qualification or unit of competency is replaced with a training product that the Training Package has determined as being equivalent the equivalent Training Package qualification or unit of competency will be automatically added to the RTO's scope of registration without requiring an application or a fee.

An RTO must ensure that it meets the legislative and licensing requirements relevant to its registration.

All applicants must comply with the requirements of:

- Standards for Registered Training Organisations (RTOs) 2015*
- The Vocational and Education and Training Act 1996*; and
- All guidelines for RTOs issued by the Training Accreditation Council

Registering Body Compliance

The Training Accreditation Council (the Council) must comply with the *Vocational Education and Training (General) Regulations 2009* and *Standards for VET Regulators 2015*. A copy of the Standards and Regulations is available from the TAC website at: www.tac.wa.gov.au.

Information Sharing

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.

*Amendment to Registration applications must be submitted to TAC Secretariat through the
[RTO Portal](#)*

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.

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

Amendment to Registration Fees

An invoice for your amendment to registration application will be generated at the completion of the online application. For a list of amendment categories and applicable fees visit the [TAC website](#).

Amendment to Registration Fees		
Change of Scope Application	- 1 qualification Plus: - Each additional qualification	\$920 \$135
	- First 7 units of competency Plus: - Each additional unit	\$240 per unit \$135 per unit
*For transition to equivalent training package qualifications or units of competency, no application is required, and no fees apply.	Transition to equivalent accredited course(s)	\$240 for 1 application (includes any number of courses)

Please note: All fees are non-refundable, and payment must be received by the due date.

Replacing superseded qualifications, units of competency or accredited courses

Equivalent – Training Package qualifications or units of competency

The TAC Secretariat will automatically update your scope for all Training Package qualifications or units of competency that have been determined equivalent in the Training Package and no application form is required.

Equivalent – Accredited courses

If an RTO is replacing an accredited course, currently on delivery, with an accredited course that has been determined as equivalent, the RTO is required to submit an *RTO2 Form Application for Amendment to Registration* to the TAC Secretariat with evidence of copyright approval.

Not Equivalent

Submit an *RTO2 Form – Application for Amendment to Registration* to the TAC Secretariat with supporting evidence.

RTO's must manage the transition from superseded Training Packages within 12 months of the publication on TGA (training.gov.au) as outlined in Clause 1.26 and 1.27.

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



Further information on managing the transition from superseded training products is available in clause 1.26 and 1.27 of the User's Guide on the *Standards for RTOs 2015*

Supplementary risk indicator questionnaire

TAC is responsible for the quality assurance of training delivery and assessment conducted by RTOs in Western Australia. Under the *Standards for RTOs*, a risk assessment must be undertaken to determine whether an audit is required and the type of audit to be 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.

If you answer "yes" to the question 'Does your organisation intend to take fees in advance?', please refer to Schedule 6 of the *Standards for RTOs* and identify which option you are using to protect student fees paid in advance.



Further information on fees is available in Clauses 5.3, 7.3 and Schedule 6 of the Users' Guide on the *Standards for RTOs 2015*

Completing an Application to Amend Registration

1. Generating an amendment to registration application.

Amendment to registration applications can be generated through the [RTO Portal](#).

The RTO2 form specifies the qualifications, delivery sites and delivery modes for the qualifications, units and/or 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 *Standards for RTOs* 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 will 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.

Please ensure that you are "ready to go" for the scope applied for in the application – you should be able to demonstrate compliance with the *Standards for RTOs*.

2. Evidence to support your application

The evidence required to be submitted with your applications is outlined in the Amendment to Scope Self-Assessment Tool.

The evidence provided should be clearly presented as the auditor is not able to make interpretations of the evidence and which elements the evidence addresses.

Please note the following:

- RTO portal allows for electronic evidence to be attached with your application.
- Further evidence or clarification may be requested during the application process.

Amendment to registration – audit subset of the *Standards for RTOs*

Any amendment to registration that undergoes an audit will be audited against the following subsets of the *Standards for RTOs*:

Standard	Clause	Description
Standard 1	1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.19, 1.20	Training and assessment strategies and practices Validation Industry relevance Assessment Trainers and assessors Supervision arrangements Learner Support
Standard 5	5.1, 5.3	Learners are properly informed and protected

Where it is applicable the following Clauses may also be audited:

Standard	Clause	Description
Standard 1	1.21	Delivery from the Training and Education Training Package
Standard 2	2.1, 2.3, 2.4	When delivery occurs on the RTOs behalf by a third party
Standard 7	7.3	The RTO takes fees in advance
Standard 8	8.5	Legislation and regulatory requirements

The auditor may also include any other clause if it is warranted.

Audit Process

Where the risk assessment indicates an audit is required, you will receive notification of the audit and the allocated auditor. You will be requested to advise the TAC Secretariat of any conflict of interest with the auditor.

Site Audit:

For a site visit, the auditor will make contact with the organisation to schedule a mutually convenient time for the audit. During the audit, you are provided with an opportunity to submit further evidence to support your application.

Desk Audit:

For a desk audit, you are provided with an opportunity to submit further evidence to support your application. Evidence is to be sent directly to the auditor by a specific date (usually 5 working days) to allow the auditor to conduct an audit against the above Clauses. It is up to the RTO to determine what evidence it has to demonstrate compliance with the *Standards for RTOs*.

If no additional evidence is provided to the auditor by the nominated date, the auditor will conduct the audit against the *Standards for RTOs*, based on the evidence submitted with the application. Any non-compliances will be reported through the established audit process and RTO's will have an opportunity to respond in the evidence review period.

Please note:

- The Auditor may request additional evidence to support your application.
- The Auditor may also audit and report on other Standards and Conditions if warranted.



Further information on these clauses is available in the *Users Guide on the Standards for RTOs 2015*

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?
2. Is the application signed by the legally responsible person and witnessed?
3. Is all supporting evidence/information included with the application?
4. Do you have supporting evidence ready to demonstrate compliance with the *Standards for RTOs*?
5. Have you retained a copy of the application form and any attachments for your records?