



Amendment to Registration

RTO2 APPLICATION FOR AMENDMENT TO REGISTRATION

A registered training organisations (RTO) needs to use this form if it wants 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 an accredited course with a Training Package qualification
- replace a superseded Training Package qualification with a qualification from a new Training Package
- replace superseded units of competency with units from a new Training Package
- 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 [RTO1b:Application for Renewal of Registration](#).

To streamline the application process, amendments to registration can now be submitted online through [RTO.Net](#).

Online applications can only be submitted by the legally responsible contact or registration contact person.

To access to this service for the first time the registration contact or legally responsible person can complete the required access forms available on <https://stars.dtwd.wa.gov.au/>.

Instructions for completing *Section 4 – Details of qualifications, units and courses*

- **TGA Code and Title** Please check the TGA website to ensure you enter the correct details of the codes and titles of each Training Package qualification, individual unit of competency (if not intending to deliver a full qualification) and accredited courses.

Evidence Required for Application

There is no set format to how you should provide the information. Information should be appropriate to the operations of your training organisation.

- A list of staff who will deliver and assess all of the qualifications/units and accredited courses applied for, and evidence that they have the appropriate training and assessment and vocational competencies;
- Strategies for training and assessment for **all** qualification(s), unit(s) of competency or accredited course(s) applied for;
- Assessment instruments for two industry specific units of competency for the highest qualification or accredited course in each industry area. If you are applying for units only, include assessment instruments for at least two units in each industry area. Include high risk units if any that have been identified by industry; and
- Evidence of copyright approval for accredited course/s if applied for

No evidence is required when an amendment is lodged to update a superseded/replaced qualification(s) or accredited course currently on delivery to a qualification(s) or accredited course that has been deemed as equivalent in the Training Package.

If the risk assessment of the application determines a desk audit is required, you will have an opportunity to submit additional evidence for audit against a subset of the AQTF Standards. Please refer to the [Amendment to Registration Application Guide](#) for further details and guidance to this audit process.

An invoice for the amendment to registration application will be forwarded to you once the application has been processed. Details of applicable fees are available at the [TAC Website](#).

National Guidelines for a Registering Body

The Training Accreditation Council (the Council) must comply with the Standards for VET Regulators 2011. To ensure compliance with the updated Vocational Education and Training (General) Regulations 2009, the Council has adopted the AQTF National Guidelines for a Registering Body as the established guidelines underpinning its operations as a registering body. The guidelines can be viewed

at: http://www.nssc.natase.gov.au/data/assets/pdf_file/0011/69329/AQTF_National_Guidelines_for_a_Registering_Body.p



[df](#)**SECTION 1 – APPLICATION DETAILS**

Please enter details of the legal entity that is currently registered. The application must be submitted in the name of the legal entity registered as the RTO.

Name of RTO legal entity: _____

Registered business (trading) name _____

RTO Number: _____

NOTE: If any other details of your RTO have changes, either as listed on the TGA or as recorded with your registering body, complete [RTO 4 Notification of Change of RTO Details](#).

SECTION 2 – DECLARATION BY CEO

Where this application is for the replacement of superseded qualifications, units of competence or accredited courses, I **confirm** that the RTO is ready to commence delivery on approval of this application.

I **understand** that the Training Accreditation Council may share information about my RTO's compliance and this application with other state and territory registering bodies and with other relevant agencies in accordance with the provisions of the *Vocational Education and Training Act 1996* and the AQTF Standards for State and Territory Registering Bodies.

Chief Executive's/
Legally Responsible
signature: _____ Date: _____

Print name: _____

Position: _____

Witnessed By:

Print name: _____

Position: _____

Organisation: _____

Signature: _____ Date: _____

SECTION 3 – SUPPLEMENTARY RISK INDICATOR QUESTIONNAIRE

In line with the AQTF every application will undergo a risk assessment. To assist in the risk assessment process, please complete the following in relation to this application:

Do you intend applying to provide education services to overseas student/s studying in Western Australia on a student visa? Yes No

Does your organisation have in place, or anticipate having, partnership/subcontracting arrangements for some or all of the training and assessment delivery applied for? Yes No

Does your organisation deliver/intend to deliver services to students under the age of 18? Yes No

Does your organisation deliver/intend to deliver services offshore/overseas? Yes No

Does your organisation take/intend to take fees in advance?
*if you have answered yes to this question, please identify which option for protection of fees you intend/are using. Yes No

Option: _____

Please refer to [Condition 5 of the AQTF Essential Conditions and Standards for Continuing Registration](#) or the [Amendment to Registration Application Guide](#) for further information.

SECTION 4 – CONFLICT OF INTEREST

Identify any conflict of interest with a specific Auditor.

Please note that if a conflict of interest is identified, the reason for this conflict must be included.

	Yes	No	Unsure
Russell Docking – Skill Resource Management Systems			
Julie Large – JAL Enterprises			
Helen McCarter – Workplace Skills Management			
Cherrie Hawke – Torque Holdings			
Claire Werner – APPLIC8			
Sharon Stewart – LCN Training Solutions			
Alison Burnett – Specialised Training Solutions			
Mairead Dempsey – Assessment Training & Research Consultancy Services			
Pamela Vlajsavljevcich			

Reason for conflict of interest:

SECTION 5 – ADDING QUALIFICATIONS, UNITS AND COURSES

If you wish to add any qualifications, units of competency or accredited courses to your current delivery, list these in the table below. Copy and paste additional tables if required.

Delivery Site Code	Site Name	Address
1		
2		
3		
4		
5		

Delivery method codes for each qualification/units of competence/accredited course is required for the Training Product Delivery Profile below.

Delivery Method Code	Delivery Method	Delivery Method Code	Delivery Method
FF	Face to face	FD	Flexible delivery
OL	Online	EX	External
CO	Correspondence	SS	Self study
ON	On the job	OF	Off the job
AT	Apprenticeship/Traineeship		

Enter the correct TGA codes and titles of the Training Package qualifications, individual units of competency (if not intending to deliver a full qualification) and accredited courses your organisation wishes to deliver/assess.

Training Package qualifications, units of competency and accredited courses to be listed on your scope of registration.

TGA Code	Title	Delivery Method(s)	Assessment only	Delivery Site(s)

SECTION 6 – REMOVING QUALIFICATIONS, UNITS AND COURSES

If you wish to remove any qualifications, units of competency or accredited courses from your current delivery, list these in the table below.

Copy and paste additional tables if required.

Training Package qualifications, units of competency and accredited courses to be REMOVED from your scope of registration.

TGA Code	Title