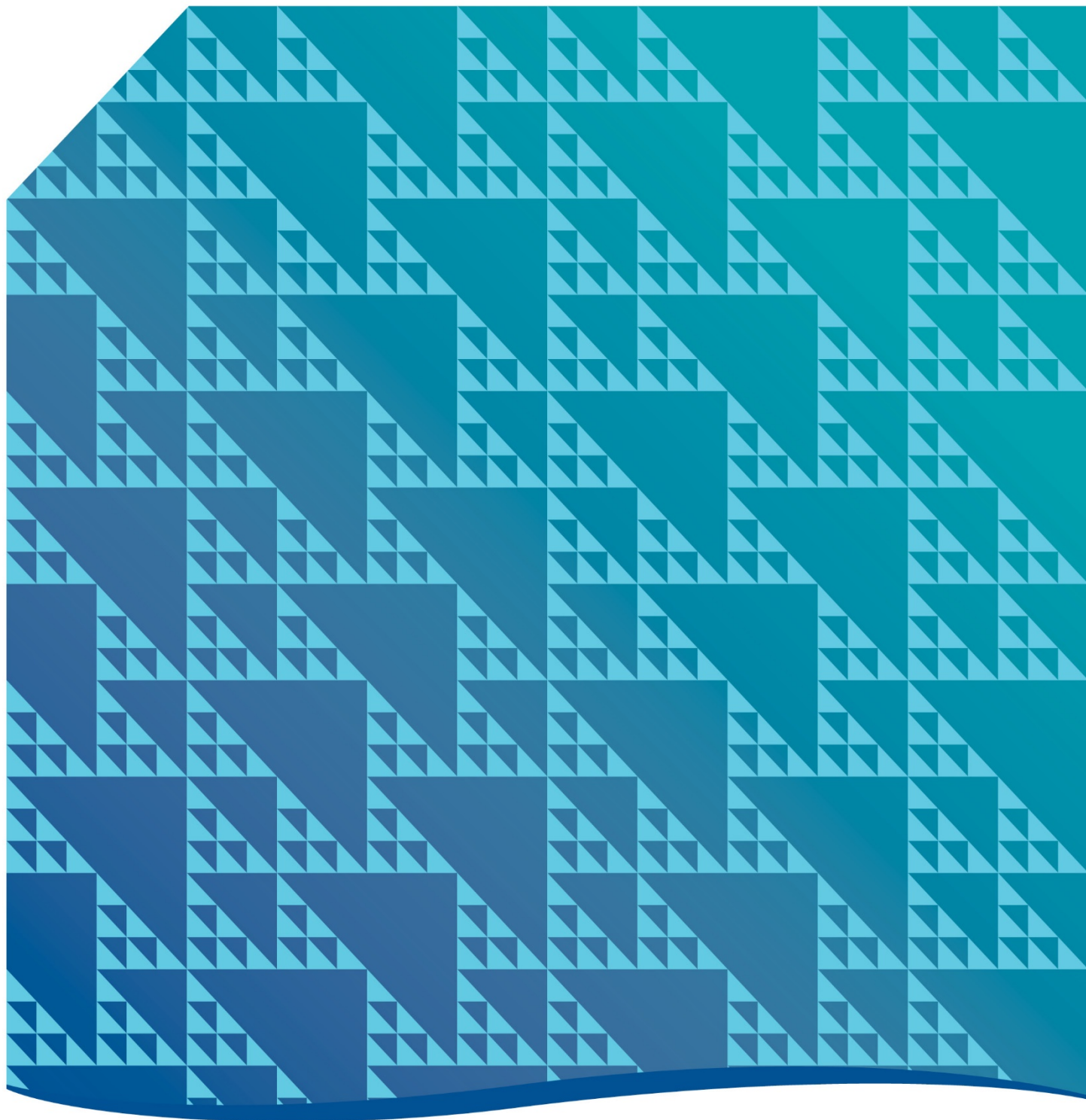


Endorsed Registered Training Organisation Guidelines



Contents

Introduction	1
Endorsed RTO System.....	1
Who should apply for endorsement?.....	1
Applying to be an Endorsed RTO	2
Information exchange and disclosure	2
Application process	2
Receipt of application	2
Assessment	2
Further information	2
Notification	3
Feedback on unsuccessful applications.....	3
FAQs	4
Is endorsement a legal agreement?	4
Does Skills Tasmania promote Endorsed RTOs?	4
How does my RTO maintain its endorsed status?	4
ASQA registration	4
Provision of training.....	4
Does my RTO have to report to Skills Tasmania to maintain its endorsement?	5
Further information	6
Contact the Endorsed RTO Team	6
Tasmanian policies and requirements for the delivery of training	6
How can I provide feedback to Skills Tasmania?	6

Introduction

This guide is for Registered Training Organisations (RTOs) who wish to become a Skills Tasmania Endorsed RTO. An RTO must be registered as a Skills Tasmania Endorsed RTO before it is eligible to apply for government subsidised training in Tasmania through Skills Tasmania's grant programs.

Endorsed RTO System

The Skills Tasmania Endorsed RTO System (ERTO System) is designed to increase and assure the quality of government subsidised training for learners and employers in Tasmania.

The ERTO System is designed to:

- ensure only RTOs with quality outcomes are contracted to deliver government subsidised training
- streamline the application process for grant programs
- recognise RTOs that deliver quality training in Tasmania.

Who should apply for endorsement?

If your RTO wishes to deliver Tasmanian government-subsidised training in Tasmania through one of Skills Tasmania's grants programs, it must first apply to Skills Tasmania for endorsement. Only Endorsed RTOs are eligible to apply for these grants.

Only RTOs wishing to apply for Tasmanian Government subsidies must apply for endorsement. If your RTO is planning to deliver training in Tasmania solely under a Fee-for-Service (FFS) arrangement it can do so without becoming endorsed.

If your RTO is successful in gaining subsidies in any of the grant programs, it will need to enter into a [Department of State Growth \(Skills Tasmania\) Agreement for all Programs](#) that sets out the terms and conditions under which Skills Tasmania will provide funding to your RTO.

If your RTO meets the requirements for endorsement, you will receive a provisional endorsement for a period of 18 months. Skills Tasmania will review your RTO's provisional endorsement status at the end of this time.

Applying to be an Endorsed RTO

The person who makes the application on behalf of your RTO must be an authorised officer of the RTO as listed on training.gov.au.

Your application must include:

- a fully completed application form
- evidence of established relationships between your RTO and Tasmanian employer(s) enterprise(s) and/or industry groups/associations, that are relevant to the qualifications your RTO intends to deliver in Tasmania
- a copy of your RTO's last audit report (ASQA, Victorian Registration and Qualifications Authority (VRQA) or the Training Accreditation Council Western Australia (TAC) as applicable)
- ASQA's Quality Indicator annual summary report.

Incomplete applications will not be assessed.

Information exchange and disclosure

As a condition of applying, your RTO agrees and grants its consent for:

- Skills Tasmania and any regulator who may have oversight of your RTO's operations and registration to exchange any information regarding your RTO's operations
- Skills Tasmania to disclose information to any other parties to verify the information provided by your RTO (this includes but is not limited to contacting industry representatives, employers, enterprises and any student or students).

Application process

Send your complete application to rtoendorsement@skills.tas.gov.au

Receipt of application

You will receive an email acknowledging your RTO's application.

Assessment

Skills Tasmania will generally assess complete applications within three weeks. In some cases, there may be delays where Skills Tasmania requires further information from a RTO or a third party.

Further information

Skills Tasmania may request further information to support your RTO's application. Skills Tasmania won't assess the application until you have provided all of the required information.

Skills Tasmania may also consider:

- the results of its own due diligence investigations and enquiries
- information obtained from communication with past and present clients of your RTO

- data submitted by your RTO to State and/or Commonwealth agencies, such as the National Centre for Vocational Education Research (NCVER)
- any historical information available to Skills Tasmania
- the current probity standing of your RTO and its related entities and any impact this standing may have on your RTO's ability to deliver the services it is contracted to deliver.

Notification

Skills Tasmania will notify you via email of the outcome of your RTO's application.

If you are successfully endorsed, your RTO may apply for subsidies under any Skills Tasmania [grant programs](#).

Feedback on unsuccessful applications

If your RTO's application is not approved, Skills Tasmania will advise you of the reason/s for this in writing.

Your RTO may reapply for endorsement no less than six months after you are advised of an unsuccessful application. You are encouraged to contact Skills Tasmania before you submit a new application to assist in determining whether it is likely to be successful. Note that Skills Tasmania may refuse to assess a follow-up application.

FAQs

Is endorsement a legal agreement?

No. There is no binding legal agreement (express or implied) between your RTO and the Department of State Growth (Skills Tasmania) if your RTO is approved as an Endorsed RTO.

No legal relationship will exist between the Department and your Endorsed RTO until the RTO is successful in gaining subsidies through a Skills Tasmania grant program and has entered into a Department of State Growth (Skills Tasmania) Agreement for all Programs.

Does Skills Tasmania promote Endorsed RTOs?

Skills Tasmania publishes details of Endorsed RTOs on [Skills Tasmania's Endorsed RTO webpage](#).

Learners and employers can access additional information about Endorsed RTOs by following the link for each RTO to training.gov.au.

How does my RTO maintain its endorsed status?

Skills Tasmania monitors Endorsed RTOs regularly to determine whether they are meeting the initial endorsement requirements.

To gain full endorsement Skills Tasmania will assess your performance your provisional period, including your training delivery outcomes and ASQA regulatory record over the period, and will review any other reporting as requested by Skills Tasmania.

Full endorsement lasts a period of three years, after which endorsement will be reassessed.

ASQA registration

An endorsed RTO must maintain its status as a registered training organisation under the provisions of the *National Vocational Education and Training Regulator Act 2011 (Cwlth.)* (the Act) (clause 4 – RTO Registration).

Where a RTO is notified by the National VET Regulator (the Regulator) that it is the Regulator's intention to apply a sanction to the RTO; Skills Tasmania reserves the right to suspend a RTO's endorsement until the matter is resolved.

Provision of training

It's important that once your RTO is endorsed it applies for subsidies from Skills Tasmania. Skills Tasmania can't evaluate and monitor your RTO's performance if it is not actively participating in the Tasmanian training market. This means

- If your Endorsed RTO hasn't obtained any subsidies from Skills Tasmania within 18 months after its approval, Skills Tasmania may revoke its endorsement. Your RTO may re-apply for endorsement if it is revoked, and if it wishes to continue to be eligible to apply for government subsidies.

- If your RTO is successful in obtaining subsidies under a Skills Tasmania grants program but has no enrolments and no completions in nationally recognised training in any 18-month period, its endorsement may be revoked.

Does my RTO have to report to Skills Tasmania to maintain its endorsement?

There are no reporting requirements for Endorsed RTOs as part of the ERTO System.

However, there are reporting obligations if your Endorsed RTO has entered into a Skills Tasmania Agreement and is providing government-subsidised training.

- Reporting requirements in relation to training and acquittal of funding are specified in the Skills Tasmania Agreement, and Skills Tasmania has the right under the agreement to request information from RTOs in relation to its performance. If your RTO fails to report correctly, Skills Tasmania can withhold payments.
- There are also certain events that your RTO has to inform Skills Tasmania about if they occur, such as if your RTO becomes insolvent or is sold, or if there are changes to your RTO's registration with ASQA.

Further information

Contact the Endorsed RTO Team

You can contact the Endorsed RTO Team in Skills Tasmania for further information and advice at rtoendorsement@skills.tas.gov.au

Tasmanian policies and requirements for the delivery of training

If your RTO wants to access Tasmanian Government subsidies for delivering training, relevant officers should make themselves aware of the following legislation, policies and guidelines.

- [Training and Workforce Development Act 2013](#)
- [Ministerial Priorities for Training and Workforce Development](#)
- [Skills Tasmania Agreement](#)
- [Tasmanian Traineeships and Apprenticeships Committee \(TTAC\) Policies and Guidelines](#)

How can I provide feedback to Skills Tasmania?

The General Manager and the Skills Tasmania team support and promote a positive and constructive approach to complaints management and acknowledge its value as a business practice. Skills Tasmania encourages customer feedback, both positive and negative.

For further information or to lodge a complaint or provide feedback, visit https://skills.tas.gov.au/about/about_skills_tasmania/customer_service_charter. Please ensure that you use the term 'Endorsed RTO' in the subject line of your email.



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