



# GUIDE TO REGISTRATION AS A GROUP TRAINING ORGANISATION (GTO) IN TASMANIA

Department of State Growth  
Skills Tasmania

This guide is for parties seeking information in relation to registration as a Group Training Organisation in Tasmania.

**Enquiries about registration as a GTO should be directed to the GTO Registration Contact Officer**

Phone: 1800 655 846

Email: [skills.registration@skills.tas.gov.au](mailto:skills.registration@skills.tas.gov.au)

More information can be found on the Skills Tasmania website at <https://www.skills.tas.gov.au/providers/gtos>.

## Table of Contents

Introduction .....	4
Who needs to be registered as a GTO in Tasmania? .....	5
What are the minimum requirements for registration as a GTO? .....	5
Steps for registration .....	6
Where can questions regarding registering as a GTO in Tasmania be directed? .....	7
Application assessment process .....	7
What is the term of registration? .....	8
What happens when the end of a current GTO registration period is approaching? .....	8
What happens if the organisation is not approved for registration? .....	8
How does a GTO cancel its registration? .....	9
How does a GTO maintain its registration? .....	9
Under what circumstances will the Secretary cancel a GTO registration or take action against a GTO? 10	
Reference documents.....	10

# Introduction

Group Training Organisations (GTOs) are employers of apprentices and trainees who are hosted to other employers to undertake their apprenticeship or traineeship.

GTOs are the legal employer of the apprentice or trainee and are responsible for the quality and continuity of employment and for overseeing the structured training and assessment services received by the apprentice or trainee from the registered training organisation.

GTOs are also responsible for ensuring that apprentices and trainees receive the supervision and on-the-job instruction required by the [training contract](#) and the [policies and guidelines of the Tasmanian Traineeships and Apprenticeships Committee \(TTAC\)](#).

The GTO also manages any additional care, support and mentoring required by the apprentice or trainee to ensure that they progress through their training satisfactorily and are able to complete their training contract.

This document is a guide for organisations to:

- understand the application process to be registered as a GTO in Tasmania
- assist in applying to the Secretary of the Department of State Growth to be registered as a GTO in Tasmania
- provide a list of and links to reference documents, standards and legislative and operational requirements to assist with applying to be registered as a GTO
- understand what occurs after registration is approved
- understand what occurs if registration is not approved
- understand how to apply to cancel registration as a GTO in Tasmania
- understand the circumstances that may lead to the cancellation of registration by the Secretary

Please note that usage of the term 'registration' in this document is intended to encompass the registration of new GTOs as well as the re-registration of current GTO who wish to renew their registration.

Under Section 9 of the Training and Workforce Development Act 2013, the Secretary of the Department of State Growth may delegate any of the powers or tasks referred to in this Guide and associated documents.

The registration of GTOs is managed by Skills Tasmania, Department of State Growth.

# Who needs to be registered as a GTO in Tasmania?

Division 2 of the Training and Workforce Development Act 2013 (the Act) requires organisations to be registered as a GTO if they are to provide group training services to more than 10 apprentices and trainees placed with host employers in Tasmania.

This limit is determined by the Secretary of the Department of State Growth (the Secretary) under Section 10(2) of the Act.

Organisations may offer group training services in Tasmania without being registered as a GTO in Tasmania, provided the organisation has less than the specified 10 apprentices and trainees placed with host employers in Tasmania.

GTOs registered in Tasmania are published on the National Register for GTOs and are entitled to use the national Group Training logo.

# What are the minimum requirements for registration as a GTO?

In order to be registered as a GTO in Tasmania, an organisation must demonstrate it can comply with:

1. The [\*National Standards for Group Training Organisations\*](#) (January 2017)  
These three Standards cover recruitment, employment and induction of apprentices and trainees; the induction and management of host employers; monitoring and supporting of apprentices and trainees and the governance and administration of the GTO.
2. The [\*Training and Workforce Development Act 2013\*](#), specifically Part 2, Division 2  
Listing of certain group training organisations, which includes the requirement for registered ('listed') GTOs to meet Tasmanian Operational Requirements, which are documented in the Tasmanian Traineeships and Apprenticeships Committee (TTAC) Guideline 15 - Tasmanian Operational Requirements for Group Training Organisations.

Applications for registration must be in a form approved by the Secretary. The application form is available on the [Skills Tasmania](#) website.

# Steps for registration

An organisation seeking to become registered as a GTO in Tasmania must follow these steps:

## 1. Undertake an internal self-assessment

It is suggested that the organisation use the [Evidence Guide to support the National Standards for Group Training Organisations](#) as a guide to acceptable types of evidence and sufficiency of evidence to complete their internal self-assessment audit.

It is recommended that an organisation does not progress to the next step until it is confident that any findings identified by the self-assessment have been addressed to the extent that it is likely to successfully pass the external audit.

## 2. Engage an external auditor to complete an external audit using the approved template

When the organisation/GTO has determined that it is able to meet the National Standards, it must seek an external auditor to conduct an audit using the approved template, which can be found on the [Skills Tasmania](#) website.

External auditors can be any auditor accredited with [Exemplar Global](#) or the [International Register of Certificated Auditors \(IRCA\)](#).

If the external audit identifies areas where the organisation is non-compliant with the requirements for registration, the organisation should address these deficiencies and conduct a new external audit to ensure that the issues have been adequately addressed.

The organisation should only progress to the next stage once the external audit shows that the organisation can comply with the requirements for registration.

## 3. Lodge an application for registration, including the external audit

Once an external audit has demonstrated that the organisation meets the National Standards, an application for registration should be lodged with Skills Tasmania for the consideration of the Secretary of the Department of State Growth.

The approved application is available on the [Skills Tasmania](#) website.

The application and completed external audit demonstrating compliance should be forwarded by mail or email for the attention of the GTO Registration Contact Officer, Skills Tasmania. Contact details are provided on Page 2 and Page 5.

Applications will be considered by the Secretary of the Department of State Growth or a delegate. The Secretary may request additional information and/or evidence of compliance.

Where the applicant is an existing GTO applying for re-registration, the application for registration should be lodged at least one month prior to the expiry of their current registration period.

**The Secretary reserves the right to request further information and delay registration until the evidence presented is deemed by the Secretary to be sufficient to demonstrate the organisation meets the requirements for registration.**

# Where can questions regarding registering as a GTO in Tasmania be directed?

The GTO Registration Contact Officer within Skills Tasmania can provide information and assistance to organisations seeking advice regarding registration as a GTO in Tasmania.

The GTO Registration Contact Officer can be contacted via 1800 655 846 or [skills.registration@skills.tas.gov.au](mailto:skills.registration@skills.tas.gov.au).

## Application assessment process

When the GTO registration contact officer within Skills Tasmania is satisfied that an organisation complies with the requirements for registration:

1. The GTO registration contact officer will undertake an initial assessment of the application and provide advice to the Secretary of the Department of State Growth that the organisation/GTO be registered.
2. The Secretary of the Department of State Growth will consider and approve the registration of the organisation or refer the matter back to the organisation for further attention.
3. Once the Secretary has approved a registration, Skills Tasmania will have the registration details added to the [National Register of Group Training Organisations](#).
4. Skills Tasmania will email a Notification of Registration as a GTO and a GTO Registration certificate to the GTO CEO and contact person.
5. Skills Tasmania will email the Group Training logos to the GTO CEO and contact person for use on their documentation, advertising, promotional and marketing material.

For more information on the usage of the logo, refer to [Group Training Logo Specifications and Guidelines for Use](#).

## What is the term of registration?

The period of a GTO registration is five years from the date the Secretary approves the registration.

## What happens when the end of a current GTO registration period is approaching?

Skills Tasmania will provide a notice to the GTO six months prior to the expiry of their current registration.

The GTO must ensure that their external audits are conducted early enough to allow time to work through any non-compliances and clear any findings prior to the expiry of the current registration period.

If an application for registration has not been received six weeks prior to the expiry of the registration period, Skills Tasmania will contact the GTO to commence any actions deemed necessary in light of the GTO's registration nearing expiration.

These actions may include amendment of the training contracts of apprentices and trainees where there are ten or more still in the employment of the GTO.

Once any issues are resolved and the registration expires, Skills Tasmania will notify the National Register that the GTO is no longer registered in Tasmania. Confirmation of this notification to the National Register will be sent to the GTO CEO and contact person within 30 days.

## What happens if the organisation is not approved for registration?

If an organisation seeking registration is unable to demonstrate they meet the requirements for registration, they will not be approved for registration as a GTO in Tasmania.

In such cases, the organisation will receive notification from the Secretary of the decision and the reasons for the decision.

The Secretary may determine that the reasons for the non-approval allow the organisation to re-apply, after a certain period, based on when they may be likely to be able to evidence that the issues identified have been actioned.

The Secretary will not approve an application for registration if Section 13(1)(a) of the Act is applicable. That is, an application will not be approved if the TTAC has notified the Secretary that it has refused to approve a training contract to which the organisation is a party on the basis that the TTAC is not satisfied that the organisation is fit and proper to employ apprentices and trainees.



## How does a GTO cancel its registration?

If a GTO no longer wishes to be registered in Tasmania as a GTO, they may submit a written request to the Secretary to cancel their registration. The request should outline the reasons for cancellation. The cancellation is effective from the date the GTO is removed from the National Register of GTOs.

If the GTO has more than 10 apprentices/trainees placed with host employers at the time of requesting cancellation the request to cancel must be:

1. accompanied by an action plan outlining the strategy to be used to maximise the re-engagement of all current apprentices/trainees in to new training contracts with other employers, or
2. where there is mutual consent to cancel the training contracts of specific apprentices/trainees, accompanied by applications to cancel those training contracts.

It is important to note that any applications to cancel apprentice or trainee training contracts that are not mutually agreed may be subject to dispute by the apprentice or trainee under Section 52 of the *Training and Workforce Development Act 2013*.

## How does a GTO maintain its registration?

For a GTO to maintain its registration in Tasmania it must:

1. Continue to meet the requirements for registration as specified in:
  - 1.1. The [National Standards for Group Training Organisations \(January 2017\)](#)  
These Standards cover recruitment, employment and induction of apprentices and trainees; the induction and management of host employers; monitoring and supporting of apprentices and trainees and the governance and administration of the GTO.
  - 1.2. The [Training and Workforce Development Act 2013](#), specifically Part 2, Division 2  
Listing of certain group training organisations, which includes the requirement for 'listed' GTOs to meet Tasmanian Operational Requirements, as detailed in Tasmanian Traineeships and Apprenticeships Committee (TTAC) Guideline - [Tasmanian Operational Requirements for Group Training Organisations](#).
2. Provide any information requested under the Tasmanian Operational Requirements for Group Training Organisations within the specified period; and
3. Actively engage with Skills Tasmania, as the State Training Authority, to a reasonable level.

# Under what circumstances will the Secretary cancel a GTO registration or take action against a GTO?

Under Part 2, Division 2, Section 15 of the Act, the Secretary will take action to remove a listed GTO from the National Register of GTOs:

1. On the application for the GTO, or
2. where notice is received from the TTAC that it has refused to approve a training contract for which the GTO is the employer on the basis that the TTAC is not satisfied that the GTO is a fit and proper person within the meaning of section 48 of the Act.

In such cases, the Secretary will progress cancellation of registration in accordance with the specifications of the Act.

The Secretary may take action if there is evidence or information that indicates that a registered GTO has not complied with the National Standards for Group Training Organisations, the Act and/or the TTAC Guideline 15 - Tasmanian Operational Requirements for GTOs.

In such cases, the Secretary may require the GTO to engage an external auditor to conduct a full audit of GTO operations against the requirements of National Standards, the Act and the Tasmanian Operational Requirements for GTOs using the approved external audit template.

The audit report will need to be provided within a timeframe determined by the Secretary.

## Reference documents

There are a range of documents that organisations/GTOs will need in order to work through the registration preparation and application processes:

- The [National Standards for Group Training Organisations](#)
- The [Evidence Guide to support the National Standards for Group Training Organisations](#)
- The [Training and Workforce Development Act 2013](#)
- The [Tasmanian Traineeships and Apprenticeships Committee Policies and Guidelines](#), specifically *Guideline 15 – Tasmanian Operational Requirements for Group Training Organisations*
- [Template form for Application to the Secretary of the Department of State Growth for registration as a Group Training Organisation](#)
- [Tasmanian GTO external auditor checklist](#)