

Understanding Registration and Addition to Scope

Registered Training Organisations (RTOs) play a crucial role in delivering Vocational Education and Training (VET) and issuing Australian Qualifications Framework (AQF) certification. Following is an overview of the requirements and processes involved in becoming an RTO, managing the scope of registration, and delivering training products within the specified guidelines.

Becoming an RTO and Meeting Requirements

- To become an RTO and deliver VET, specific requirements must be met, including compliance with all components of the VET Quality Framework.
- In some cases, RTOs must also fulfill industry licensing requirements.

Scope of Registration

- As part of the registration process, an RTO must nominate the training package products it intends to deliver.
- Approved products are included in the RTO's "scope of registration", which encompasses all accredited training products an RTO is registered to deliver.
- AQF certification can only be issued for training products listed within an RTO's scope of registration.
- RTOs must ensure they have sufficient and appropriate resources, including human resources, to deliver all courses within their scope of registration.

Modifying Scope of Registration

- Registered RTOs have the option to modify their scope by adding or deleting training products that they can deliver.
- Applications for scope changes must be made to the relevant VET regulatory body.

Managing Scope of Registration

- RTOs must familiarise themselves with the specific requirements for the training products they intend to have and maintain on their scope of registration.
- The Standards for RTOs 2015 mandate that RTOs manage their scope of registration and transition revised training products promptly.

Public Access to Scope of Registration

- The scope of registration provides information to learners about the training an RTO can offer and for which units of competency it can issue certification.
- Details about an RTO's scope of registration can be accessed publicly through training.gov.au.

Relevant Regulatory Bodies:

- Registration applications and changes to scope must be made through the relevant VET regulator.
- The three regulatory bodies in Australia are:
 - Australian Skills Quality Authority (ASQA)
 - Training Accreditation Council (TAC)
 - Victorian Registration and Qualifications Authority (VRQA)

Requirements for TAE Training Package:

- RTOs wishing to deliver training products from the Training and Education (TAE) Training Package must meet specific requirements.
- Existing RTOs must have held registration continuously for at least two years and undergone an independent validation of their assessment system.
- For RTOs delivering TAE training products for the first time, additional requirements apply, such as independent validation of qualifications and assessment systems.

Note: This VET Fact Sheet provides general information and should not be considered as legal advice.