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Dedicated to the supply of quality education and training consulting and auditing

Steps toward registration as a Training Organisation

Step	Action	AQTF standard
Attend a Introductory session Run by the Regulator	Contact The Office of Training and Tertiary Education to arrange attendance. Visit http://www.otte.vic.gov.au/tog.asp View the Application for Registration form	All standards
1. Establish business	<input type="checkbox"/> Register legal and trading name <input type="checkbox"/> Develop business plan <input type="checkbox"/> Obtain suitable premises <input type="checkbox"/> Appoint responsible person <input type="checkbox"/> Develop organisational chart <input type="checkbox"/> Arrange appropriate insurance <input type="checkbox"/> Appoint financial manager <input type="checkbox"/> Review relevant legislation/regulatory requirements for integration into policies	1.7 9.4 1.2 1.3 2.3 3.1 2.1
2. Develop and document policies	<input type="checkbox"/> Develop/document policies for: <input type="checkbox"/> Customer complaints, grievances and appeals <input type="checkbox"/> Risk identification and management <input type="checkbox"/> Continuous improvement <input type="checkbox"/> Administrative and records management <input type="checkbox"/> Financial management, including refund policy and system to protect fees paid in advance (where applicable) <input type="checkbox"/> Recognition of qualifications issued by other RTO's <input type="checkbox"/> Access and equity <input type="checkbox"/> Student selection, enrolment, induction/orientation <input type="checkbox"/> Staff recruitment, induction, ongoing development <input type="checkbox"/> Competency in delivery and assessment	1.5 1.8 1.9, 1,10 4 3 5 6 6.3 7.1 7, 8 9

	<input type="checkbox"/> Strategies for learning and assessment <input type="checkbox"/> Make sure that you have a procedure for circulation, understanding and implementation	1.1b, 2.2
Step	Action	AQTF standard
Plan delivery of training and assessment	Develop/document delivery and assessment strategies Develop/adapt training and assessment products and services Design assessment strategies Obtain access to staff, facilities, equipment, training and assessment materials Recruit and induct appropriate training, assessment and client service staff Establish written agreement with organisations that provide training/assessment on behalf of RTO Implement version control procedures for materials Documents information materials for students/clients Prepare RPL materials	9.1 9.3 8.1 9.4 7 1.6 4.3 6.3, 8.2a 8.2b
4. Establish administrative procedures	Set up records management procedure, consistent with documented policy Design AQF qualifications and Statements of Attainment Develop and approve marketing materials	4.1, 10.2 10.1 12
5. Finalise registration process	Complete application form Pay fee to OTTE CEO sign declaration Have declaration certified by an authorised witness Click here for list:	