



Australian Government
Australian Skills Quality Authority

ASQA

Your reference number: 88174/

Dear Recipient

Notification of intention to cancel a qualification issued to you by the former registered training organisation, trading as LEARNING OPTIONS, (legal name Contract Me Pty Ltd), RTO 88174

The Australian Skills Quality Authority (ASQA) is the National Vocational Education and Training (VET) Regulator.

As part of its regulatory activity, ASQA investigated the operations of Learning Options (legal name Contract Me Pty Ltd), and found the organisation to be critically non-compliant with its registration obligations.

As a result of this finding, ASQA has cancelled and not renewed the registration of Learning Options. The effective date of Learning Options cancellation as a registered training organisation (RTO) was 15 May 2025. That cancellation means that Learning Options is no longer an RTO and not permitted to provide nationally recognised vocational education and training.

During the relevant period, 1 September 2023 to 15 May 2025, Learning Options issued you **one or more** qualifications and/or statements of attainment from its scope of registration.

Learning Options records indicate you were issued qualification(s) and/or statement(s) of attainment during the relevant period (see Annexure A for Qualifications and Annexure B for Statements of Attainment).

A formal notice

This letter is formal written notice to you that ASQA

- (i) **intends to cancel**, under section 56(1)(a) of the *National Vocational Education and Training Regulator Act 2011* (the NVR Act) the above qualification(s) and/or statement(s) of attainment issued to you by Learning Options for the reasons detailed below, and
- (ii) will provide you with an opportunity to respond before a final decision is made.

ASQA examined evidence provided by Learning Options during the compliance investigation and found that throughout 1 September 2023 to 15 May 2025, during which you undertook your assessment and/or training, Learning Options **did not**:

- a) have an assessment system that ensured assessment including Recognition of Prior Learning (RPL) met the training package requirements, principles of assessment, or the rules of evidence,
- b) conduct adequate assessment against all training package requirements prior to issuing qualifications,
- c) have access to all the required resources to deliver training and assessment,

- d) have appropriately qualified personnel to deliver training and assessment, for the qualifications and statements of attainment listed above.

Based on these findings, ASQA is satisfied on reasonable grounds that Learning Options did not provide or arrange for another person to provide, all or part of the assessment necessary for you to achieve the learning outcomes or competencies required for the qualification(s) and/or statement(s) of attainment to be issued to you by Learning Options.

ASQA is notifying you that it intends to cancel your qualification(s) and/or statement(s) of attainment.

What you need to do next

ASQA invites you to provide a written response to this notice. Your response should include reference to and copies of any supporting documentation and relevant information that demonstrates Learning Options provided you with training and assessment necessary for the qualification(s) and/or statement(s) of attainment Learning Options issued to you.

Should you choose to provide a written response, it must be received by ASQA no later than **7:00 PM (AEST) on Thursday, 26 June 2025**. Please go to the [response form](#) and use your unique reference number as noted at the top of this letter, when submitting your response and any supporting documentation and relevant information. Further information about relevant evidence can be found on ASQA's [website](#).

ASQA will consider your response including the supporting documentation and relevant information you provide, when deciding whether or not to proceed with the cancellation of your qualification(s) and/or statement(s) of attainment.

If you do not respond by the time specified above, ASQA may, without further reference or notice to you, cancel your qualification(s) and/or statement(s) of attainment.

Should ASQA cancel your qualification(s) and/or statement(s) of attainment, you will be advised of that decision and be required to return your certificate(s) to ASQA.

Further information

- Phone: 1300 701 801 or for calls outside of Australia +61 3 8613 3910 between 9am to 5pm (Australian local time) Monday-Friday
- Website: www.asqa.gov.au/students/qualification-integrity-regulatory-action/cancelling-qualifications-learning-options-contract-me-pty-ltd-rto-88174

Yours sincerely,



Carmen Basilicata
Executive Director, Integrity
29 May 2025

Annexure A

Qualifications

Code	Title
BSB40520	Certificate IV in Leadership and Management
BSB50420	Diploma of Leadership and Management
BSB50920	Diploma of Quality Auditing
BSB60420	Advanced Diploma of Leadership and Management
TAE40116	Certificate IV in Training and Assessment
TAE40122	Certificate IV in Training and Assessment
TAE50116	Diploma of Vocational Education and Training
TAE50216	Diploma of Training Design and Development

Annexure B

Statements of attainment

Code	Title
BSBCMM511	Communicate with influence
BSBCRT412	Articulate, present and debate ideas
BSBCRT511	Develop critical thinking in others
BSBFIN501	Manage budgets and financial plans
BSBHRM415	Coordinate recruitment and onboarding
BSBHRM613	Contribute to the development of learning and development strategies
BSBHRM615	Contribute to the development of diversity and inclusion strategies
BSBLDR412	Communicate effectively as a workplace leader
BSBLDR414	Lead team effectiveness
BSBLDR522	Manage people performance
BSBOPS504	Manage business risk
BSBOPS505	Manage organisational customer service
BSBPFE402	Develop personal work priorities
BSBPFE501	Manage personal and professional development
BSBPMG430	Undertake project work
BSBSTR401	Promote innovation in team environments
BSBSTR402	Implement continuous improvement
BSBSTR501	Establish innovative work environments
BSBSTR502	Facilitate continuous improvement
BSBSUS411	Implement and monitor environmentally sustainable work practices
BSBSUS601	Lead corporate social responsibility
BSBTEC601	Review organisational digital strategy
BSBTWK503	Manage meetings
BSBWHS521	Ensure a safe workplace for a work area
TAEASS502	Design and develop assessment tools
TAEDES502	Design and develop learning resources
TAEDES505	Evaluate a training program
TAERES511	Apply research to training and assessment practice