

# Guide to initial RTO registration

**Guide**



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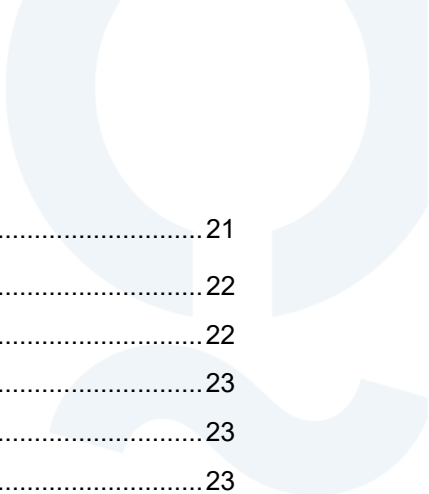
Australian Government  
Australian Skills Quality Authority

**ASQA**

**(Working together)**

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## Introduction

This guide provides information and guidance for people who are considering applying for registration as a registered training organisation (RTO). It clearly describes Australian Skills Quality Authority's (ASQA's) expectations of vocational education and training (VET) providers and the levels of quality expected in initial registration applications. Applicants should read and understand this guide before preparing an application for initial RTO registration.

ASQA is the national regulator for Australia's VET sector. Our purpose is to ensure quality VET so that students, industry, governments and the community can have confidence in the integrity of national qualifications.

To protect students, industry, and the community from training practices that do not meet the requirements of the Standards or fall short of expected quality, we are committed to granting registration only when we are satisfied of both the suitability of the individuals involved in managing the organisation and the organisation's demonstrated commitment and capability to delivering quality VET.

We apply a rigorous assessment process to applicants seeking to enter the VET market, and all applicants will have their capability and commitment thoroughly assessed before a decision is made to approve their registration.

## What's in this guide?

This guide contains information about:

- eligibility to become an RTO
- conditions of registration as an RTO
- determining the scope of RTO registration
- ensuring your preparedness to deliver VET
- preparing your application
- submitting your application
- how we assess applications.

## Eligibility to become an RTO

Before applying to ASQA for initial RTO registration, ensure that you are eligible to do so.

### Legal entity

Only a legal entity can apply for registration as an RTO. Under Australian law, a legal entity can own property, incur debts, employ staff, and sue or be sued.

The following types of legal entity are eligible for registration as an RTO:

- Natural person (sole trader)
- Pty Ltd Company (a proprietary company limited by shares incorporated under the Corporations Act 2001, regulated by ASIC and has 'Pty Ltd' in the name).
- Pty Ltd Company with a trust
- Ltd company (a public company incorporated under the Corporations Act 2001, regulated by ASIC and has 'Limited' or 'Ltd' in the name)
- Incorporated association (a not-for-profit entity incorporated under relevant state/territory legislation and has 'Inc.' in the name)
- Partnership
- Cooperative association, or
- Government entity.

When submitting your application, you must provide evidence of your legal entity. The following table describes different types of legal entities, and the evidence that must be submitted with your application to establish identity.

Type of legal entity	Evidence requirements
Natural person (sole trader)	<ul style="list-style-type: none"><li>• Copy of driver's licence</li><li>• Birth certificate</li><li>• Citizenship certificate, or</li><li>• Current passport</li></ul>
Pty Ltd company (a proprietary company limited by shares incorporated under the Corporations Act 2001, regulated by ASIC and has 'Pty Ltd' in the name)	<ul style="list-style-type: none"><li>• Copy of Certificate of Incorporation issued by ASIC, and</li><li>• ASIC Current and Historical Company Extract which includes details of the company as at the time of lodging your application. This extract can be ordered through the ASIC website.</li></ul>
Pty Ltd company with a trust	<ul style="list-style-type: none"><li>• An extract from the Trust Deed Schedule which lists the trustee and trust beneficiaries, and</li><li>• ASIC Current and Historical Company Extract which includes details of the company as at the time of lodging your application. This extract can be ordered through the ASIC website</li></ul>

Type of legal entity	Evidence requirements
Ltd company (a public company incorporated under the Corporations Act 2001, regulated by ASIC and has 'Limited' or 'Ltd' in the name)	<ul style="list-style-type: none"> <li>• Copy of the Certificate of Incorporation issued by ASIC, and</li> <li>• ASIC Current and Historical Company Extract, which includes details of the company as at the time of lodging your application. This extract can be ordered through the ASIC website.</li> </ul>
Incorporated association (a not-for-profit entity incorporated under relevant state/territory legislation and has 'Inc.' in the name)	Copy of Certificate of Incorporation issued by the relevant state/territory government
Partnership	For each partner: <ul style="list-style-type: none"> <li>• Copy of driver's licence</li> <li>• Birth certificate</li> <li>• Citizenship certificate, or</li> <li>• Current passport</li> </ul>
Cooperative association	Copy of certificate of registration issued by the relevant state/territory government
Government entity	No evidence requirements apply to government entities

## ABN/ACN

All RTOs must have a valid ABN and/or ACN.

An Australian Business Number (ABN) is a unique identifier issued by the Australian Business Register. It is an eleven-digit number that, in the case of a company, usually includes the company's Australian Company Number (ACN).

An Australian Company Number (ACN) is a unique nine-digit identifier issued by the Australian Securities and Investment Commission (ASIC) to every company registered under the Corporations Act 2001.

In the case of a trust, the ABN of the registered trustee organisation must be used for registration purposes, and not the ABN of the trust.

## Registered business training name(s)

This is the name or names under which an entity trades, for example, ABC Pty Ltd trading as 'RTO Training'. An entity may have more than one registered business/trading name.

When applying for initial registration you will need to:

- list all of the registered business/trading names under which you intend to perform RTO functions; and
- for each business/trading name listed, attach a copy or extract of the record of registration of a business name issued by ASIC, which provides current and correct business name details.

## Intended student cohorts

RTOs must deliver training to students in Australia but may also operate offshore. An organisation which intends to only provide training to students outside of Australia is not eligible for registration.

ASQA does not register or regulate RTOs that deliver training to domestic students only in Victoria or Western Australia. Separate regulators register and regulate RTOs that deliver training to domestic students only in those states. These regulators are:

- the Victorian Registration and Qualifications Authority (VRQA)
- the Training Accreditation Council (TAC) in Western Australia.

Applicants with a principal place of business in Victoria or Western Australia can only apply for registration with ASQA if they will be offering courses:

- in a state or territory other than Victoria or Western Australia, including by offering courses online; and/or
- to overseas students.

## Compliance with conditions of registration

Before applying for initial RTO registration, you should fully understand an RTO's responsibilities and obligations.

To be registered as an RTO, applicants must satisfy ASQA of their compliance, or ability to comply, with the conditions of registration set out under Subdivision B of Division 1, Part 2 of the [National Vocational Education and Training Regulator Act 2011](#). This includes:

- complying with the VET Quality Framework
- commitment and capability to deliver quality VET
- satisfying the Fit and Proper Person Requirements
- satisfying the Financial Viability Risk Assessment Requirements
- complying with applicable student assistance laws
- notifying ASQA of material changes
- providing information, records and documents to ASQA on request
- cooperating with ASQA in the performance of our functions.

These conditions are described in further detail under [Conditions of registration](#).

Further information about RTO requirements and responsibilities can be found on ASQA's [website](#).

## Payment of fees and charges associated with registration

Applicants are required to pay all fees and charges associated with registration as and when due. Registration applications will not be processed by ASQA until all outstanding invoices have been paid.

ASQA fees and charges are detailed on the [Current ASQA fees and charges](#) page on ASQA's website. You should familiarise yourself with the ongoing fees and charges associated with ongoing registration so they can be factored into your organisation's financial planning.

To lodge an application for initial RTO registration, there are two fees that are payable:

<b>Initial registration application fee or Lodgement fee</b>	A lodgement fee invoice is generated and available following submission of your application. Processing of the application is subject to payment of the invoice.	\$600*
<b>Initial registration assessment fee</b>	You will receive an assessment fee invoice when we have confirmed your application is complete. This needs to be paid before your application is assessed.	\$8000†

## Obtaining ESOS registration if you intend to offer courses for overseas students

Before an RTO can offer courses to overseas students, it must also be registered as an ESOS provider. Organisations seeking ESOS registration must have delivered one or more VET courses to domestic students in Australia for consecutive study periods totalling at least two years, unless exempt.

This requirement applies to all new ESOS registration applications and is intended to ensure providers have demonstrated capability and commitment to quality VET delivery before offering courses to overseas students.

Exemptions apply to certain provider types, including:

- Registered providers
- Providers offering only ELICOS or Foundation Programs
- Table A providers under the *Higher Education Support Act 2003*

See the [How to become an ESOS or ELICOS provider](#) page on ASQA's website for more information.

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\* Correct at the time of publishing. Please ensure you check up to date information about fees on ASQA's website.

† Correct at the time of publishing. Please ensure you check up to date information about fees on ASQA's website.



## Conditions of registration

### Ongoing compliance with the VET Quality Framework

ASQA assesses applications for Initial RTO Registration against all components of the VET Quality Framework, including:

- the [\*National Vocational Education and Training Regulator \(Outcome Standards for Registered Training Organisations\) Instrument 2025\*](#) (Outcome Standards)
- the [\*National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025\*](#) (Compliance Requirements )
- the [\*Australian Qualifications Framework\*](#) (AQF)
- the [\*National Vocational Education and Training Regulator \(Financial Viability Risk Assessment Requirements\) Instrument 2021\*](#) (Financial Viability Risk Assessment Requirements)
- the [\*National Vocational Education and Training Regulator \(Data Provision Requirements\) Instrument 2020\*](#) (Data Provision Requirements)
- the [\*Credential Policy\*](#)

Assessment of initial RTO registration applications uses a risk-based approach, evaluating the organisation's ability to deliver quality VET and comply with its obligations. ASQA will only approve applications where it is satisfied with the suitability of people involved in running and managing the organisation, the applicant's commitment and capability to deliver quality VET and that the organisation's governance, systems and processes will enable it to deliver outcomes for students and maintain compliance with the obligations.

Once registered, **RTOs must maintain compliance with the VET Quality Framework at all times.**

Some key elements of the VET Quality Framework – and ASQA's expectations for those applying for initial registration as an RTO – are described in further detail below.

### Outcome Standards

The Outcome Standards are a foundation for quality training – describing the key factors that contribute to quality VET. They set out the key elements of quality training and assessment, which organisations must demonstrate to be registered, and maintain registration, as a training provider.

The Outcome Standards are structured against four overarching Quality Areas, each with an Outcome Statement which describes the overarching outcome.

Quality Areas	Quality Area Outcome Statements
1. Training and assessment	Quality training and assessment engages VET students and enables them to attain nationally recognised, industry relevant competencies.

<b>2. VET student support</b>	VET students are treated fairly and properly informed, supported and protected.
<b>3. VET Workforce</b>	VET students are trained, assessed and supported by people who are qualified, skilled and committed to professional development.
<b>4. Governance</b>	Effective governance and a commitment to continuous improvement supports the quality and integrity of VET delivery.

For each Quality Area, there are a number of outcomes-focused standards, each supported by a set of performance indicators, which set out the things an RTO must demonstrate to meet the standard.

RTOs are expected to have governance, systems and processes in place to enable them to meet the outcomes described in the Outcome Standards. RTOs are expected to undertake ongoing self-assurance against the Outcome Standards throughout their registration to ensure they continue to achieve the outcomes and continuously improve.

You should refer to the requirements set out in the Outcome Standards in establishing your organisation's systems and policies for delivering VET and as part of your application for initial registration to ensure it is clear how your organisation will achieve the outcomes set out in the Standards.

ASQA has developed [Practice Guides](#) to support providers' understanding of our regulatory expectations. The Practice Guides must be read alongside the relevant legislation to ensure regulatory obligations are fully met.

## Compliance Requirements

The Compliance Requirements set out requirements relating to accountability, integrity of nationally recognised training products and information and transparency that RTOs must meet at all times to protect VET students and support the integrity of Australia's VET sector.

As part of your application for registration, you will be required to demonstrate how you will ensure compliance with these requirements, including:

- how your organisation will ensure that all advertisements or marketing materials include the required information, accurately represent the service offering and do not mislead students
- how your organisation will ensure that it does not issue AQF certification documentation to a student who has not been assessed as fully meeting the requirements of the training product
- how your organisation will ensure that when an eligible student is assessed as meeting the requirements of the training product, they are issued with AQF certification documentation within 30 calendar days from the completion of assessment
- your organisation's systems for maintaining records of AQF certification and student assessments
- how your organisation will ensure that it does not issue AQF certification documentation to a student who has not been assessed as fully meeting the requirements of the training product
- how your organisation will ensure that the VET qualifications and VET statements of attainment it issues contain the required information
- how your organisation will collect and validate student identifiers
- how your organisation will ensure that student information is protected under privacy legislation

- where you propose to engage third parties to support delivery of training and/or assessment, how you will ensure the provision of the services is governed by a written agreement that meets requirements.

## Fit and Proper Person Requirements

All governing persons must meet the Fit and Proper Person Requirements. Governing persons include any person responsible for overseeing, directing, or exercising a degree of control or influence over the management or operation of an NVR registered training organisation, including executive officers and high managerial agents. The Fit and Proper Person Requirements are set out in Schedule 1 of the [National Vocational Education and Training Regulator \(Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements\) Instrument 2025 \(Compliance Requirements\)](#). These requirements seek to ensure that these people are suitable to direct or manage the RTO

ASQA's assessment of your application will include thorough investigation and scrutiny to determine the suitability of persons who apply for initial RTO registration. This includes consideration of a person's:

- compliance with the law
- management history
- financial record
- provision of false or misleading information
- previous conduct and involvements; and
- whether the public is unlikely to have confidence in the person's suitability to be involved in an organisation that provides, assesses or issues nationally recognised qualifications.

In the course of assessing your application, ASQA may take into account information not submitted by you, including intelligence obtained from other regulatory bodies or sources to which ASQA has access. Should such information be relevant to determining whether you satisfy the Fit and Proper Person Requirements, ASQA will notify you and provide you with an opportunity to review the material and submit a response.

During the assessment of your application, you will be asked to demonstrate:

- how your organisation determines whether a person falls under the requirement to complete a Fit and Proper Person Declaration.
- how you have ensured that all governing persons meet the Fit and Proper Persons Requirements, including that governing persons do not have conflicting interests in other corporations or organisations
- how you will recognise and respond to behaviours or individuals in the organisation who are undertaking concerning or suspicious activity.

If we determine that a person or persons do not meet the Fit and Proper Person Requirements, the application may be rejected.

## Financial Viability

Any organisation applying for registration with ASQA must demonstrate it has developed the foundations of a sustainable business. At the time its initial registration application is submitted, the organisation must have been independently assessed as a financially viable business entity.

ASQA has authority to assess an organisation's financial viability under legislation, specifically:

- the [\*National Vocational Education and Training Regulator Act 2011\*](#) for applicants seeking to become a registered training organisation, and
- the [\*Education Services for Overseas Students Act 2000\*](#) for applicants seeking to be listed on CRICOS to offer courses to overseas students.

The assessment of financial viability must be undertaken by the applicant and their nominated accountant before the applicant submits an application for initial registration. This assists applicants to gain a realistic understanding of the financial requirements of becoming an RTO and an independent assessment of the sustainability of their proposed business, before undertaking the extensive initial registration process.

A 'nominated accountant' is the accountant engaged by an organisation applying for registration. The nominated accountant must be:

- a member of one or more of the following professional bodies: CPA Australia, The Institute of Chartered Accountants in Australia, or The Institute of Public Accountants, or
- registered with the Australian Securities and Investment Commission as an auditor
- completely independent from the organisation applying for registration. This means they must not have any financial stake in the organisation or any other personal or business interest that could affect their objectivity.

Completing ASQA's Financial Viability Risk Assessment Tools requires applicants to:

- answer a series of questions about their organisation's financial viability, including questions about forecasted financial projections, business ratios, and accounting systems
- provide forecasted financial information for the next 12 and 24 months
- provide a declaration certifying the information provided in the pack is valid, and
- provide a declaration from their nominated accountant, certifying the financial viability of the new business entity.

ASQA assesses each organisation's financial viability risk when considering applications for registration. ASQA will use this assessment as one of a range of regulatory checks when making a risk-based consideration about whether the organisation's application is approved.

## Credential Policy

The Credential Policy outlines the credentials required for trainers and assessors undertaking particular training and assessment activities or roles. RTOs must comply with the Credential Policy (as referenced within the Outcome Standards) to ensure training is delivered by properly qualified and credentialled people.

The Credential Policy sets out credential requirements for:

- delivery of training and assessment broadly
- delivery of training and assessment for training products from the TAE Training Package
- validation of assessment.

This includes requirements for people working under direction and people providing direction.

As part of your application, you will be required to demonstrate how you will ensure compliance with the Credential Policy, including:

- how you have authenticated the credentials of the trainers and assessors
- who will take part in validation activities, how will they be selected and how will you ensure they are suitably qualified and independent
- how you will use industry experts (where applicable), including how will they enhance the real-world application of training and assessment
- how you will ensure appropriate supervision and guidance for industry experts or trainers and assessors who do not meet the Credential Policy
- how you will assure the quality of practices of industry experts or trainers or assessors who do not meet the Credential Policy
- how you will ensure industry experts or trainers and assessors who do not meet the Credential Policy are not making assessment judgements.

## Cooperation with ASQA

RTOs are responsible for:

- cooperating with ASQA
- ensuring any third-party delivering services on the RTO's behalf is required to cooperate with ASQA.

This includes:

- providing accurate and truthful responses to information requests from ASQA relevant to the RTO's registration
- cooperating with ASQA during performance assessments and monitoring activities
- providing quality indicator data
- providing information about substantial changes to its operations or any event that would significantly affect the RTO's ability to comply with the 2025 Standards within 10 calendar days of the change occurring
- providing information about significant changes to its ownership within 10 calendar days of the change occurring or as soon as practicable before the change takes effect
- retention, archiving, retrieval, and transfer of records
- providing accurate and factual responses to information requests from ASQA relevant to the delivery of services by third parties.

When applying for initial RTO registration, the information and documentation you provide to ASQA must be accurate, truthful and authentic. Any information and documentation provided must be an accurate representation of your intended practices. Where it is determined that information or documentation you have provided with your initial RTO registration application is false, inaccurate, or misleading, your application is likely to be rejected.

## Scope of RTO registration

Your proposed scope can include VET training package qualifications, accredited courses and units of competency. You can find out more information on training package requirements on the [national register of vocational education and training](#).

## Choosing training products

**When submitting your application, you should ensure that you include all training products your organisation intends to deliver during the first two years of its registration.**

Newly registered RTOs are not permitted to apply to add training products to their approved scope until they have been registered for a period of 24 months or more. This is to ensure new RTOs focus on providing quality training or assessment for the products they are initially approved to deliver, and so that we may ensure that the RTO has demonstrated understanding of the educational integrity and commitment required to operate in the VET sector prior to expanding its course offerings.

### Identifying areas of skills need

When selecting training products for your initial registration application, it is important to make strategic and informed choices that reflect both your organisation's capabilities and the needs of the VET sector.

Under section 17B of the NVR Act, ASQA has the authority to prioritise the order in which it considers applications. This means ASQA is not required to assess applications strictly in the order they are received.

ASQA may exercise this discretion to prioritise applications that align with national priorities, such as those that address identified areas of skills need (and may deprioritise applications that target training products in saturated markets). This approach helps ensure that the VET sector is responsive to emerging workforce demands and supports the delivery of quality training in critical industries.

As such, applicants should be aware that their application may be expedited or delayed depending on how it aligns with these broader strategic priorities.

### Industry approvals for certain training products

Some VET qualifications allow graduates to apply for a licence or work in a specific job role. To add certain training products to your scope of registration you need to show an approval from the relevant industry regulator.

See the [Other licensing and registration requirements](#) page on ASQA's website for more information.

### VET accredited courses

You need to provide evidence the course owner has given you permission to deliver a VET accredited course. The [national register of vocational education and training](#) identifies course owners for each VET accredited course.

## Restrictions on delivery of Training and Education (TAE) Training Package products

You need to be registered for at least 2 years to be eligible to apply for certain training products from the TAE Training Package.

See the [TAE training package evidence](#) page on ASQA's website for more information.

## Preparedness to deliver VET

### Capability and commitment

Applying to become an RTO is a serious undertaking – not just a business opportunity, but a commitment to delivering quality VET that meets national standards and serves the needs of students and industry.

ASQA expects all applicants to demonstrate that they are:

- **genuinely ready and fully prepared** to operate as an RTO from day one of registration. This means having:
  - governance, systems and processes to meet the requirements of the VET Quality Framework, ensure ongoing compliance and continuously improve
  - appropriately skilled and qualified trainers and assessors in place
  - robust training and assessment strategies and practices that meet the requirements of the Standards for RTOs and the AQF
  - student information and support services available
  - access to appropriate facilities, equipment and learning resources.
- **capable of, and committed to, delivering quality VET**
  - It's not enough to have a business plan and to purchase a suite of policies, procedures and training and assessment resources. You must show that your organisation has the skills, experience and infrastructure to deliver training that leads to real outcomes for students and employers. ASQA will assess your capacity to deliver each training product you apply for.
  - Australia's VET sector has a strong reputation for quality, both within Australia and internationally. Becoming an RTO means taking on a long-term responsibility to uphold the integrity of the VET sector. RTOs need to be able to deliver quality training and assessment that engages students and enables them to attain nationally recognised, industry relevant competencies.
  - To do this, RTOs need:
    - to act with integrity
    - a deep commitment to delivering quality training and assessment
    - a qualified, skilled and supported workforce
    - ongoing industry and community engagement
    - to support people of all backgrounds and abilities to participate in training
    - to treat students fairly, ensuring they are properly informed, supported and protected, and
    - an ability to monitor progress on an ongoing basis and seize opportunities to continuously improve.

If your organisation is not yet ready – or if your motivation is primarily commercial without a clear commitment to quality and compliance – you should not apply until you can demonstrate genuine readiness and intent.

## Resourcing requirements

Applicants seeking initial RTO registration are expected to have access to all required resources for each training product included in their application at the time of submission.

A prospective provider that submits an application is declaring that their organisation is ready to start delivering training immediately. If they are not completely prepared and do not have adequate resources, their application is likely to be rejected.

Resources include, but are not limited to:

- trainers and assessors
- educational and support services
- learning resources
- facilities
- equipment
- assessment systems
- an Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) compliant student management system or data entry tool.

See the [Resourcing requirements](#) page on ASQA's website for more information.

## Delivery locations

You need to tell us about all delivery locations you intend to use on an ongoing basis. Delivery location means the location, site or campus where you will usually deliver training to students.

This includes locations:

- in Australia and offshore.
- where third parties deliver VET courses for you on a regular basis.

If you intend to deliver training at your head office or principal place of business, you need to record it as a delivery location as well. You also need to tell us if you intend to deliver training online.



# Preparing your application

## Application forms

All applications for initial registration must be accompanied by a completed Initial Registration Application Form. All initial registration application forms can be found in the [Forms](#) page on ASQA's website.

The table below describes which application forms need to be completed for the different types of application:

Type of application	Who should submit this type of application	Application forms
Initial RTO Registration	Organisations wanting initial RTO registration to deliver VET courses to domestic students	Initial RTO Registration Application Form
Initial ESOS Registration	Existing RTOs who want to become ESOS providers so they can deliver VET courses to overseas students.	Initial ESOS Registration Application Form
Initial ELICOS Registration	Existing RTOs who want to become ESOS providers so they can deliver ELICOS courses to overseas students. OR Non-RTOs who want to only deliver ELICOS courses (check your eligibility in the Guide to applying for Initial ELICOS Registration).	Initial ELICOS Registration Application Form
Initial RTO and ELICOS Registration	Organisations wanting initial RTO registration and initial ESOS registration to deliver both VET and ELICOS courses.	Initial RTO Registration Application Form; <b>AND</b> Initial ELICOS Registration Application Form

Initial registration application forms collect information and evidence of your organisation's intended practices, which will be considered with other information and supporting evidence available to ASQA to determine if your organisation will be able to meet requirements and is prepared to deliver quality VET from the date of registration.

Where ASQA takes account of information not provided by you, ASQA will let you know, and you will have an opportunity to see that information and comment on it.

Once submitted, you will not be permitted to re-submit the application form, so your responses should be complete, truthful, and accurate. If the information you provide in the application form is found to be incomplete, or inaccurate, the application is likely to be rejected. The chances of rejecting the application will be greater if you knowingly provide false or misleading information.

## Chief Executive Officer (CEO) Statutory Declaration

All applications for initial registration must be accompanied by a signed CEO Statutory Declaration.

This is not a procedural formality or a simple checkbox requirement – it is a legally binding statutory declaration that carries significant weight and consequences. By signing this declaration, the Chief Executive Officer (CEO) of the applicant organisation is formally and legally attesting that:

- the organisation is fully prepared to deliver training and assessment services that meet the requirements of the VET Quality Framework
- the organisation has the systems, processes and resources in place to deliver quality VET and meet its conditions of registration from the date of registration
- all information provided in the application is true, accurate and complete

This declaration is made under the *Statutory Declarations Act 1959*, and making a false declaration is a serious offence under Australian law. Penalties may include fines or imprisonment.

ASQA treats the CEO Statutory Declaration as a critical part of the application. It reflects the organisation's readiness and commitment to delivering quality VET. Applicants are strongly advised to ensure the CEO fully understands the implications of signing this document and to seek legal or professional advice if needed. You can view and download the CEO Statutory Declaration form from the [Forms](#) page on ASQA's website.

## Providing sufficient information and evidence

To successfully complete the application form, you should:

- provide clear and detailed written responses to all questions in the form(s); and
- identify the supporting evidence you can provide by listing it at the end of each relevant section.

**Important:** You are only required to submit the specific supporting evidence listed below when you lodge your application.

Once your application has been assigned to an ASQA assessor, they will contact you to request a sample of the additional evidence you indicated you can provide in the form (see [Additional supporting evidence](#)).

### Required supporting evidence

You must submit the following required supporting evidence with your application.

The information and evidence required by the application is the form ASQA has approved as per section 16 of the NVR Act. That means failure to provide all the required information and documents will result in your application being considered incomplete, and therefore ineligible for assessment.

Failure to provide all the required supporting evidence at the time of submission will result in your application being considered incomplete and ineligible for assessment.

RTO responsibilities	Required Evidence
Forms and declarations	<ul style="list-style-type: none"><li>• signed CEO Statutory Declaration</li><li>• completed Initial RTO Registration Application Form (this form)</li></ul>
Evidence of your legal entity	<ul style="list-style-type: none"><li>• Certificate of Registration and ASIC Current and Historical Company Extract</li></ul>

RTO responsibilities	Required Evidence
Governing persons information	<ul style="list-style-type: none"> <li>Completed Fit and Proper Person Declaration forms for all governing persons</li> </ul>
Financial viability information	<ul style="list-style-type: none"> <li>Financial Viability Risk Assessment tool and supporting documentation:               <ul style="list-style-type: none"> <li>Business plan</li> <li>Nominated accountant certificate signed within 30 days of submission</li> <li>Bank statement/s</li> </ul> </li> </ul>
Training and assessment information	<ul style="list-style-type: none"> <li>Details of your training and assessment strategies and practices for each training product your organisation is proposing to deliver in its first two years of registration</li> <li>Evidence of course owner approval to deliver accredited courses</li> </ul>

## Additional supporting evidence

Your preparedness to commence delivery will be tested during the assessment process via requests for additional information and documentation. This will include requests to provide evidence of resourcing specific to the training products you applied for, and any other relevant information or documents required by the assessor.

When a request is made you will be provided with five calendar days to respond. Failure to produce the requested information and evidence when requested within the specified timeframe and in the requested form is likely to result in your application being rejected.

It is the responsibility of applicants to ensure they provide sufficient evidence and information to demonstrate their ability to deliver quality VET and meet the registration requirements.

The application form includes sections where you can list the additional supporting evidence you are able to provide. This will help to inform what evidence the assessor requests you to provide.

Examples of the type of evidence you may be asked to provide include:

Section of the application form	Examples of evidence that could be provided
Part 2 – Training and assessment	<ul style="list-style-type: none"> <li>Training and assessment strategies and practices</li> <li>Training support</li> <li>Assessment</li> <li>Validation</li> <li>Recognition of Prior Learning (RPL)</li> <li>Trainers and assessors</li> <li>Working under direction</li> <li>Work and community-based learning</li> <li>Third parties</li> </ul>
Part 3 – Delivery locations	<ul style="list-style-type: none"> <li>Delivery sites and shared locations / resources – for example:</li> </ul>

Section of the application form	Examples of evidence that could be provided
	<ul style="list-style-type: none"> <li>○ evidence of your organisation's existing facilities (photographs, floor plans, lease agreements, title deeds, learning management system contracts)</li> <li>○ evidence of your organisation's equipment (photographs, purchase orders, inventories)</li> <li>○ information about how you have determined the facilities, resources and equipment will meet the needs of the student cohort and training product, etc.</li> </ul>
Part 4 – Organisational leadership and governing persons	<ul style="list-style-type: none"> <li>● Organisational leadership and governing persons – for example:               <ul style="list-style-type: none"> <li>○ organisational chart / structure</li> <li>○ governing body constitution</li> <li>○ business strategy / plan</li> <li>○ organisational values / principles / code of conduct</li> <li>○ strategies / policies for monitoring organisational performance</li> <li>○ continuous improvement plans</li> <li>○ conflict of interest management plan / log, etc.</li> </ul> </li> </ul>
Part 5 – Risk management	<ul style="list-style-type: none"> <li>● Risk management – for example:               <ul style="list-style-type: none"> <li>○ risk management plan</li> <li>○ risk logs, etc.</li> </ul> </li> </ul>
Part 6 – Workforce management	<ul style="list-style-type: none"> <li>● Workforce management – for example:               <ul style="list-style-type: none"> <li>○ strategies and policies regarding recruitment, professional development, training and induction</li> <li>○ information about how the organisation has determined its workforce needs</li> <li>○ employment contracts</li> <li>○ evidence of trainer and assessor vocational qualifications, industry currency and skills in vocational learning and development, etc.</li> </ul> </li> </ul>
Part 7 – Student support and wellbeing	<ul style="list-style-type: none"> <li>● Student support and wellbeing – for example:               <ul style="list-style-type: none"> <li>○ information about the supports available for students</li> <li>○ policies regarding how the organisation will identify students in need of support and address their support needs, etc.</li> </ul> </li> </ul>

Section of the application form	Examples of evidence that could be provided
Part 8 – Diversity and inclusion	<ul style="list-style-type: none"> <li>• Diversity and wellbeing – for example:               <ul style="list-style-type: none"> <li>○ diversity and inclusion policies</li> <li>○ policies regarding staff recruitment and training</li> <li>○ information about how you will ensure your training environment, resources and practices are culturally safe and inclusive for all students, etc.</li> </ul> </li> </ul>
Part 9 – Students under the age of 18	<ul style="list-style-type: none"> <li>• Students under the age of 18 (only applicable where the organisation will accept students under 18) – for example, policies regarding how the organisation will ensure the safety and wellbeing of students under 18</li> </ul>
Part 10 – Student recruitment	<ul style="list-style-type: none"> <li>• Student recruitment – for example:               <ul style="list-style-type: none"> <li>○ policies regarding student recruitment, marketing and advertising</li> <li>○ samples of marketing materials / materials provided to students prior to enrolment</li> <li>○ enrolment application forms, etc.</li> </ul> </li> </ul>
Part 11 – Feedback, complaints and appeals	<ul style="list-style-type: none"> <li>• Feedback, complaints and appeals – for example:               <ul style="list-style-type: none"> <li>○ policies regarding management of complaints, feedback and student appeals</li> <li>○ continuous improvement plans, etc.</li> </ul> </li> </ul>
Part 12 – Credit transfer, AQF documentation and student records	<ul style="list-style-type: none"> <li>• Credit transfer, AQF documentation and student records – for example:               <ul style="list-style-type: none"> <li>○ policies regarding credit transfer</li> <li>○ policies regarding student completions, issuance of AQF certification documentation, issuance of VET qualifications and VET statements of attainment</li> <li>○ policies regarding management of student identifiers, records management (including privacy and confidentiality and retention of records), etc.</li> <li>○ AQF certificate templates</li> </ul> </li> </ul>

## Working with consultants

It may be useful for you to work with a VET consultant to assist in preparing your registration application.

Consultants can be helpful in navigating the application process and supporting the development of systems and processes that will enable the organisation to deliver quality VET and meet its obligations, particularly for applicants that are new to the sector. However, engaging consultants is not without risk, and the applicant is ultimately responsible for ensuring its systems and processes will enable the organisation to meet its requirements.

It is critical that systems, processes, resources and templates developed with the support of consultants are appropriately contextualised and adapted to suit the organisation's context.

ASQA is unlikely to approve applications for initial registration where there is evidence of generic / templated tools and resources that do not reflect the organisation's context, intended student cohort, training products, etc.

See ASQA's [Guide to Working with Consultants](#) for more information.

## Submitting your application

**Initial registration applications are submitted in two stages:**

1. Prepare and submit an application for initial registration via the [asqanet portal](#). At this stage, you will be required to upload/enter:
  - Your registration details, including:
    - Your legal entity details (ABN/ACN)
    - Head office/principal place of business
    - Ownership details
    - Details of people associated with the organisation
    - Chief Executive Officer (CEO) details
    - Other existing business registrations
    - Type of training organisation
    - Contact details (general enquiries and registration enquiries)
    - Delivery sites
    - Your proposed scope items
  - Evidence of your legal entity
  - Fit and Proper Person Declaration forms
  - CEO Statutory Declaration
  - Financial Viability Risk Assessment tool and supporting documentation:
    - Business plan
    - Nominated accountant certificate signed within 30 days of submission
    - Bank statement/s
  - Your completed Initial RTO Registration Application Form
  - Details of your training and assessment strategies and practices for each training product your organisation is proposing to deliver in its first two years of registration
  - Course owner approval to deliver accredited courses (if applicable).

2. Once your application has been submitted and your lodgement fee has been paid, ASQA will conduct a pre-assessment check.
3. Once your application is deemed eligible and complete, you will be required to pay the assessment fee. Once this fee is paid, your application will be ready for allocation to an assessor.

## How we assess initial RTO registration applications

### Risk-based assessment

When assessing initial registration applications we apply a rigorous risk-based assessment methodology. ASQA will verify claims made in the application form, the accompanying application documentation and/or the supporting evidence you provide. All applicants will be required to participate in assessment interviews with ASQA, which may be conducted in person or via MS Teams.

ASQA's management of your application reflects the guiding principle that applying for registration as an RTO is voluntary. That means the obligation is on you as the applicant to provide ASQA with accurate and complete information needed to properly assess the application against the regulatory requirements. It also means quickly responding to ASQA's requests about your application, including all requests for further information.

We assess applications to determine:

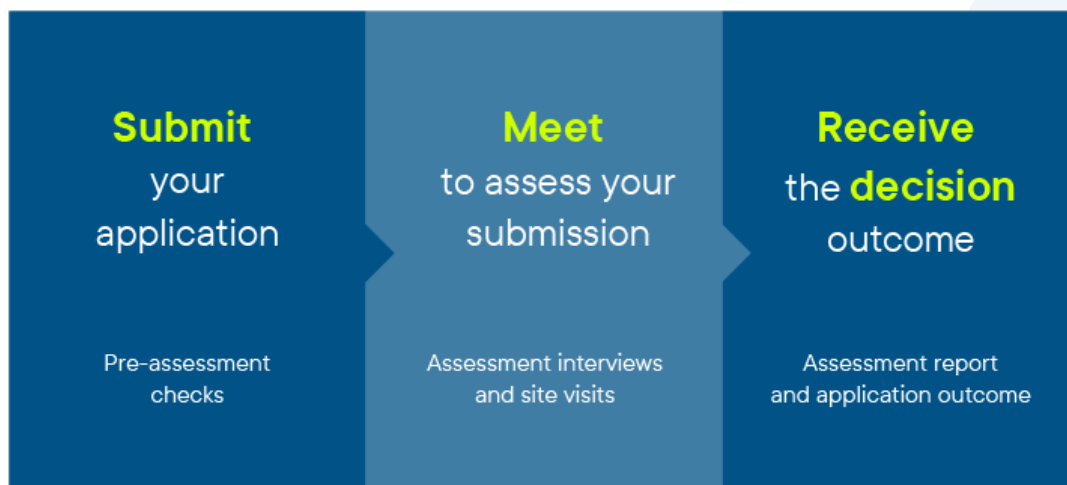
- preparedness to deliver quality VET and meet conditions of registration from the date of registration, and
- commitment and capability to maintain compliance in a sustained way over time.

Applicants will be expected to demonstrate that the organisation will be effectively managed by people who have sufficient knowledge of the requirements of the VET Quality Framework. Where owners of the organisation do not have this knowledge, it is expected that the organisation will engage people who do, on an ongoing basis.

When processing initial registration applications, we may assess, decide and grant applications in the order we deem appropriate. This means that applications are not always processed in the order of receipt. For example, we may prioritise consideration of applications which are time sensitive, address skills shortages or will deliver in particular parts of Australia where the existing delivery of particular training products is limited. We also ensure that applications which require greater scrutiny due to potential integrity risks are considered in greater detail, which can impact on the order in which applications are considered and decided.

## The assessment process

The assessment process is used to gather and assess application information and covers the three key features shown below.



### Pre-assessment checks

Before your application is accepted and referred for assessment, we conduct pre-assessment checks to ensure that your application is valid and complete, with all the required information and evidence.

If your application is incomplete, we will let you know, and you will be given two calendar days to providing missing information or evidence. If you do not provide the requested documents within the specified timeframe your application will be invalid and will be withdrawn.

### Meet your assessor

Your application will be assigned to an assessor once the assessment fee has been received in full.

Once your application has been assigned and your assessor has familiarised themselves with details in your application, the assessor will contact you to:

- explain the assessment process
- book in key dates for your assessment
- identify and request any additional information or evidence they require to conduct the assessment.

You will be given five calendar days to respond with the requested documents.

### Assessment interviews and site visits

Once you provide the information and evidence requested during the opening meeting, your assessor will conduct a thorough assessment of all the evidence you have provided against the VET Quality Framework. This will be followed by interviews with you and may involve other key people involved in your organisation.

All applicants will be interviewed, and depending on the nature of your application you may be required to participate in more than one interview. During interviews, your commitment and capability



for providing quality education and training will be evaluated by our assessors to inform risk assessment of your application.

Depending on the scope and circumstances of your application, ASQA may also undertake a site visit.

Interviews and site visits may be conducted either in person, or via MS Teams. Applicants are expected to be available and participate in all requested interviews and site visits during the assessment period.

During interviews and site visits, assessors will ask a range of questions to:

- deepen their understanding of how your organisation intends to operate
- clarify information and evidence you have provided
- explore your organisation's ability to deliver quality VET and comply with your obligations.

They may also request that you demonstrate access to locations, facilities, and equipment either in person or via MS Teams.

## Opportunity to rectify

Assessors may, at their discretion, offer applicants an opportunity to rectify any identified concerns or areas where the requirements of the 2025 Standards have not been fully met, and/or provide further evidence (demonstrating the actions taken to meet those requirements) prior to making a final decision on the application for initial registration.

This opportunity will only be provided where the matters identified are minor in nature and are likely to be resolved within a short rectification period.

Where there are systemic or widespread issues, or where there are serious concerns about the applicant's commitment or capability to meet and maintain the requirements of the 2025 Standards, an opportunity to address these matters will not be offered.

## Closing meeting

Once the assessment interviews are complete and the assessor has considered all the information and evidence in your application, they will finalise the assessment outcomes and arrange a closing meeting with you. During the closing meeting you will be informed of the assessment outcomes, including any issues which were identified during the assessment process.

After the closing meeting, your assessor will prepare your initial registration assessment report and make recommendations to the decision maker about whether your application should be granted.

## Registration decisions

We will let you know the outcome of your application in writing, and you will receive a copy of your assessment report which provides details about the assessment and its outcomes.

If your application is approved, we may approve:

- all training products in your application
- some training products in your application
- training products with specific conditions.

If we approve your application, you will get:

- a registration certificate
- a letter to explain your organisation's obligations
- details of any special registration conditions.

If we don't approve your application, we will let you know the reason for our decision.

Your application may be rejected if:

- information or evidence you provided is found to be false or misleading
- you failed to provide information or evidence requested by ASQA in the specified time, or in the required form
- you failed to demonstrate how the organisation will meet the requirements of the VET Quality Framework from the date of registration
- you have not demonstrated commitment and/or capability to deliver quality education and training
- ASQA determines one or more of your governing person do not meet the fit and proper person requirements
- you have not demonstrated the organisation's financial viability to ASQA's satisfaction.

If you disagree with our decision, you may [request a review of your decision](#).