



Statement of Regulatory Expectations

Fit and Proper Person Requirements and notification of material changes

This statement sets out the Australian Skills Quality Authority's (ASQA's) regulatory expectations of registered training organisations (RTOs) in relation to compliance with fit and proper person requirements (FPPRs) and the obligation to notify ASQA of material changes, consistent with the Standards for Registered Training Organisations (RTOs) 2025 (the 2025 Standards).

It also makes clear that RTOs must engage with ASQA in an open, honest and transparent manner. ASQA expects all RTOs to understand, implement and maintain effective governance and compliance arrangements to ensure these obligations are met. The expectations outlined in this statement underpin regulatory confidence and are intended to promote transparency, integrity and public confidence in the delivery of vocational education and training (VET).

Providers that do not comply with FPPR and notification of material change will be found non-compliant with the 2025 Standards. Further regulatory action may be taken by ASQA.

Fit and Proper Person Requirements (FPPRs)

The FPPRs rely on timely and accurate disclosure and operate as an inherent and continuing obligation for all RTOs. Compliance with the FPPRs is fundamental to regulatory confidence and to the integrity of the VET sector.

RTOs are responsible for ensuring that they, and their governing persons, meet the FPPRs and are expected to demonstrate robust and effective due-diligence arrangements that provide assurance of their suitability. This expectation extends to circumstances in which VET delivery is undertaken through third party arrangements.

RTOs and their governing persons must complete and submit Fit and Proper Person Declarations to ASQA to demonstrate compliance with the FPPRs, including:

- a) at initial registration
- b) at renewal of registration
- c) as changes occur, including when:
 - there are any changes to governing persons, and
 - issues or changes arise during a governing person's appointment that may be relevant to fitness and propriety.

ASQA may require a Fit and Proper Person Declaration from an RTO or any individual at any time.

RTOs are expected to hold evidence demonstrating governing persons understand both the scope of the FPPRs and the range of matters capable of triggering a disclosure obligation. This includes matters that may reasonably be relevant to the FPPRs, including relevant legal, regulatory, financial, governance or compliance matters (including those arising overseas).

Disclosure does not, of itself, imply unsuitability; rather, it enables ASQA to assess risk in context. Where disclosures raise issues relevant to the FPPRs, RTOs should retain clear and current records showing how those matters were assessed and the basis on which suitability or unsuitability was determined and what actions were taken to mitigate any potential risk.

ASQA must be able to rely on the accuracy and completeness of the information provided by prospective and current RTOs. Selective disclosure, assumptions of immateriality, undocumented decision-making, or the withholding, delay, or mischaracterisation of information undermine confidence in an RTO's governance, integrity and regulatory posture.

Notification of Material Change

RTOs must notify ASQA of material changes or significant events in close proximity to when they occur or are first identified. Timely notification is a critical regulatory obligation and underpins ASQA's ability to assess ongoing compliance and risk.

Matters requiring notification include, but are not limited to, changes or events relating to:

- a) governance and governing persons (including ownership and control)
- b) financial viability (including where risks of administration or liquidation may be emerging)
- c) compliance risks, or
- d) any other event that may affect an RTO's capacity to meet the Standards, whether arising within the RTO itself or through a third party arrangement.

ASQA requires notification of significant events as follows:

- a) Events which significantly affect an organisation's ability to comply with its obligations under the Act within 10 business days of the event occurring.
- b) Prospective changes to ownership as soon as practicable before the change takes effect.
- c) Prospective or actual changes relating to governing persons:
 - as soon as practicable before the change takes effect, or
 - within 10 business days where the change cannot be determined until it occurs.

Delayed notification, particularly where a matter has been known, emerging or developing over time, is inconsistent with these expectations and undermines regulatory confidence, which may result in regulatory action. Selective, incomplete or reactive notification is inconsistent with the regulatory expectation. ASQA places significant weight on timely and voluntary disclosure. Early disclosure is regarded as a positive indicator of a commitment to compliance, while withholding information undermines confidence. The failure to disclose, or the withholding of information, is unacceptable. Where uncertainty exists, proactive engagement with ASQA is expected.

More information

Further guidance to support compliance can be found in the following Practice Guides:

- [Fit and Proper Person Requirements](#)
- [Accountability](#).

Guidance on notifying ASQA of a material change is available in the [asqanet user guide for providers](#). If unsure of which drop-down option to select in ASQAnet, providers may select the 'Other significant event' option. For further information, contact ASQA's Service Delivery team by phone 1300 701 801 or [online](#).

Note: These expectations do not replace the legislative framework; they describe how ASQA interprets and assesses compliance with the Act and the 2025 Standards.