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 1300 833 424

How to Become a Registered Training Organisation

With a booming training sector and an increasing demand for quality educational opportunities, starting your Registered Training Organisation is no easy task.

Fortunately, RTO Intelligence can be the vital support you need on this journey – providing essential guidance to reduce financial risk and increase your chance of success as a newly established RTO.

UNDERSTAND THE GAME...

Before jumping into the world of Vocational Education and Training (VET), it's crucial that you thoroughly assess if this route is suitable for your desired business objectives. Be sure to check out Australia Skills Quality Authority (ASQA) website [Australian Skills Quality Authority \(ASQA\)](https://www.asqa.gov.au) – where 'integrity', 'credibility', and 'quality' reign supreme as central values in RTO application process administration. With no shortcuts taken here, make specific due diligence has been done before committing!

WHEN CONSIDERING HOW TO BECOME A REGISTERED TRAINING ORGANISATION – KNOW YOUR PROCESS...

1. Choosing to register for RTO status.

This can be a complex process. You may want to consider engaging with an expert such as RTO Intelligence, who can guide you through the registration journey – from preparing the required information and documentation to meeting eligibility requirements and more! Discovering what's necessary to progress towards becoming registered is essential – take advantage of our knowledge today.

2. Business planning

A detailed and thorough business plan is required with your submission. This plan will demonstrate your vision, steps and action necessary to establish your new RTO, including operational, financial and resources to ensure your business is manageable and effective.

3. Financial Viability Risk Assessment (FVRA)

While this can be completed with the help of your accountant, there is often a lack of understanding of the intricacies of the VET sector and its requirements.

This tool will assess whether you meet the FVRA requirements in compliance with the Financial Viability Risk Assessment Requirements 2011 under the VET Quality Framework. The information provided will help the regulator to determine the likelihood of business continuity and capacity to achieve quality outcomes.

4. Marketing and Branding

There's your brand to start; the name of your business, its focus, personality, the 'look' of your company – colours, fonts, style of photos. The design and development of a logo set the tone for your organisation as to how it is viewed in the marketplace and who it attracts.

And then there are the marketing platforms to promote your business, from websites, SEO plug-ins, Google paid ads, search engine rankings, social media and more.

Consider what is best for you; will you deliver these yourself or engage a consultant to assist?

Don't forget, not only will you need to consider your budget allocations for marketing and promotions ongoing as part of your business plan, but the development of marketing and promotion of your business face compliance requirements within the ASQA Standards, so you must abide by these concerning the Standards.

5. Policies and procedures

Policies and procedures provide step-by-step instructions and expectations within the workplace.

As an RTO, you must demonstrate that you have policies and procedures that reflect the operations of your business and your ability to comply with the Standards.

6. Student Management System

Evidence is required from ASQA to demonstrate that you have AVETMISS-compliant software.

System designed to help track and manage your student data, including attendance, training and assessment results and issuing the certification.

With multiple software providers to choose from with hosted and web-based systems, research and ensuring you have a business system that meets your business needs and suits your budget is vital!

7. Training and Assessment strategies and materials

Training and assessment strategies tell the story of the training program from the beginning of the journey to the end. How will the student engage, learn and become qualified?

You need to source or create learning and assessment tools; this can be time-consuming and expensive.

You should also refer to industry engagement and building relationships with workplaces and industries.

8. Staffing requirements

Accessing quality trainers and assessors that will adhere to the policies and procedures of your organisation and the compliance factors of the Standards is critical to the success of your RTO.

Once you have attracted the right individuals to deliver your training, offering a best-practice workplace to retain them, with professional development opportunities, is a must.

9. Premises and equipment

Consider how you will deliver your training and what resources, facilities, software, and hardware will be utilised for the workplace, classroom, or remote learning, including the financial and legal obligations.

10.Registration application

You must apply to ASQA with the above, pass the assessment process, meet required legislative obligations, and pay all applicable fees before becoming an RTO.

New RTO applicants no longer have a chance to fix their non-compliance. As such, you must fully meet all requirements before submitting your application to start an RTO.

Once the application has been submitted, ASQA will undergo a rigorous review of the submissions, taking up to six months to review the application.

WHAT RTO INTELLIGENCE CAN DO FOR YOU...

Start your path to becoming an RTO with our comprehensive services at RTO Intelligence. We offer everything you need, from registration to ongoing compliance and more, to ensure your success in this field.

With our specialised business plan tailor-made just for emerging RTOs, join the ranks of successful certified organisations today!, [validating Training and Assessment](#) Materials and [business systems](#).

WHAT YOU WILL GET FROM RTO INTELLIGENCE...

RTO Intelligence is with you every step of the way to ensure your business reaches its full potential. Our registration process grants access to a tailored business plan, and we can guide you through the FVRA process, too – think branding and marketing plans that give your organisation an edge in any market!

On top of this, advice on software systems & Digital plus policies & procedures are also available – all optimised for maximum digital capabilities to take advantage of paperless processes.

Once you become an RTO, work with us to ensure ongoing compliance. Allow us to assist with professional development opportunities and provide advice and [audits](#) on training, assessment strategies, and materials. If you're looking to expand your scope, we can assist.

At RTO Intelligence, we understand that becoming an RTO can be overwhelming, and that's why we are here to make the process easier and help.

Contact us today at **1300 833 424** or email info@rtointelligence.com.au for a no-obligation discussion to see how we can assist you on your path to becoming an RTO.



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