



This information guide will provide you with an overview of the requirements for initial registration to become a Registered Training Organisation (RTO) irrespective of the State you reside in.

You will not be disappointed in the way in which we manage every aspect of this process and keep you informed and coached in every possible way, every step of the way.

This information guide provides the necessary information on the pre-requisite administration requirements that are essential in gaining status, all fees and charges associated with each of our programs, and a list of documentation that *must* be developed in order to move through the entire registration process and beyond.

The entire process itself may take approximately 3 – 12 months to gain status, so it is wise to get an application in asap, via way of *initial online registration*, as the wait itself, once submitted, is quite lengthy. This time allows for all of us to develop the appropriate supporting documentation to meet initial application requirements and prepare you for the initial audit.

What info do I need to apply?

For the initial application itself, you will need to provide us with the following: (ASQA Only)

- Copy of your driver's license
- List of the programs you wish to have on scope
- Copy of Certificate of Incorporation (ASIC) ACN and/or ABN
- Copy of extract of record of registration of a business name (for your RTO name)
- Complete the Financial Viability Report (we will provide the template to you to complete)
- Address of venue you will run your training from
- POC details of all personnel who will work within the RTO (address/email/phone/mobile)
- Business Plan & Org Chart (not essential but required by us to develop crucial docs for your audit)
- Complete the Fit & Proper Persons Dec (we will provide the template for you to complete)
- Complete the Stat Dec (we will provide the template for you to complete)

You will also be asked to meet, or chat with us on the phone to discuss your plan, overview and the specifics of your requirements.

It is essential that you are aware of the process to establish an RTO, as it takes considerable preparation, time and effort to achieve status. Whilst it can be a challenging process, the benefits in becoming an RTO are second to none.

Whilst our company will not guarantee RTO status, we can present that 99.9% of all the businesses and clients we have assisted in this process are all now very credible and highly successful RTOs.

Program Options:

PROGRAM 1 - Full Representation, including:

1. Develop all documentation for initial registration;
2. Development of all compliant documentation to manage your RTO;
3. Provision of all Training & Assessment materials to deliver your programs;
4. Provision of post audit administration and rectification of any non-compliance (after initial audit);
5. Fully represented until RTO status is achieved;
6. Fully represented at audit, should you require;
7. Fully supported for the first 12 months of operation as an RTO;
8. One of our leading specialists will provide expert consultancy in all areas of RTO set-up and development. They will mentor, advise, guide and assist you every step of the way through the entire process. (Our consultants have all operated their own RTOs, are qualified auditors, RTO regulators, business advisors and learning and development specialists, you are guaranteed to be appointed one of the leading experts in Australia).
9. Discount rates for all documentation associated with increase in scope, and
10. Discounted rates for internal audits & health checks of your RTO

Prices Start From \$5,000

Dependant on your requirements and the amount of programs you require on scope.

*NB (Not inclusive of RTO registration or application fee to government). # GST not included.

PROGRAM 2 - Partial Representation, including:

1. As per PROGRAM 1 but with **No** representation at audit or Training and Assessment materials.

From \$1,500

Dependant on your requirements and the amount of programs you require on scope.

*NB (Not inclusive of RTO registration or application fee to government). GST not included.

PROGRAM 3 – Audits or Specific Areas Completed only:

1. Our experts can step in at any level of the process to assist you further, eg on site audits, completion of certain pieces of documentation, mini audit of your organization prior to a formal audit occurring, provision of training manuals and resources, development of certain pieces of documentation eg Code of Conduct, Student enrollment and information brochures etc .

From \$1,000

NB: This package is designed for individuals who are conversant with RTO procedures and audit requirements but require the templates so they may complete the process themselves.

PROGRAM 4 – Consultancy Representation

This service is provided for organisations who have prepared much of the requirements for their proposed RTO but are looking for assistance, guidance, advice and further development of certain documentation to gain status, or for already established RTOs requiring internal audit and health checks on their RTO by an external specialist.

Considerations for becoming an RTO

Eventually you will be asked to provide the following pieces of documentation :

- List of a breakdown of all units of competency &/or qualifications required to be placed on scope.
- A copy of a *Business Plan* for your proposed RTO (we will provide you with an RTO BP template).
- A proposed Org chart for your RTO.
- Copy of a *Business Name Registration Certificate* (for the name of your proposed RTO).
- A copy of a '2 year **proposed** financial plan' for the RTO.
- A copy of your business insurance and public liability. (minimum \$20,000,000 coverage).
- Contact details of your company accountant.
- ABN and/or ACN.
- POC details of all personnel who will work in the RTO.
- Sign a Statutory Declaration (we provide to you for signature)
- Sign a Fit & Proper Persons Report (we provide to you for signature)
- Any *evidence* to suggest there is an 'industry need' for the training you will provide, in your area. (eg emails from company's or clients requesting your services once you become an RTO) .
- CV for all staff members who will be associated with the RTO.
- Fees you will charge for your courses.
- The amount of days your courses will run for.
- A training schedule/plan of how you may intend to run your qualifications/courses.
- Copies of qualifications for the staff that intend to deliver and assess the training your RTO will provide, they '**must**' include:
 - Cert IV in Training & Assessment.
 - Relevant industry qualifications (eg Cert IV OHS qualification if teaching in that subject).
 - Worksafe Assessor Card (if delivering and assessing in High Risk).

What we will provide (IMPACT Workforce Training Group):

- Expert and specialist advice, support and assistance by people who have *actually* run their own RTO, and have been brought together (The National Training Advisory) to stop the inconsistencies of Registering Bodies and to assist people like you in developing your own RTO with minimum fuss and best results.
- Provision of a *Project Manager* that will administer and manage your RTO status requirements, as a priority.
- Itemised *Project Plan* and *Service Delivery Agreement* for each phase of the process.
- Comprehensive coaching at every stage of the process.
- Complete administration and management of the RTO documents and processes.
- Attendance at the initial RTO audit, anywhere in Australia (if and as required).
- All preparation of documents and manuals in order to administer the audit process and maintain your RTO (in excess of 80).
- Development of the 'Learning & Assessment Strategies' (for each qualification or UOC).
- Development of the '*Self Assessment Report*' (crucial document).
- Completion of ALL required initial application documentation.
- AQTF compliant '*Learner Workbooks*'.
- AQTF compliant '*Facilitator Manuals*'.
- AQTF compliant '*Assessment Tools*'.
- 'Power-point Presentations' (CD) (as required)
- RPL procedure kit.
- Assist in the submit of your entire initial application. (Online)
- Mapping Tools.
- Formal *External Audit Report* of all resources and business acumen.
- Detailed discussion and advice on the audit process and what will occur at each stage.
- Mock audit questions.
- Validations of your entire resources and systems.
- Development of company logo (if required x 3 choices).
- All other professional support and guidance to gain RTO status and 12 months post status.

- All post-administrative, follow up, action, if required after audit. (to cover any non-compliance)
- After service advice and assistance for first RTO audit (inclusive of 12 months after status is gained).
- Discounted rates for application to '*increase your scope*'.
- Discounted rates for ongoing audits of your RTO.
- Plus much more.....

Call us Now! 0433095417
or Email us at admin@impactworkforce.com.au with your enquiries.