

from application to registration

New RTO Establishment

Expert support to plan, prepare and submit your application to become a Registered Training Organisation, and to settle into your first months of registration.

ABOUT THIS GUIDE

Establishing your RTO with specialist support

Becoming a Registered Training Organisation (RTO) is a substantial project. The Australian Skills Quality Authority (ASQA) assesses whether your organisation can meet the Standards for RTOs 2025 from the day it is registered, and it expects both evidence and intent.

Coast Wide Training Solutions (CWTS) supports new applicants from early planning, through application and assessment, to the first months of registration. This guide explains the stages, who does what, what you receive and what to expect in terms of time and cost. It is designed to be read alongside a conversation with us about your plans. If you are new to the process, our online course **How to Become an RTO in Australia** is a good place to start.

At a glance

Regulator	ASQA. Victoria-only and WA-only RTOs apply to the VRQA (Victorian Registration and Qualifications Authority) or WA TAC (Training Accreditation Council)
Assessed against	Standards for RTOs 2025
Typical timeframe	6 to 12 months
Typical investment	Upwards of $100,000 in total, including third-party costs
Our role	Independent adviser. We prepare and lodge on your instruction
You receive	Tailored application, quality management system and assessment support

CONTENTS

Why planning matters 3

What we support 4

How it works 6

What you receive 7

Investment 8

Preparing for your application 9

After registration 9

Frequently asked questions 10

Request a quote 11



WHY PLANNING MATTERS

Decisions made early shape everything that follows

Most of the effort in an initial registration happens before the application is lodged. The choices you make about training products, people, systems and financing determine how smoothly the performance assessment and audit run.

ASQA assesses your readiness to operate as an RTO. Its processes and requirements can change, so treat the detail in this guide as a current guide and confirm it on the ASQA website. Your application needs evidence that your systems, resources and people are real, tailored to your organisation and ready to use. ASQA is unlikely to approve generic or templated resources, so each document needs to reflect how your RTO will actually operate.

Under ASQA's current guidance, an RTO cannot add training products to its scope for the first 24 months of registration, and Training and Education (TAE) products require two years of registration. Choosing your initial scope carefully, and with your commercial plan in mind, avoids an expensive wait.

ASQA currently expects every governing person to meet the Fit and Proper Person Requirements, your CEO to sign a statutory declaration, and your financial viability to be assessed with a certificate from your nominated accountant. These steps involve your people directly, and early preparation keeps them on schedule.

> **Compliance remains your organisation's responsibility. CWTS works alongside you so that you understand, approve and can explain everything in your application.**

Questions to settle first

- Your business structure, ABN (Australian Business Number) and who the governing persons will be
- The training products to include, and the industry demand behind them
- Trainers and assessors who hold the required credentials and current industry skills
- Premises, equipment and learning resources for each product
- Your student management system, learning management system and website
- Financing to cover 6 to 12 months of set-up before enrolments begin
- Insurance, accounting and business advice arrangements



© 2026 Coast Wide Training Solutions Pty Ltd | CWTS New RTO Establishment Guide V13.0-26

WHAT WE SUPPORT

Four stages from planning to registration

Each stage ends with a clear outcome that you review and approve before we move on.

Stage 1. Application preparation

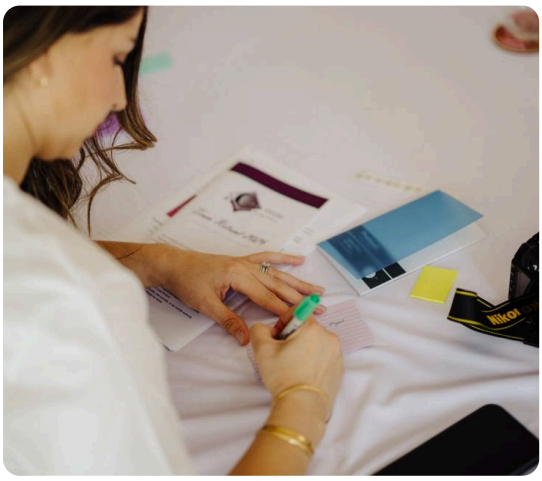
- Regulatory compliance workshop on the Standards for RTOs 2025 and what ASQA expects of a new applicant
- A quality management system tailored to your RTO's structure, scope and delivery model
- Training and assessment strategies and assessment tools for each training product on your scope
- Review of trainer and assessor credentials and industry currency, with professional development plans
- Preparation of the Fit and Proper Person declarations, the CEO statutory declaration and your business plan
- Initial preparation for the financial viability risk assessment for your nominated accountant

Outcome Standards 1.1 to 1.5 **Outcome Standards 3.1 to 3.3** **Outcome Standards 4.1 to 4.4**
Credential Policy **Fit and Proper Person Requirements**

Stage 2. Application submission

- Collation and review of evidence against the Standards for RTOs 2025
- Validation of your training and assessment resources before lodgement
- Internal review of your RTO against the Standards for RTOs 2025 before lodgement
- Completion of the application with you, with every section reviewed and approved by your leadership team
- Lodgement through ASQA's online portal on your written instruction
- Support through ASQA's pre-assessment completeness check
- Guidance on ASQA's fees, which are currently invoiced in two parts: the application fee on lodgement, then the assessment fee once the application is confirmed complete

Outcome Standards 1.1 to 1.5 **Outcome Standards 4.1 to 4.4** **Compliance Requirements 15, 16, 19, 20**



Clause references follow the Standards for RTOs 2025 instruments and are confirmed with your consultant during Stage 1. The application is lodged in your RTO's name, and your CEO and governing persons make the declarations it requires.

© 2026 Coast Wide Training Solutions Pty Ltd | CWTS New RTO Establishment Guide V13.0-26

WHAT WE SUPPORT, CONTINUED

Stage 3. Performance assessment support (preparation for audit)

ASQA normally conducts initial assessments as a desk audit, with interviews by Microsoft Teams or other online meeting software, but it can also conduct a site audit. We prepare your team for either and guide you through each step.

- Pre-assessment workshop to prepare your CEO and key staff for interviews
- Guidance on responding to assessor evidence requests
- Rectification assistance where ASQA gives your RTO the opportunity to address a gap
- Adviser support during audit activity, where appropriate

Compliance Requirements 14 to 16

Stage 4. Registration aftercare

Registration is the start of your compliance obligations as an RTO. We help you settle into them.

- Three months or more of Compliance and Administration Support after registration
- Guidance on your first annual declaration on compliance, annual registration charge and data reporting, including AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard) or the VET Information Standard
- A plan for your first 24 months, including your continuous improvement register and the point at which you can apply to add training products
- Support for your first validation, internal audit and management review cycle

Outcome Standard 4.4 **Compliance Requirements 15, 16, 19, 20**



Where you want to do more yourself

Support can be tailored to the parts of the project you want help with. Your quote sets out which stages and tasks CWTS completes and which your team completes with our guidance.

© 2026 Coast Wide Training Solutions Pty Ltd | CWTS New RTO Establishment Guide V13.0-26

HOW IT WORKS

You decide, we guide and prepare

Your application is made for you, in your name. CWTS acts as your independent adviser, prepares the material with you and lodges it only on your instruction.

1

Questionnaire and discovery

To obtain a project plan and price estimate, you complete our **RTO Establishment Questionnaire**, and we talk through your plans, training products, people and timeline.

2

Quote and agreement

You receive an individualised written quote and engagement agreement that set out the scope, stages and timeframe.

3

Application preparation

We begin the self-assessment against the Standards for RTOs 2025 and prepare your systems, resources and evidence with your team.

4

Your review and approval

Your leadership team reviews and approves the full application. Your CEO signs the statutory declaration and each governing person completes their declaration.

5

Lodgement and performance assessment

The application is lodged on your written instruction. We guide you through ASQA's completeness check, evidence requests and interviews.

6

Registration and aftercare

On registration, we support your first months of operation under the Standards for RTOs 2025.



Working with your team

CWTS works remotely across Australia. We meet online, share documents through secure folders and schedule sessions around your commitments. We expect to learn your business well enough that you can explain every part of your application yourself.

© 2026 Coast Wide Training Solutions Pty Ltd | CWTS New RTO Establishment Guide V13.0-26

WHAT YOU RECEIVE

An application that is yours and that you understand

You receive documents and evidence prepared for your RTO, together with the knowledge to operate and maintain them.

- **Self-assessment** against the Standards for RTOs 2025, referenced to the clauses and Compliance Requirements
- **Quality management system** tailored to your RTO, with policies, procedures, forms and registers
- **Training and assessment strategies and tools** for each training product on your scope
- **Workforce documentation** including credential and currency matrices and professional development plans
- **Application evidence** collated, reviewed and ready for your approval
- **Preparation sessions** for assessment interviews, with guidance on evidence requests
- **Aftercare** of three months or more of Compliance and Administration Support



Arranged with you

Most of these items can sit inside the CWTS service, and we arrange them with you. Your quote sets out what is included.

- A student management system (SMS) compliant with AVETMISS or the VET Information Standard
- Website and hosting
- Learning, training and assessment tools, and a learning management system (LMS)

Arranged outside the project

These are best handled with your own accounting and legal advisers. We advise on what each needs to provide.

- Business registration and structure
- The financial viability workings and certificate from your nominated accountant
- Insurance

ASQA fees and charges

These remain your RTO's costs. We can pay them on your behalf, and you reimburse us.

Using your documents

Your documents form the foundation of your self-assurance evidence once you are registered. Keep them current, and record changes through your continuous improvement register.

© 2026 Coast Wide Training Solutions Pty Ltd | CWTS New RTO Establishment Guide V13.0-26

INVESTMENT

What to expect in time and cost

Establishing an RTO commonly takes 6 to 12 months and a total investment of upwards of $100,000. The figure depends on your scope, systems, people and how much of the work you complete in house.

INDICATIVE THIRD-PARTY COSTS

Item	Indicative range
Accountant and financial viability certificate	$3,000 to $5,000
Public liability and other insurance	Over $1,000
Website	$2,500 to $10,000
Student management system	$7,000 to $20,000
Learning management system	Over $6,000
Compliance management system	$10,000 to $20,000
Financial management system and bookkeeping	Up to $5,000
Learning and assessment resources	Over $2,000 per unit
Trainers and assessors	About $85 per hour

Indicative market ranges, exclusive of GST. Actual costs are confirmed through your quote or during the project.

ASQA fees from 1 July 2026

- VET initial registration application fee: $2,350
- VET initial registration assessment fee: $5,000
- Annual registration charge: from $1,800 to $9,000 or more, depending on the number of qualifications on scope and student numbers

ASQA sets and invoices these fees directly and can change them. Check the current amounts on the ASQA website before you budget, including fees for renewal and change of scope.

CWTS fees

Support is quoted individually, because every new RTO differs in scope, size, systems and the help it wants. Your written quote is confirmed before any work begins.



PREPARING FOR YOUR APPLICATION

What we need from you

- ✓ A key contact with authority to make decisions for the RTO
- ✓ Your business structure, ABN and a list of governing persons
- ✓ The training products you intend to deliver, with your delivery plans
- ✓ Details of trainers, assessors and other staff, including resumes and credentials
- ✓ Your financing and business ideas, and the name of your nominated accountant
- ✓ Details of premises, equipment and any third-party arrangements
- ✓ Time from your CEO and other governing persons for the statutory declaration and key interviews
- ✓ Availability of governing persons to complete their declarations

We provide a tailored task list at scoping, so your team knows what is needed and when.

AFTER REGISTRATION

Support that continues

Your first year as an RTO builds the habits that keep you compliant. Choose the support that suits your team.

Compliance and Administration Support

Three months or more of support after registration, with optional ongoing RTO Compliance Support and Administration Support.

Quality Management System products

The Full Quality Management System Suite 2026 brings your core quality and compliance resources together, designed for the Standards for RTOs 2025.

How to Become an RTO in Australia

A self-paced online course that gives you and your team a practical grounding in the registration process. Available at coastwidetraining.com.au.



FREQUENTLY ASKED QUESTIONS

Common questions

How long does registration take?

Most new RTOs take 6 to 12 months from planning to registration, though timeframes can vary. Time depends on how ready your people, systems and financing are, and on ASQA's performance assessment of your application.

Who submits the application?

Your RTO is the applicant. We prepare the application with you, and on your written instruction we lodge it through ASQA's online portal. You review and approve everything, and your CEO and governing persons make the declarations.

Will ASQA visit our premises?

ASQA normally conducts initial assessments as desk audits, with interviews by Microsoft Teams or other online meeting software, but it can conduct a site audit. We prepare you for both.

Can we add training products after registration?

Under ASQA's current guidance, not in the first 24 months of registration, and TAE products need two years of registration. Plan your initial scope with this in mind.

Who must meet the Fit and Proper Person Requirements?

ASQA currently expects this of all governing persons and other people with significant influence over the RTO. Each completes a declaration, and your RTO keeps the evidence.

Does ASQA regulate every RTO?

ASQA regulates RTOs that deliver nationally or outside Victoria and Western Australia. RTOs delivering only in Victoria are regulated by the VRQA, and those delivering only in Western Australia by the WA TAC. We confirm the right regulator at scoping.

Can we use templated resources?

ASQA is unlikely to approve generic or templated resources. Our documents are contextualised to your RTO and training products.

Can you guarantee registration?

No. ASQA makes the registration decision independently. We prepare your application and evidence to the standard ASQA expects, and we support you through the performance assessment.



let's talk

Request a quote for your RTO

Tell us about the training you plan to deliver, your people and your timeline. We will confirm the scope of support, the timeframe and what we need from you before any work begins.

Start with our **RTO Establishment questionnaire**, or contact us directly.

E: admin@coastwidetraining.com.au

W: www.coastwidetraining.com.au

ABN: 71 674 767 447

Related services and guides: How to Become an RTO in Australia (online course), Full Quality Management System Suite 2026, RTO Compliance Support, RTO Administration Support and Internal Compliance Audit, all at coastwidetraining.com.au.

Our role. Coast Wide Training Solutions acts as an independent adviser. We are not a High Managerial Agent of any client RTO and hold no delegated authority over an RTO. Where you instruct us to lodge documents on your behalf, you remain the applicant and are responsible for the content of the application and for every declaration made in it. We may attend regulatory activity as your adviser or observer only.

Disclaimer. This guide is correct at the time of publication. ASQA sets its processes, fees and timeframes and can change them at any time. Changes to legislation, the Standards for RTOs and ASQA requirements, and to CWTS products and services, may affect the currency of this information, and Coast Wide Training Solutions may update it without notice. CWTS quotes are confirmed in writing before work begins.

Version control. V1 to V12.3 18/06/2019 to 28/01/2026 (initial publication, regular reviews, fee updates, product revisions and a new course). V13.0 2026 full revision for the Standards for RTOs 2025 and new guide design.

Coast Wide Training Solutions Pty Ltd, PO Box 65, Old Bar NSW 2430. © 2026 Coast Wide Training Solutions Pty Ltd.