



support for every stage

Products and Services Guide

Compliance and administration support, audits, validation, quality management system resources and online courses for Registered Training Organisations, from a specialist VET team.

ABOUT THIS GUIDE

Support for every stage of running an RTO

Coast Wide Training Solutions (CWTS) is a specialist team of VET compliance and RTO administration consultants. This guide brings together everything we offer to Registered Training Organisations (RTOs): support packages, audits, validation, new RTO establishment, quality management system resources and online courses.

Compliance with the Standards for RTOs 2025 is the legal obligation of your RTO and its governing persons. Our services are designed to work alongside your team, so you build the knowledge, systems and evidence to run your own RTO with confidence. Each service has its own detailed guide, listed on the last page, and this guide is designed to be read alongside a conversation with us.

At a glance

Who we are	VET compliance and RTO administration specialists with over 100 years of collective experience
Our role	Independent adviser, working alongside your RTO
Services	Support packages, audits, validation, eLearning conversions and new RTO establishment
Products	Quality management system documents, forms, templates and eLearning files in the CWTS shop
Courses	Online courses and coaching programs for compliance, administration and learner support
Delivery	Remotely, across Australia

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ABOUT CWTS

Experience without rigidity, expertise without ego

Our team has worked as facilitators, resource developers, compliance managers, auditors and RTO managers. That experience shapes how we support RTOs: clear communication, practical advice and an honest view of where your RTO stands.

In 2026 CWTS received two Australian VET Conference Awards, for Instructional Design Excellence and for Outstanding Contribution to Vocational Education and Training. CWTS was also a finalist in three Australian Institute of Training and Development (AITD) Excellence Award categories.

**Quiet excellence. Clear communication.
Strong team. Absolute integrity.**

How we work with your RTO

- ✓ CWTS is engaged as an independent adviser, acting under instruction and providing guidance, options and risk-based recommendations
- ✓ Compliance remains the responsibility of your RTO and its governing persons
- ✓ Administration support can be carried out for your RTO, with any compliance issue we find reported to you
- ✓ We sign a confidentiality agreement before work begins, so your internal documentation stays protected
- ✓ Written quotes and engagement agreements confirm scope, timeframe and price before any work starts



Terms used in this guide

RTO: Registered Training Organisation. VET: vocational education and training. QMS: quality management system. SMS and LMS: student management system and learning management system. TAS: training and assessment strategy. AVETMISS: Australian Vocational Education and Training Management Information Statistical Standard. CPD: continuing professional development. SCORM: Sharable Content Object Reference Model.

HOW OUR SERVICES FOLLOW THE STUDENT JOURNEY

Phase	What your RTO needs	Where CWTS helps
Marketing and enrolment	Accurate information, sound enrolment processes and records	QMS Suite and packs, Administration Support, Administration Process Audit
Training and assessment	Strategies, tools, validation and a credentialed workforce	Validation, eLearning conversions, Compliance Support, QMS Essentials
Support and completion	Learner support, accurate data and timely certification	Administration Coaching, EmpowerU, Administration Support
Governance and registration	Self-assurance, risk management and a clear path to registration	Compliance Audit, Compliance Support, New RTO Establishment, Compliance Coaching

OUR SERVICES AT A GLANCE

Choose the support that fits your RTO

Services are quoted to the size and scope of your RTO. Products and courses are priced in the CWTS shop and on our course pages.

Service or product	What it provides	Prices + GST
RTO Compliance Support Package	Monthly advice, document review and rectification support from a designated consultant	\$4,000 a month for 20 hours
RTO Administration Support Package	Monthly administration and student management support from a designated team	\$2,400 a month for 20 hours
Compliance and Quality Assurance Audit	Independent review against the Standards for RTOs 2025, with a findings report	\$4,000 to \$16,000
Administration Process Audit	Independent review of records, systems and workflows from enquiry to certification	\$2,200 to \$8,800
Pre and Post Assessment Validation	Independent panel review of assessment tools and student samples	Quoted to the work
Digital eLearning conversions	Your existing content converted to SCORM eLearning files for your LMS	Quoted to the work
New RTO Establishment	Support from application preparation to the first months of registration	Quoted individually
Full Quality Management System Suite	142 policies, procedures, guides, registers, forms and templates	\$7,000
QMS individual packs	Policy packs, forms, templates, guides and registers by area	From \$100
QMS Essentials online courses	Ten practical courses on the operation of key QMS areas	\$129 a course
RTO Administration and Compliance Coaching	Twelve online courses with three live coaching sessions in each full program	From \$2,890
EmpowerU Support Series	Eleven short courses for study, work and well-being, hosted or as SCORM files	From \$35
VET Foundations and How to Become an RTO	Self-paced grounding in the VET sector and the registration process	From \$35

Retainer and audit prices are confirmed in writing at quotation. Product and course prices are taken from the CWTS shop and course pages at the date of publication.

COMPLIANCE AND ADMINISTRATION SUPPORT

A designated team alongside yours

Monthly retainers give your team regular access to experienced consultants, working within an hours budget agreed with you. Either can be taken alone or together.

RTO Compliance Support Package

A designated CWTS compliance consultant provides advice, document review and rectification support against the Standards for RTOs 2025, across eleven services including policy development, risk management, registration and scope assistance, assessment validation and preparation for external audit.

Package	Hours a month	Retainer
Basic	8	\$1,600 + GST
Standard	20	\$4,000 + GST
Premium	40	\$8,000 + GST

Hourly rate \$200 + GST.

RTO Administration Support Package

A designated CWTS administration support team works alongside yours across twelve services, including data management and reporting, records, enrolment support, scheduling, student progress tracking and student management system support.

Package	Hours a month	Retainer
Standard	20	\$2,400 + GST
Premium	40	\$4,800 + GST

Hourly rate \$120 + GST. We work with aXcelerate, eSkilled, Vasto, RTO Data, RTO Pilot, VETtrak and other systems.

Each month includes

- ✓ Allocated hours to use across the services, with priorities agreed each month
- ✓ Phone and email support for your team
- ✓ Document review, data and records work by our team
- ✓ A progress meeting via Teams and a timesheet of hours used



How billing works

- The first billing period (one month, or one fortnight where agreed) is invoiced in advance
- You are then invoiced for the hours actually used from your agreed hours budget
- Hours do not roll over and cannot be accumulated
- The advance payment covers the final period. If the arrangement is cancelled, the advance payment is not refunded
- Additional hours above your budget, and urgent hours, are charged at a higher rate set out in your agreement
- Minimum term of 6 months

Prices exclude GST, which is added to your invoice. Package, hours budget and start date are confirmed in writing at quotation.

INTERNAL AUDITS

Independent audits, priced by RTO size

An audit gives your leadership team an independent, evidence-based picture of how your RTO is operating. Each audit is led by a designated CWTS consultant and finishes with a findings report, prioritised actions and a debrief meeting. Rectification remains with your RTO.

Compliance and Quality Assurance Audit

Reviews your RTO against the Standards for RTOs 2025, following the phases of the VET student journey and then governance: marketing and recruitment, enrolment, support and progression, training and assessment, completion, and regulatory compliance. Findings are referenced to the relevant clauses.

SMALL RTO Up to 100 students	MEDIUM RTO 101 to 500 students	LARGE RTO 501+ students
\$4,000 + GST Approximately 1 to 2 weeks A single or online campus with a small scope and limited staff.	\$8,000 + GST Approximately 2 to 4 weeks A single campus, a medium scope across selected industries and moderate staff numbers.	\$16,000 + GST Approximately 4 to 8 weeks or more Multiple campuses or a large scope across multiple or specialised industries.

Administration Process Audit

Reviews the records, systems and workflows behind your administration, from pre-enrolment to certification and data reporting, including your student management system set-up and readiness for the VET Information Standard.

SMALL RTO Up to 100 students	MEDIUM RTO 101 to 500 students	LARGE RTO 501+ students
\$2,200 + GST Approximately 1 to 2 weeks A single or online campus, limited staff and minimal reporting complexity.	\$4,400 + GST Approximately 2 to 4 weeks One or more locations, mixed delivery modes and more complex reporting.	\$8,800 + GST Approximately 4 to 8 weeks or more Large or multi-campus RTOs with complex systems or state funding contracts.

Combine both audits

Running both audits together gives a complete view of compliance and administration, with one scoping meeting and coordinated requests to your team.

Prices exclude GST, which is added to your invoice. Timeframes run from receipt of documents and system access. A confidentiality agreement is signed before an audit begins.

VALIDATION AND ELEARNING CONVERSIONS

Independent Validation

Pre and Post Assessment Validation

Your RTO is responsible for its validation activities. An independent CWTS validation panel, with credentialed assessors, reviews your assessment tools before use (pre-assessment) and a sample of completed student work after assessment (post-assessment), with a key person from your RTO involved throughout.

- Reviewed against the Standards for RTOs 2025, the training product requirements and your Validation and Risk Register
- Delivered remotely through secure document sharing and online panel sessions
- You receive a validation outcome report to retain, an updated register and a debrief
- Quoted individually, based on the units and samples in scope



Alongside your validation plan

- ✓ Validation of Assessment and Risk Policy Pack, with the policy, procedure, guide, register and forms for planning and recording validation, in the CWTS shop
- ✓ Validation of Assessment and Risk, a self-paced online course on the full validation cycle
- ✓ RTO Compliance Support Package, which can include validation support throughout the year

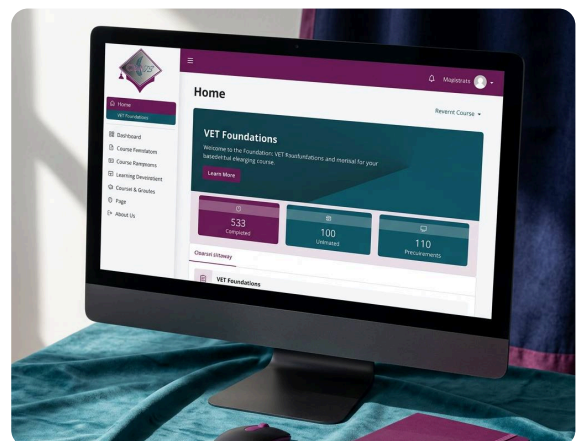
eLearning Conversions

Digital eLearning conversions

We convert your existing learning content into SCORM eLearning files that load into your learning management system, so your learners can study online and your RTO manages access and reporting.

Conversions are quoted individually, based on the amount of content and the interactivity you need. Tell us which LMS you use and the file type it requires, and we will confirm the approach and a price quote before any work begins.

CWTS also supplies LMS-ready SCORM course files in the shop, including the EmpowerU Support Series described on page 13.



Quotes are confirmed in writing before work begins, and a confidentiality agreement is signed before validation or conversion work starts.

NEW RTO ESTABLISHMENT

From application to registration

Becoming an 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. CWTS supports applicants from early planning through to the first months of registration, and lodges your application only on your written instruction.

1 Application preparation

A regulatory compliance workshop, a quality management system, training and assessment strategies and tools, workforce documentation, declarations, business plan and an internal review before lodgement.

2 Application submission

Completion of the application with you, lodgement through the regulator's online portal on your instruction, and support through the completeness check.

3 Performance assessment support

Preparation of your CEO and key staff for interviews, guidance on evidence requests and rectification assistance, whether the assessment is a desk audit or a site audit.

4 Registration aftercare

Three months or more of Compliance and Administration Support, guidance on your first annual declaration and data reporting, and a plan for your first 24 months.



Time and investment

Establishing an RTO commonly takes 6 to 12 months and a total investment of upwards of \$100,000, including third-party costs. CWTS fees are quoted individually to the scope, systems and help you want.

Planning points

- Under current ASQA guidance, training products cannot be added to scope in the first 24 months, and Training and Education (TAE) products require two years of registration
- Every governing person completes Fit and Proper Person declarations, and your CEO signs a statutory declaration

Your application, your decisions

Your RTO is the applicant and approves every section. CWTS cannot guarantee registration, because the regulator makes the decision independently. Victoria-only and Western Australia-only RTOs apply to their state regulator, and we confirm the right regulator at scoping.

Regulator fees are set and invoiced by the regulator and can change. Check the current amounts on the ASQA website before you budget.

QUALITY MANAGEMENT SYSTEM

Full Quality Management System Suite

One consistent system of 142 policies, procedures, guides, registers, forms and templates written for RTOs and mapped to the Standards for RTOs 2025 and ISO 9001. Your RTO tailors and operates the system, and remains responsible for its own compliance.

Management area	Documents	What it covers
Administration (ADM)	18	Enrolment, privacy, records, data, withdrawal and deferral, certification
Information and Support Services (ISS)	13	Student information, access and equity, student support, complaints and appeals
Operations Management (OPS)	23	Training and assessment strategies, industry engagement, facilities, delivery, assessment, skills recognition
Human Resources Management (HRM)	21	Staff, trainer and assessor competency, professional development, performance management
Quality and Compliance Management (QCM)	39	Registration and scope, monitoring, continuous improvement, quality indicators, validation
Governance and Business Management (GBM)	28	Governance, third parties, marketing, finance, work health and safety, business continuity

Also included in the suite

- Quality Management Strategy and QMS Verification Matrix mapping each document to the Standards and ISO 9001
- Compliance Framework and Standards Audit Tool and Administration Process Audit Tool
- Monitoring RTO Practices policy and procedure with course file and trainer and assessor checklists
- Two enrolments in the QMS Essentials online courses



FULL SUITE

142 documents, editable files

\$7,000 + GST

Shared through secure folder sharing. Branding to your RTO is optional and not included in the suite price.

The suite is a starting framework. Each document is written to be adapted to your RTO's size, scope, delivery sites and systems. Prices exclude GST, which is added to your invoice.

QUALITY MANAGEMENT SYSTEM

Buy the areas you need

Each policy pack groups the policy and procedure with the forms, registers and templates that support it. Packs, forms, templates, guides and registers are sold individually in the CWTS shop, which shows the current price and pack contents.

Pack	Price + GST	Pack	Price + GST
Marketing and Promotions Policy Pack	\$115	Facilities, Equipment and Software Management Policy Pack	\$180
Conflict of Interest Policy Pack	\$145	Industry Engagement Policy Pack	\$100
Student Support Policy Pack	\$360	Training and Assessment Strategy Policy Pack	\$260
Complaints and Appeals Policy Pack	\$295	Delivery of Training Policy Pack	\$140
Third Party Management Policy Pack	\$245	Course Confirmation, Cancellation and Withdrawal Policy Pack	\$210
Financial Management Policy Pack	\$180	Assessment and Evidence Collection Policy Pack	\$210
Governance and Business Management Policy Pack	\$335	Work Health and Safety Policy Pack	\$375
Registration and Scope Management Policy Pack	\$210	General Staff Management Policy Pack	\$680
Evaluation and Feedback Policy Pack	\$220	Validation of Assessment and Risk Policy Pack	\$450
Data, Privacy and Record Keeping Policy Pack	\$260	Performance Management Policy Pack	\$210
Certificate Issuance Policy Pack	\$235	Trainer Assessor Competency and Professional Development Policy Pack	\$440
Student Information and Enrolment Policy Pack	\$450	Continuous Improvement Management Policy Pack	\$230
Skills Recognition (RPL) and Credit Policy Pack	\$160	RTO Quality Monitoring and Improvement Policy Pack	\$1,210
Recognition (RPL) Kit - Templates	\$320		

Packs and the full suite

The full suite brings every area together with the strategy, verification and audit tools and two QMS Essentials enrolments. Packs suit RTOs that need specific areas or are replacing documents in stages.

Where to buy

Order through the CWTS shop at coastwidetraining.com.au/shop, or contact us to talk through your RTO first. Prices exclude GST, which is added to your invoice.

ONLINE COURSES

QMS Essentials and VET sector foundations

QMS Essentials series

Practical online courses on the operation of key quality management system areas, for compliance staff, administrators, trainers and managers. Each course is self-paced and takes up to two hours, with 5 continuing professional development (CPD) points. The full series carries 25 CPD points.

- ✓ RTO Marketing - Essential Marketing Requirements
- ✓ RTO Recruitment and Enrolment
- ✓ LLN Testing and Learner Support and Progression
- ✓ Processing RPL and Credit Transfer
- ✓ Mastering TAS for RTO Compliance
- ✓ Facility and Equipment Compliance for RTOs
- ✓ Effective Training Delivery and Assessment Conduct
- ✓ Staff Competencies and Professional Development
- ✓ Ensuring Certification and Certificate Issuance for RTOs
- ✓ Governance and Leadership in RTOs

QMS ESSENTIALS

Each course

\$129 + GST

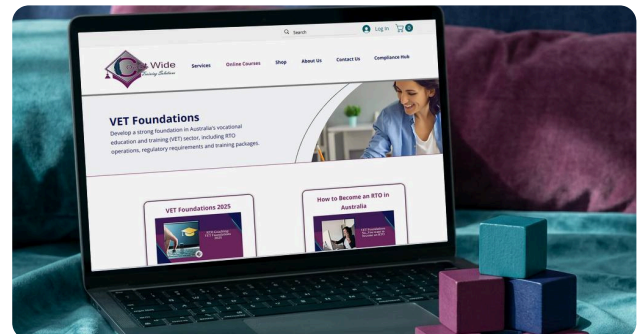
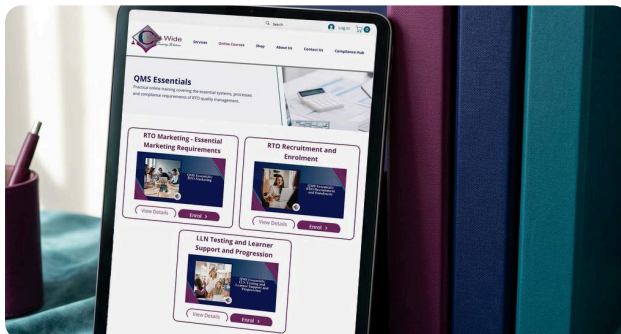
Self-paced, up to two hours.

QMS ESSENTIALS

The full series

\$1,150 + GST

All ten courses, with 25 CPD points.



VET Foundations 2025

A strong foundation in Australia's vocational education and training sector, for professionals entering or working in the sector, covering RTO operations, regulatory requirements and training packages. Self-paced, approximately 3 to 5 hours.

\$199 + GST

How to Become an RTO in Australia

A self-paced course that gives you and your team a practical grounding in the registration process, and a good place to start before New RTO Establishment. Approximately 3 to 5 hours.

\$35 + GST

Validation of Assessment and Risk

A practical course on the full validation cycle, built around the Standards for RTOs 2025. A standalone course with a Certificate of Completion and 5 CPD points. Approximately 4 to 5 hours.

\$299 + GST

Course details and enrolment are at coastwidetraining.com.au/onlinecourses. Prices exclude GST, which is added to your invoice.

COACHING PROGRAMS

Online coaching for the people who run your RTO

Each program combines twelve online self-paced courses in three modules with three live one-hour coaching sessions with an RTO consultant. The full program carries a Certificate of Completion with 25 CPD points and includes six months of access. Individual courses can also be taken one at a time.

RTO Administration Coaching

For administration staff, covering compliance, student management, quality systems and the whole student journey, from the first enquiry to the final certificate.

FULL PROGRAM**12 courses, 3 live sessions****\$2,890** + GST

Individual courses from \$99 + GST. Courses 11 and 12 are available in the full program only.

RTO Compliance Coaching

For compliance managers and leaders, built around the Standards for RTOs 2025 and your RTO's own systems, covering governance, self-assurance, audits, validation and quality management.

FULL PROGRAM**12 courses, 3 live sessions****\$3,990** + GST

Individual courses from \$99 + GST. Courses 11 and 12 are available in the full program only.

Administration Coaching courses

- The VET Landscape
- Understanding Admin Requirements for RTOs
- Quality Management System (QMS) Essentials
- Student Enrolment and Induction
- Course Establishment and Training Delivery
- Student Engagement and Support Systems
- Assessments and Progress Monitoring
- Student Completion and Data Management
- Quality Assurance and Continuous Improvement
- Compliance Audits and Regulatory Obligations

Compliance Coaching courses

- Orientation to Compliance Management in the VET Sector
- Understanding Compliance Requirements for RTOs
- Quality Management System (QMS) Essentials
- Fundamentals of Compliance Audits and Regulatory Obligations
- Training Package Compliance and Advanced Resource Development
- Student Engagement, Progression and Support Systems
- Complex Assessment and Validation Techniques
- Developing Training and Assessment Strategies
- Governance Structures and People Management
- Conflicts of Interest, Third Parties and Financial Viability

The full program includes VET Foundations enrolment with your first course, templates and practice guides. Each person enrolls separately, and teams can enrol colleagues using Enrol Someone Else. Prices exclude GST, which is added to your invoice.

EMPOWERU SUPPORT SERIES

Learner support courses

Eleven short online courses on study skills, communication, well-being and personal development, for learners, employees and the RTOs that support them. Each course is self-paced, takes up to two hours and carries 2 CPD points, with 10 for the full series.

Study and learning

Remote working and learning, study skills, understanding assessments, plagiarism and academic integrity, critical thinking.

Communication and technology

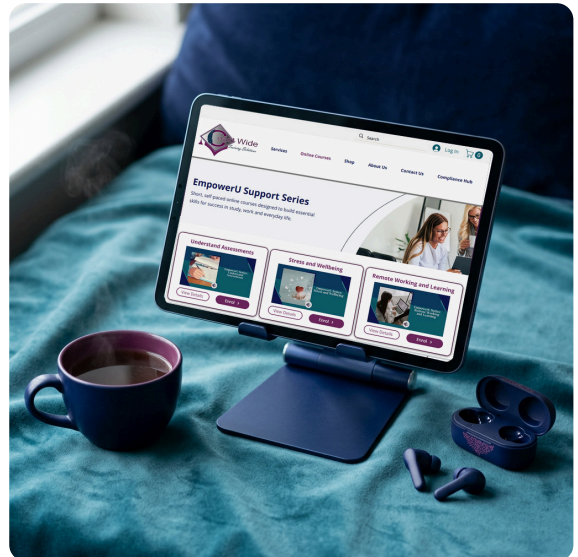
Digital literacy, communicating effectively.

Well-being and personal development

Stress and well-being, diversity, equity, inclusion and belonging, entrepreneurial mindset, conquering imposter syndrome.

Two ways to use the series

Enrol learners in the CWTS learning management system, or purchase the SCORM files outright to load into your own LMS.



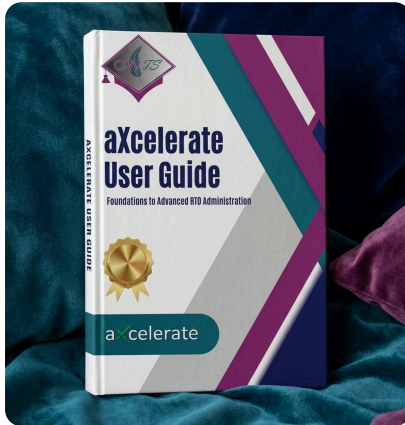
Access option	How it works	One course	All eleven courses
Hosted enrolment	Learners complete the courses in the CWTS LMS, with a Certificate of Completion. Charged per learner.	\$35 + GST	\$350 + GST
SCORM files	Non-exclusive, perpetual licence for one RTO legal entity and one LMS instance or site. SCORM 1.2 and other formats on request.	\$750 + GST	\$7,500 + GST

Prices exclude GST, which is added to your invoice. Course and licence terms are shown on the EmpowerU course page.

THE CWTS SHOP

Ready-made resources

The shop holds the products behind our services, ready to use in your RTO. Each item shows its current price, contents and description.



In the CWTS shop

- Full QMS Suite, policy packs, forms, templates, guides and registers
- Learning and assessment resources: industry contextualised resources and tools for a range of training packages
- eLearning SCORM files for your own LMS
- aXcelerate User Guide: Foundations to Advanced RTO Administration, in hard copy with a digital version
- Sample collection, and one-hour one-on-one support sessions for compliance coaching, administration coaching, aXcelerate and AVETMISS data

Browse and order

The shop shows current prices, contents and product descriptions for every item.

coastwidetraining.com.au/shop

Prices exclude GST, which is added to your invoice.

WORKING WITH CWTS

How an engagement runs

You know who is working on your RTO, what they need from your team and what happens at each stage.

1

Conversation and scoping

Tell us about your RTO's size, scope and what prompted the enquiry. We confirm the right service, the timeframe and what we need from you.

2

Written quote and agreement

You receive a written quote and our engagement agreement, and sign a confidentiality agreement before work begins.

3

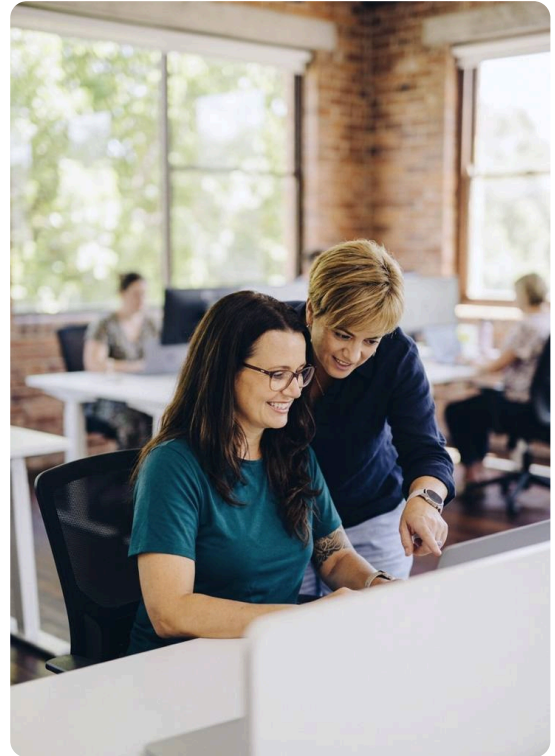
Work with a designated consultant

Work is carried out remotely, with secure document sharing and online meetings scheduled around your operations.

4

Report, debrief and next steps

You receive a findings report, hours summary or deliverables, a debrief, and a clear view of what to do next.

**Evidence for your own system**

Keep reports, meeting notes, advice records and updated documents with your continuous improvement register and management meeting records. Together they show how your RTO monitors, evaluates and improves its practices, and support your governing persons when they sign the annual declaration on compliance.

Where responsibility sits

Decisions, and the actions that follow, remain with your RTO. CWTS provides guidance, options and risk-based recommendations, does not make decisions for your RTO, and does not act on its behalf.

Prices and terms

- Prices exclude GST, which is added to your invoice
- Retainers and quotes are confirmed in writing before work begins
- Product and course prices are shown in the shop and on course pages

Related guides

Detailed guides are available for the Compliance Support Package, Administration Support Package, both audits, Validation, New RTO Establishment, the Full QMS Suite, EmpowerU and the coaching programs, on the CWTS website.

FREQUENTLY ASKED QUESTIONS

Common questions

Does CWTS take over our compliance?

No. Compliance is the legal obligation of your RTO and its governing persons. We work alongside your team with advice, review, resources and support. Administration work can be carried out for your RTO, and we report any compliance issue we find.

Will CWTS speak to our regulator for us?

No. CWTS is an independent adviser and does not represent your RTO. During regulatory activity, CWTS may attend as an adviser or observer only.

Is our information kept confidential?

Yes. You sign a confidentiality agreement before work begins, and your documents and records are handled in confidence.

Where do we start if we are unsure which service we need?

Contact us with a short description of your RTO and what prompted the enquiry. We recommend the service that fits, and often an audit is a useful first step.

Can we combine services?

Yes. Many RTOs pair Compliance and Administration Support, run both audits together, or add QMS products and coaching after an audit.

How are services priced?

Support packages and audits have set prices by hours or RTO size. Validation, eLearning conversions and New RTO Establishment are quoted individually. Products and courses carry the price shown in the shop and on course pages.

Do you work with our student management system?

Our team works with aXcelerate, eSkilled, Vasto, RTO Data, RTO Pilot, VETtrak and other systems. Tell us which system you use at scoping.

Are the QMS documents editable?

Yes. The suite and packs are supplied as editable digital files so you can tailor them to your scope, delivery model and systems.

Do you deliver on site?

CWTS works remotely across Australia, using secure document sharing and online meetings.

Can you guarantee registration or audit outcomes?

No. The regulator makes its decisions independently. We prepare your RTO and evidence to the standard expected, and support you through the process.



Not sure where to start?

Email
admin@coastwidetraining.com.au
with a short description of your RTO and we will recommend the right service.



let's talk

Request a quote for your RTO

Tell us about your RTO's size, scope and what you would like support with. We will confirm the right service, the timeframe and what we need from you before any work begins.

E: admin@coastwidetraining.com.au

W: www.coastwidetraining.com.au

ABN: 71 674 767 447

Related guides. RTO Compliance Support Package, RTO Administration Support Package, Compliance and Quality Assurance Audit, Administration Process Audit, Pre and Post Assessment Validation, New RTO Establishment, Full Quality Management System Suite, QMS Essentials, RTO Administration Coaching, RTO Compliance Coaching and EmpowerU Support Series.

Important note. Coast Wide Training Solutions (CWTS) is not considered a High Managerial Agent. CWTS is engaged as an independent adviser only, acting under instruction, providing guidance, options, and risk-based recommendations. CWTS does not oversee, direct, or exercise control or influence over the management or operations of the Client's business, holds no delegated authority, and does not represent the Client's organisation. CWTS does not form part of the Client's organisational structure. During regulatory activity, CWTS may attend as an adviser/observer only.

Disclaimer. This guide is correct at the time of publication. Changes to legislation, the Standards for RTOs and CWTS products and services may affect the currency of this information, and Coast Wide Training Solutions may update it without notice. Prices exclude GST, which is added to your invoice, and retainer, audit and service prices are confirmed in writing at quotation. Clients are asked to sign a confidentiality agreement before work begins, so your internal documentation stays protected.

Version control. V1 to V9.2 18/06/2019 to 21/09/2026 (initial publication, regular reviews, price updates, product revisions and removal of Web and Digital Solutions). V10.0 28/10/2026 full revision for the Standards for RTOs 2025 and new guide design, with Curriculum Development retired.

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