



Coast Wide

Training Solutions

**New RTO
Establishment Guide**

Disclaimer

This guide contains information that is correct at the time of printing. Changes to legislation and/or products and services may impact on the currency of information included.

Coast Wide Training Solutions reserves the right to vary and update information without notice. Readers are advised to seek any changed information and/or updates.

In taking up our services, your privacy and intellectual property is taken seriously. You will be asked to sign a confidentiality agreement that will ensure your internal documentation stay that way.

Any queries can be directed to:

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Version Control

Version	Date	Details of Changes
1	18/06/2019	Initial Publication
2	09/09/2019	Package Revision
3	15/09/2019	Package Revision
4	03/10/2019	Package Revision
5	26/05/2020	Additional Process information
6	23/04/2021	Review
7	24/09/2021	Review
8	04/07/2022	Update to ASQA Fees and Charges
9	01/01/2023	Review
10	10/11/2023	Product Revisions

About Us

Welcome to [Coast Wide Training Solutions](#), where our team of seasoned VET compliance and RTO administration experts brings over 70 years of collective experience to the forefront of educational excellence.

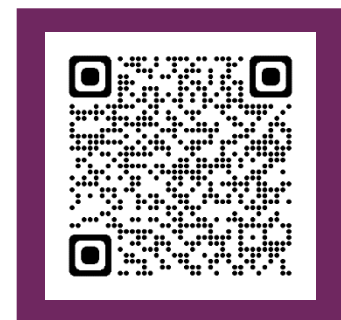
Our mission is to elevate the standards and outcomes of Registered Training Organisations through comprehensive compliance support, quality management, and innovative business solutions.

Our diverse team consists of dedicated professionals, each bringing a wealth of knowledge from various sectors within the learning and development landscape. From spearheading small community initiatives to steering large governmental projects, our roles have spanned facilitators, resource developers, compliance managers, auditors, and RTO managers.

We are not only defined by our experience but also by our dedication to lifelong learning and our unwavering commitment to the core values that drive our service:

- **Excellence:** We strive for superior outcomes, ensuring our clients receive nothing but the highest quality support.
- **Integrity:** Our actions are guided by the principle of doing what's right, maintaining ethical standards at all times.
- **Teamwork:** Collaboration is at our core, fostering strong partnerships with our clients to achieve common goals.
- **Communication:** We believe in open and clear communication, building trust and understanding to form lasting relationships.

At [CWTS](#), we are not just consultants; we are partners in your journey towards regulatory excellence and educational success.



Coast Wide Training Solutions

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RTO Registration Start-Up Guide

The thought of managing your RTO through a registration process can be daunting, but you are not alone!

This registration package, along with our compliance support, will provide you with everything you need to gain and maintain training company registration.

Introduction

Vocational education and training in Australia is vital for our economy. It provides our community with the opportunity to make a productive contribution to the national workforce through the acquisition of knowledge and practical skills.

Every Registered Training Organisation (RTO) must comply with a set of mandatory requirements that aim to ensure training and assessment activities continue to be delivered to a high standard.

When you apply for registration, expect a rigorous assessment that aims to ensure your organisation is fully prepared to start operating as an RTO and that it meets the Standards for RTOs.

Key Considerations

- What type of business structure will we have?
- Can we assure the financial viability of our operations?
- What qualifications will we offer and who will we offer them to?
- What methods will we use to deliver the training
- What resources and equipment will we need?
- Who will deliver and assess our qualifications?
- What about insurance, accounting, facilities?
- Will we take online enrolments or go paper-based?
- Do we want a website?
- Will our Student Management System be linked to our website and learning platform?

[CWTS](#) can help you work through these and other considerations so you can “measure twice and cut once”.



Allocate Adequate Time

Once the course of action has been decided, steps taken to implement the decisions and the required documentation prepared you will be able to submit your application to ASQA to become a registered training organisation.

The initial assessment of your operations, any additional review questions and subsequent approval of registration can take up to six (6) months.

Registration Tips!

- ★ Know the qualifications and the units of competency you are planning to offer – and keep it modest
- ★ Collect the necessary resources for each unit of competency
- ★ Source the facilities required to deliver the qualifications (training rooms and/or online learning platform)
- ★ Source the trainers and assessors who are prepared to deliver the qualifications. Prepare them by collecting their qualifications, licenses and resumes.
- ★ Obtain the services of an independent and qualified accountant to help you commence the development of the Financial Viability Assessment.
- ★ Follow the advice given and don't take short cuts!

The cost of establishing a new Registered Training Organisation (RTO) can vary significantly based on several factors, including the size and scope of the operation, the location, the type of training and assessment services offered, and the level of regulatory compliance required.

The Application Process

It's important to note that the establishment of a new RTO can be a complex and time-consuming process. At CWTS, our experienced consultants can guide and support your journey through the maze of regulatory requirements.

During your application to become a registered training organisation, CWTS supports your journey through a four (4) stage process.

The education CWTS provides through these stages will support your RTO's ability to maintain compliant processes moving forward.

Stage 1 – Application Preparation

- Regulatory Compliance Workshop
- Full Quality Management System
- Program Development of qualifications
- Staff competency and professional development for assessors

Stage 2 – Application Submission

- Evidence collation and application submission

Stage 3 – Preparation for Site Audit

- Audit preparation workshop
- Assessment Validation
- Internal Audit against standards
- ASQA registration and audit support – on your site for the duration of the audit
- Rectification assistance following outcomes of ASQA audit

Stage 4 – Registration After Care

- A Compliance and Administration Support package for up to three months.

CWTS will consider the following when compiling your application evidence:

1. Initial Planning:

- Identifying the need and market demand for the RTO's training services.
- Determining the scope and scale of the RTO's operations.
- Developing a business plan and financial projections.

2. Policies and Procedures:

- Developing RTO policies and procedures that comply with ASQA standards.
- Establishing quality assurance and continuous improvement processes.

3. Regulatory Compliance:

- Ensuring compliance with the Australian Skills Quality Authority (ASQA) or relevant state-based regulator's requirements for RTO registration.
- Preparing and submitting the application for RTO registration.

4. Facility and Infrastructure:

- Confirming suitable premises or facilities for training and assessment.
- Establishing the necessary resources, such as training materials, equipment, and technology.

5. Marketing and Promotion:

- Creating a marketing plan to attract students and clients.
- Developing promotional materials and strategies.

6. Curriculum and Training Resources:

- Developing or sourcing training and assessment materials that align with the Australian Qualifications Framework (AQF) and industry standards.
- Ensuring the quality and relevance of the training programs.

7. Staffing:

- Confirming qualified trainers and assessors who meet the ASQA requirements.
- Providing staff with necessary training and professional development.

8. Student Enrolment:

- Implementing enrolment processes and administrative systems.
- Managing student records and ensuring compliance with data protection regulations.

9. Assessment and Compliance:

- Setting up assessment processes and practices to meet ASQA requirements.
- Monitoring and maintaining ongoing compliance with regulatory standards.

10. Financial Management:

- Confirming accounting and financial management systems.
- Managing budgeting, financial reporting, and revenue collection.

11. External Audits and Reviews:

- Preparing for and participating in external audits and reviews by regulatory authorities.

12. Continuous Improvement:

- Establishing mechanisms for ongoing monitoring, evaluation, and improvement of RTO operations and training quality.

13. Marketing and Growth:

- Continuously promoting the RTO's services to reach a wider audience and grow the student base.



Exclusions

**Package excludes:*

- *Business Registration costs*
- *AVETMISS compliance Student Management System costs*
- *Website development and associated hosting costs*
- *Independent and qualified Financial Accountant and Business advisor fees*
- *Relevant Insurance policies*
- *Learning, training and assessment tools or LMS platform costs*
- *ASQA fees and charges*

ASQA's Review Process

1. Prepare Application

When you submit your application, you declare that your organisation is ready to deliver training immediately. Before applying, you will need to complete several compulsory steps:

- Familiarise yourself with the requirements of the national VET system
 - View the videos and webinars
 - Read the slides and handouts
- Demonstrate your organisation's financial viability
 - Commence the Financial Viability Risk Assessment Tool
- Complete a self-assessment
 - Coast Wide Training Solutions will commence this
- Make fit and proper person declarations
 - For all owners, executives and managerial agents

2. Submit Application

Before applying to become an RTO, make sure you have completed all the required submission evidence and are comfortable with your application.

- ASQAnet Portal Login
- Pay Initial Lodgement Application Fee online.

Once you have submitted your application, you will receive an initial invoice for a lodgement fee. This fee covers the processing and assessment of your application. ASQA will not begin processing your application until you pay the lodgement fee in full, and this fee is non-refundable in the event ASQA reject your application.

MAKE SURE YOU HAVE PREPARED ALL INFORMATION AND SUPPORTING EVIDENCE.

3. Application Completeness Check

ASQA will then conduct a completeness check to ensure all necessary documents and information have been included. You will have five working days from being notified to provide any requested information or additional supporting evidence.

ASQA will then begin the risk assessment process to check:

- All required documents are present
- Financial Viability Risk Assessment tool appears meets requirements and includes supporting documentation
- Fit and proper person declarations are supplied

4. Application assessment

- Pay Initial Registration Assessment Fee invoice.
- ASQA to review over 6 months.
 - Performance Assessment (Online)
 - Validation (onsite, phone, email or Skype)

Once you have paid your initial assessment fee, ASQA will begin the assessment process. This process includes checking that you have met all requirements for registration.

Initial registration applications undergo rigorous assessment to ensure applicants are able to meet all required standards and obligations.

Your initial application registration will be finalised within six (6) months.

Performance Assessment site visits

Some performance assessments may involve a site visit to one or more training venues. You will be contacted if a site visit is necessary. The site visit will include:

- Confirm evidence is complete and accurate
- Assess the suitability of facilities and resources and confirm all are available for training and assessment.

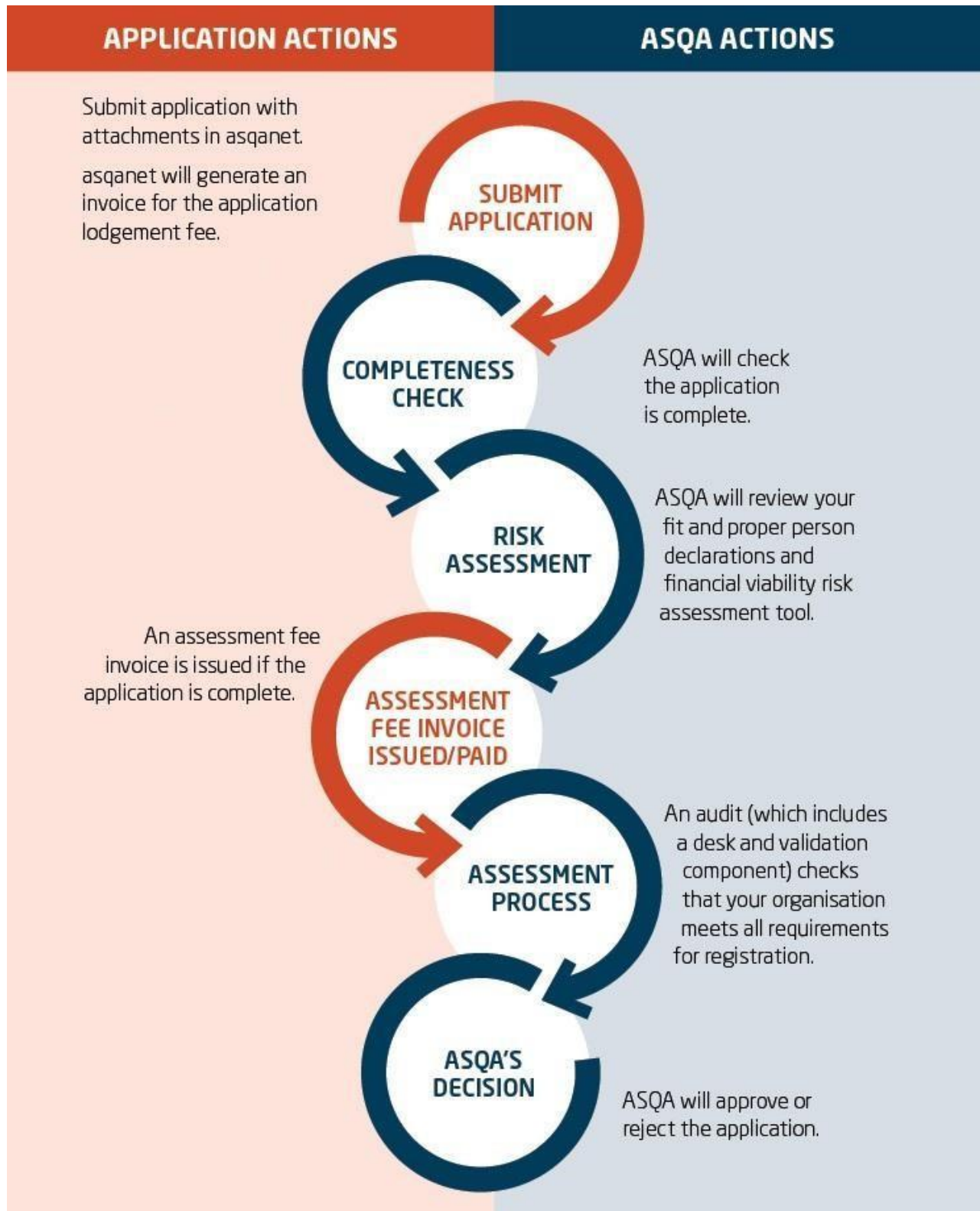
5. Application outcome

You will be notified by ASQA of the outcome and provided with a copy of the performance assessment report.

If ASQA approves your application, you will be issued with:

- A two-year registration
- A certificate of registration
- A letter outlining your organisation's obligations
- Confirmation of your registration period
- Details of any special conditions which apply to your registration.

If ASQA rejects your application, they will notify you of the reasons for this decision, and you may have an opportunity to have your application reviewed.



Frequently Asked Questions

What are the costs involved in setting an RTO?

Costs depend on a range of factors, such as, complexity of the qualifications, size of your RTO systems you choose to implement etc. A range estimation of costs* involved are as follows:

Services	Inclusions	Estimated Costs
Accounting fees	Business structure set up and registration Financial Viability Risk Assessment Ongoing accounting support	\$3,000 to \$5,000
Insurance/s		> \$1,000
RTO Consulting fees	Business Plan Quality Management system Training and Assessment Strategies Training, learning and assessment materials Compliance implementation System implementation RTO Management implementation Professional development Audit support Advice, guidance and support	from approx \$50,000
Website related fees	Development and hosting	\$2,500 to \$10,000
Systems		
Student Management	TBD	\$7,000 to \$20,000
Learning Management	TBD	>\$6,000
Compliance Management	TBD	\$10,000 to \$20,000
Financial Management	TBD	Up to \$5,000
Training Related		
Resources	Learning & Assessment	>\$2,000 per unit of competency
Recruitment	Trainer/Assessor	Expect around \$85/hour
Facility	Hire or purchase	Varies depending on the RTO requirements
Materials and Equipment		
ASQA Fees		
Initial RTO registration	Initial assessment of your operations, any additional review questions and subsequent approval	\$8,600
CRICOS registration	Commonwealth Register of Institutions and Courses for Overseas Students	At least \$8,600
Annual registration	Depends on Scope of Registration offerings	From \$1,500
Registration renewal		From \$320

**All costs are estimated and services may or may not be supplied or provided by Coast Wide Training Solutions.*

Can an individual own more than one RTO?

YES – The National Vocational Education and Training Regulator Act 2011 does not limit the number of registered training organisations (RTOs) that a person can own.

However, the application requires you to disclose any current, past and pending RTO ownership and RTO associations.

Can I apply for RTO registration if I have a criminal conviction, previously had my RTO registration cancelled or suspended or become bankrupt?

The Fit and Proper Person Requirements have recently been amended to incorporate a broader scope of assessment. The definition of ‘person’ now also includes a body politic or corporate along with individuals and extends the fit and proper person requirements beyond CEOs and high managerial agents to any person which exercises a degree of control or influence over the management or direction of the RTO.

While answering ‘yes’ to any of these questions will not preclude you from applying for RTO registration, these and other factors will be taken into consideration when making an application.

Does my organisation have to be an Australian company to be an RTO?

Your organisation must have a valid ABN in order to be eligible for registration.

The Australian Securities and Investments Commission (ASIC) advises that companies registered under the Corporations Act 2001 and business entities carrying on an enterprise in Australia are entitled to an ABN if they apply.

Can I include TAE qualifications to my scope when I apply for registration?

NO – Training products from the Training and Education (TAE) Training Package are not accepted at initial registration. RTOs may apply to add TAE training products after it has held at least two (2) years of continuous registration.

How long will it take for my application to be processed?

ASQA will finalise initial registration applications within six (6) months of accepting a properly completed and fully compliant application. ‘Finalise’ means that ASQA has decided and advised the applicant (not that any review process has been completed).

How long is a period of RTO registration?

The period of registration for a new RTO, in most cases, will be two (2) years. At the time of renewal of registration, ASQA may grant registration for a period of anywhere up to seven years.

Can I deliver courses overseas as an RTO?

YES – RTOs are registered to deliver AQF qualifications, and these can be delivered in Australia and offshore. If you are applying for initial registration and you want to deliver courses overseas, you must include the intended offshore delivery locations in the initial registration application.

Applicants must consider:

1. **Regulatory Fees:** ASQA and other state-based regulators charge application and annual registration fees for RTOs. These fees can vary depending on the type and size of the RTO.
2. **Facility and Equipment Costs:** Renting or purchasing suitable facilities, outfitting them with necessary equipment, and ensuring compliance with safety and accessibility standard.
3. **Staffing Costs:** Hiring qualified trainers, assessors, administrative staff, and management personnel will contribute to labour costs, including salaries, benefits, and training.
4. **Curriculum and Training Materials:** Developing or purchasing training materials and resources, including textbooks, software, and technology.
5. **Marketing and Promotion:** Creating a marketing strategy, designing promotional materials, and running advertising campaigns to attract students and clients.
6. **Quality Assurance and Compliance:** Implementing policies, procedures, and quality assurance processes to meet regulatory requirements involve consulting fees and ongoing operational costs.
7. **Licensing and Accreditation:** Some training programs may require licensing or accreditation fees, which can vary depending on the industry or sector.
8. **Legal and Administrative Costs:** Legal fees for establishing the RTO, administrative expenses, insurance, and other miscellaneous costs.
9. **Continuous Improvement:** Budgeting for ongoing monitoring, evaluation, and improvement activities is essential for maintaining compliance and quality.
10. **Technology and Systems:** Investing in technology infrastructure, such as learning management systems (LMS), Student Management Systems (SMS), and administrative software.

To receive an individualised quote, contact CWTS so we can assess the goals you want to achieve and the requirements to make them happen. We will provide you with a detailed budget plan (no hidden surprises) based on the information you provide us.



Coast Wide can help you!

These products and services provide you with the support you need to achieve and maintain RTO registration and compliance with the Standards, as well as to improve the overall services of your organisation.

Let's grow your RTO together!

To discuss one or more of these products and services, or to obtain a quote, please contact:

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