

2024 Annual Declaration on Compliance

Annual Declaration on Compliance - submit by 29 February 2024

The Annual Declaration on Compliance (ADC) is a statement by your organisation confirming that it is compliant with all requirements of the [Standards for Registered Training Organisations \(RTOs\) 2015](#) (the Standards).

Clause 8.4 of the Standards requires each RTO to provide "an annual declaration on compliance with these Standards to the VET Regulator and in particular whether it:

- a. currently meets the requirements of the Standards across all its scope of registration and has met the requirements of the Standards for all AQF certification documentation it has issued in the previous 12 months; and
- b. has training and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards."

The Standards are structured to ensure RTOs deliver nationally consistent, high-quality training and assessment across the VET system. The Standards include the obligation to comply with other legislation and regulatory requirements of the VET sector. Other requirements which may be relevant include:

- [National Vocational Education and Training Regulator Act](#)
- [Australian Qualifications Framework](#)
- Fit and Proper Person Requirements (Schedule 3 of the [Standards](#))
- [Financial Viability Risk Assessment Requirements](#)
- [Data Provision Requirements](#)
- [National Vocational Education and Training Regulator Regulations](#)

RTOs are responsible for developing, implementing, monitoring and evaluating the quality of training and assessment provided. RTOs should evaluate information about their performance and use that information to self-assure their operations and continue to improve training and assessment.

Many RTOs have systems in place to examine and continuously improve their performance. When reviewing compliance, ASQA's [Self-Assessment Tool](#) may also assist. Please note, the tool is **not** the declaration.

The ADC enables RTOs to document how they have identified risks or opportunities, and of the measures implemented to improve their practices. RTOs employing effective self-assurance practices demonstrate a commitment and capability to delivering quality VET.

Submitting the declaration

This declaration must be:

- completed by the chief executive officer of the RTO, and
- submitted by 29 February 2024.

[An RTO that is granted initial registration on or after 1 January 2024 is not required to complete a declaration in 2024.]

You must provide a response to each question and to each part of each question, unless indicated otherwise.

Under the [National Vocational Education and Training Regulator Act 2011](#), you must comply with the conditions of your registration, which includes submitting an ADC under the Standards for NVR Registered Training Organisations. Failure to submit the ADC is a failure to meet the conditions of your registration. ASQA may conduct regulatory activities if you do not comply.

Questions about this declaration

Further information about this process is available from the [ASQA website](#). If you have any questions about completing this declaration, please submit an enquiry using our [online form](#) or call 1300 701 801.

About your RTO

Before beginning, please provide the details of the registered training organisation (RTO) for which you are completing this declaration.

This section requires you to log in to [asqanet](#) and view information about your RTO.

Enter your RTO Code:

1718

Is the full name of your legal entity `##legalcompanyname##` ?

Yes

No

If the full name of your legal entity is incorrect, you must amend your information on [asqanet](#).

- changes to the [Legal Name](#) can be updated by completing a 'Notification of material change or event' form

Please complete and submit the form in asqanet before progressing.

Do you deliver or will be seeking to deliver in 2024 to students under a government funded contract or through VET Student Loans?

Yes

No

Do you have or are you seeking exemption from reporting under [Part B of the National VET Data Policy](#)?

Yes

No

What system do you use to capture your AVETMISS data?

Job ready

Did your RTO deliver training and/or assessment relating to a VET course on your scope of registration to VET students in the past 12 months?

- Yes
- No

No delivery within the past 12 months
Delivery within the past 12 months

What was your total number of VET student enrolments in the 2023 calendar year?
Note: This will not be used to calculate the Annual Registration Charge (ARC).

1020

What is the date your RTO last delivered a VET course (training and/or assessment) to VET students?
Note: This relates to any training and/or assessment, either commencing or continuing cohorts.

20/12/2023

What is the date your RTO is scheduled to next deliver a VET course (training and/or assessment) to VET students?
Note: This relates to any training and/or assessment, either commencing or continuing cohorts.

05/02/2024

ESOS Registration

Does your RTO provide VET or ELICOS courses to *overseas students* (student visa holders) through ESOS registration?

- Yes
- No

Accuracy of records - organisation summary and RTO details

This section requires you to log in to asqanet and view information about your RTO located in the **Organisation Summary** and **RTO Details** sections.

You will be required to **declare** that the information in these sections is accurate and complete, or that appropriate steps have been made to amend any inaccurate records.

Check every box below to indicate you have checked the relevant information on asqanet.

Organisation Summary

- Business name(s)
- ABN
- ACN
- Legal entity type
- Phone
- Web address

RTO Details

Chief Executive Officer

- Name
- Position title
- Phone
- Email

General Enquiries

- Contact Name
- Position title
- Phone
- Email

Registration Enquiries

- Contact Name
- Position title
-

Phone



Email

Head Office Address



Street address



Postal address

Delivery locations



Delivery location(s) site address as applicable, and includes locations where a third-party organisation regularly conducts training and/or assessment on behalf of your RTO

If any amendments to the published information is needed, make the required changes in asqanet before progressing:

- [most amendments](#) can be made by completing an 'Update minor VET details and remove scope' form
- changes to the [Legal Name](#) or [Chief Executive Officer](#) can be updated by completing a 'Notification of material change or event' form
- a change in the ABN or ACN indicates a [change in legal entity](#). Providers cannot transfer their registration from one legal entity to another. Please refer to ASQA's website for more information.

Have you added any delivery locations (Australia and/or overseas) for a VET course (training and/or assessment) on your scope of registration within the past 12 months?



Yes



No

I **declare** that my RTO's:

records on asqanet listed in the Organisation Summary and RTO Details sections are accurate and complete.

records listed in the Organisation Summary and RTO Details sections are not accurate and complete, but the necessary updates have been submitted in asqanet.

Accuracy of records – ownership, management structure and control

This section requires you to log in to asqanet and view information about your RTO located in the **Ownership, Management Structure and Control** section.

You will be required to **declare** that the information in this section is accurate and complete, or that appropriate steps have been made to amend any inaccurate records.

Ownership, Management Structure and Control

Owner: An owner is a natural person other entity who owns any amount, however minor, of the organisation.

Executive Officer: An executive officer is a person (whether or not an owner) who is concerned in, or takes part in, the management of the organisation. Executive officers include:

- any person who owns 15% or more of the organisation or is entitled to received 15% or more of dividends paid by the organisation
- the administrator of a deed of company arrangement executed by an organisation
- any trustee or other person administering a compromise or arrangement made between the organisation and another person or persons
- any administrator, receiver and manager, or liquidator of the organisation.

High managerial agent: A high managerial agent is an employee of the organisation with duties of such responsibility that his or her conduct may fairly be assumed to represent the organisation in relation to the business of providing courses.

If any amendments to the published information is needed, make the required changes in asqanet before progressing:

- adding or removing owners, executive officers and high managerial agents can be updated by completing a 'Notification of material change or event' form.
- changing the contact details of existing executive officers can be updated by completing a 'Update minor VET details and remove scope' form.

Declaration – owner records

I **declare** that my RTO's:

- Owner records on asqanet are accurate and complete.
- Owner records are not accurate and complete, but the necessary updates have been submitted in asqanet.

Declaration – executive officer records

I **declare** that my RTO's:

- Executive officer records in asqanet are accurate and complete.
- Executive officer records are **not** accurate and complete, but the necessary updates have been submitted in asqanet.

Declaration – high managerial agents

I **declare** that my RTO's:

- High managerial agent records in asqanet are accurate and complete. *(If you do not have a high managerial agent in your RTO, select this response)*
- High managerial agent records are not accurate and complete, but the necessary updates have been submitted in asqanet.

Accuracy of records – third party arrangements

This section requires you to log in to asqanet and view information about your RTO located in the **Third Party Arrangements** (a dropdown option within Organisation) section.

You will be required to **declare** that the information in this section is accurate and complete, or that appropriate steps have been made to amend any inaccurate records.

Does your RTO have a Third Party Arrangement in place?

- Yes
-

No

Third Party Arrangements

If your RTO has third party arrangements in place, check every box below to indicate you have checked the relevant information on asqanet.

- Third Party name
- Type of service provided
- Third Party contact
- Start date
- End date (as applicable)

Note: If delivering to international students, you must also ensure your third-party arrangements are up to date on both your website and PRISMS

If any amendments to the published information is needed, make the required changes in asqanet before progressing:

- Third Party Arrangements can be managed [through asqanet](#)
- changes to existing arrangements require the existing record to be ended, and a new record created. Existing arrangements cannot be backdated.

Declaration – Third Party Arrangements

I **declare** that my RTO's:

- records on asqanet listed in Third Party Arrangements are accurate and complete.
- records listed in the Third Party Arrangements are not accurate and complete, but the necessary updates have been submitted in asqanet.

Review of your operations

This section requires you to review your RTO's operations, considering the systems and practices in place to critically monitor and evaluate performance and demonstrate ongoing compliance with the Standards.

The design of this section aligns to the student journey to assist RTOs to consider related clauses before, during and after enrolment and in supporting overall RTO governance and operations.

Please refer to the [Users' guide to the Standards for RTOs 2015](#) if you require further information on the standards and clauses.

Review of your operations - marketing and recruitment

Your RTO's marketing and recruitment practices must allow prospective students to make informed choices in line with the requirements of the following Standard:

Standard 4: Accurate and accessible information about an RTO, its services and performance is available to inform prospective and current learners and clients.

- **Clause 4.1:** Information, whether disseminated directly by the RTO or on its behalf, is both accurate and factual.

[Note: This clause covers any marketing and recruitment undertaken by or on behalf of your RTO, including online advertising (whether or not administered by the RTO), brokering activities and promotional materials, both in Australia and offshore.]

I **declare** that my RTO currently meets these requirements across all of my scope of registration.

Yes

No

Review of your operations - enrolment

Your RTO's enrolment practices ensure that students have the existing skills, knowledge and experience required to successfully undertake the course in line with the requirements of the following Standards:

Standard 3: The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

- **Clause 3.5:** Accepting credit for AQF certification or USI transcript.

Standard 5: Each learner is properly informed and protected.

- **Clause 5.1:** Advice about appropriate training products
- **Clause 5.2:** Current and accurate information
- **Clause 5.3:** Advice about fees and charges.

I **declare** that my RTO currently meets these requirements across all of my scope of registration.

Yes

No

Review of your operations - prepaid fee protection arrangements

Your RTO ensures that where it collects more than \$1500 per learner in prepaid fees that it has appropriate fee protection measures in place for each learner:

Standard 7: The RTO has effective governance and administration arrangements in place.

- **Clause 7.3:** Acceptance of fees in advance

Note: RTOs are only required to protect prepaid fees from individual students and prospective students where the student or their representative pays the fees through direct enrolment (including where a prepayment over \$1500 is made from a student with a VET Student Loan or government

subsidy arrangement). These requirements do not apply where an employer engages an RTO to provide training and/or assessment to members of its staff through a negotiated commercial transaction.

I **declare** that my RTO currently:

does not collect more than \$1500 in prepaid fees from any learner.

does collect more than \$1500 in prepaid fees from any one or more learners however they are protected through one or more of the following fee protection arrangements:

Review of your operations - support and progression

Your RTO ensures that students' needs are assessed by the RTO and the RTO provides appropriate support services to enable student progression in line with the requirements of the following Standards:

Standard 1: The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

- **Clause 1.7:** Access to support needs

Standard 5: Each learner is properly informed and protected.

- **Clause 5.4:** Changes to agreed services

Standard 6: Complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.

- **Clauses 6.1, 6.2, 6.3 and 6.6:** Complaints and appeals policies
- **Clause 6.4:** Advice about delays in complaints and appeals processes
- **Clause 6.5:** Complaints and appeals records and actions

I **declare** that my RTO (as named in Section 1) currently meets these requirements across all of its scope of registration

Yes

No

Review of your operations - training and assessment

Your RTO ensures that those assigned to deliver training and/or assessment are qualified and that the amount of training and mode of delivery is consistent with the requirements of the following Standards:

Standard 1: The RTO's training and assessment strategies and practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses.

- **Clause 1.1:** Training and assessment strategies and practices
- **Clause 1.2:** Amount of training
- **Clause 1.3:** Sufficient physical and human resources
- **Clause 1.4:** Requirements of training packages and courses
- **Clauses 1.5 and 1.6:** Industry relevance
- **Clause 1.8:** Assessment
- **Clauses 1.9, 1.10 and 1.11:** Validation of assessment practices and judgements

- **Clause 1.12:** RPL
- **Clauses 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.19 and 1.20:** Competence of trainers
- **Clauses 1.21, 1.22, 1.23 and 1.24:** Competence of trainers delivering Training and Education Training Package products
- **Clause 1.25:** Validation of Training and Education Training Package delivery
- **Clauses 1.26 and 1.27:** Transition of training products

Standard 2: The operations of the RTO are quality assured.

- **Clause 2.2:** Monitoring and evaluation of strategies and practices.

I **declare** that my RTO currently meets these requirements across all of my scope of registration.

Yes

No

I **declare** that my RTO has training and assessment strategies and practices in place which ensures all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards.

Yes

No

I **declare** that my RTO has systems in place to ensure students are transitioned to new training products in accordance with the Standards.

Yes

No

Briefly outline the system your RTO has to manage student transitions from superseded to new training products.

Working through a Teams Spreadsheet.

Review of your operations - completion

Your RTO ensures that only students assessed as meeting course or Training Package requirements are issued with AQF certificates in line with the requirements of the following Standard:

Standard 3: The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records.

- **Clauses 3.1, 3.2, 3.3 and 3.4:** Recording and issuing competence certification
- **Clause 3.6:** Requirements of Student Identifier scheme

I **declare** that my RTO currently meets these requirements across all of my scope of registration.

Yes

No

I **declare** that my RTO has met the requirements of the Standards for all AQF certification documentation it has issued in the previous 12 months

Yes

No

Review of your operations - regulatory compliance and governance

Your RTO has systems in place to ensure all your operations are quality assured, effectively managed and implemented and align to regulatory and legislative requirements in line with the requirements of the following Standards:

Standard 2: The operations of the RTO are quality assured.

- **Clause 2.1:** Compliance across all operations
- **Clause 2.3:** Agreements with third party agents
- **Clause 2.4:** Monitoring of services delivered on RTO's behalf

Standard 7: The RTO has effective governance and administration arrangements in place.

- **Clause 7.1:** Suitability of executive officers and high managerial agents
- **Clause 7.2:** Financial viability risk
- **Clause 7.4:** Public liability insurance
- **Clause 7.5:** Data provision

Standard 8: The RTO cooperates with the VET Regulator and is legally compliant at all times.

- **Clauses 8.1 and 8.2:** Cooperation with regulator
- **Clauses 8.5 and 8.6:** Compliance with relevant legislation

I **declare** that my RTO currently meets these requirements across all of its scope of registration.

Yes

No

I **declare** that my RTO has reviewed the amended Fit and Proper Person Requirements that was incorporated into the [Standards for Registered Training Organisations \(RTOs\) 2015](#) on 5 September 2023.

Yes

No

I **declare** that my RTO has:

- identified all current executive officers, high managerial agents and persons who exercise a degree of control or influence over the management or direction of the RTO; and
- ensured that these persons meet the fit and proper person requirements*.

* A reminder that ASQA may review internal and external databases to validate your response.

- Yes
- No

Quality assuring RTO operations

Evaluating information about performance and using this information to inform quality assurance of services and improve training and assessment is an obligation of the Standards. All RTOs are responsible for developing, implementing, monitoring and having systems in place to critically evaluate quality training and assessment strategies and practices.

Effectively managing operations to ensure a focus on quality, continuous improvement and ongoing compliance will identify challenges and potential risks. RTOs that are applying effective self-assurance practices recognise these concerns and then implement measures to mitigate and reduce harm.

Considering your continuous improvement practices in 2023, please select which of the following was the biggest challenge to your operations.

- Effective industry engagement
- Transition of training products
- Maintaining vocational currency for trainers/assessors
- Providing student work placements
- Online delivery

Why was this option a challenge?

Travel costs and access to industry bodies are difficult and are mostly left to our RTO third part Provider Queensland Mines Rescue Service. They are the industry body for our primary qualifications.

Declaration - to be completed by the RTO CEO

In submitting this form, I, the chief executive officer of the RTO, declare that:

- I am the legally responsible person for the registration of the RTO.
- To the best of my knowledge, all answers provided to questions in the declaration are true and accurate.
- To the best of my knowledge, my RTO currently meets the requirements of the Standards across all its scope of registration and has met the requirements of the Standards for all AQF certification documentation it has issued in the previous 12 months *or is actively rectifying identified issues of compliance.*
- To the best of my knowledge, my RTO has training and assessment strategies and practices in place that ensure that all current and prospective learners will be trained and assessed in accordance with the requirements of the Standards *or is actively rectifying identified issues of compliance.*

Are you ready to submit your declaration?

If you are **not** ready to submit your declaration, click on the 'return later' button.

If you are ready to submit your declaration, select 'NEXT' to begin the submission process.

Note: You will not be able to edit the declaration once you have submitted it.