# Endorsed RTO Employer/Industry Reference

## What is this form for?

A Registered Training Organisation (RTO) has nominated your organisation to provide a reference to support its application to become eligible to apply for Tasmanian Government training subsidies.

We, Skills Tasmania need to ensure that RTOs that we fund deliver quality training that employers and industry value and need.

As part of these checks, we are seeking comments from your organisation about your relationship with the RTO and the training it delivers or intends to deliver to your organisation.

## What do I have to do?

Please complete the following steps:

1. Answer the questions on this form about the RTO to the best of your knowledge
2. Sign the form and date it, and
3. Email the completed form to [rtoendorsement@skills.tas.gov.au](mailto:rtoendorsement@skills.tas.gov.au)

## Is my information confidential?

Yes. We will treat your information as Commercial-in-Confidence and will not provide it to the RTO unless we have your permission to do so. We may contact you to clarify any information that you provide.

Please refer to the Personal Information Collection Statement below for more information.

## Who can I contact for more information?

Please send an email to [rtoendorsement@skills.tas.gov.au](mailto:rtoendorsement@skills.tas.gov.au) if you need further information.

## Please fill in the following information

|  |  |
| --- | --- |
| **Your business’s name** | Click or tap here to enter text. |
| **Your business’s address** | Click or tap here to enter text. |
| **Contact person’s name** | Click or tap here to enter text. |
| **Your position** | Click or tap here to enter text. |
| **Your phone number/email** | Phone: Click or tap here to enter text.  Email: Click or tap here to enter text. |
| **Name of RTO** | Click or tap here to enter text. |

**About the RTO you have chosen to deliver your training**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What is your organisation’s relationship with this RTO?** | | | | | | | |
| (Tick as many boxes as needed)  We currently use the RTO for our training  We have used the RTO in the past  We are talking to the RTO about delivering training in the future  We are ready to start training in the next 12 months  The RTO is an active member of our industry association  Name of association: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The RTO is a member of our industry association but isn’t actively involved   * Name of association: Click or tap here to enter text.   Other (please explain below)  Click or tap here to enter text. | | | | | | | |
| **Why have you chosen to use this RTO?** | | | | | | | |
| For example   * What does it offer that meets your organisation’s needs? * Does it offer training that is tailored to your organisation? * Have you been happy with its past performance? * Has it provided a good level of support for your staff? * Is it well-connected in your industry? * Other, please provide any further comments.   Click or tap here to enter text. | | | | | | | |
| **How satisfied are you with this RTO’s training?** | | | | | | | |
| Please use the following scale  1 – Not at all satisfied  2 – Satisfied: the training was just okay  3 – Satisfied: the RTO did everything we expected  4 – Highly satisfied: the RTO went above and beyond our expectations | | | | | | | |
| **1** |  | **2** |  | **3** |  | **4** |  |
| Please provide some comments to support your rating below.  Click or tap here to enter text. | | | | | | | |
| **Do you have any other comments that may help us decide whether this RTO should be eligible to apply Government funding?** | | | | | | | |
| For example   * Is it able to meet the needs of Tasmanian industries or employers? * I have not been able to find any other Registered Training Organisations to deliver the training   Click or tap here to enter text. | | | | | | | |

**Please sign and date the below section and return your form to** [rtoendorsement@skills.tas.gov.au](mailto:rtoendorsement@skills.tas.gov.au)

|  |  |
| --- | --- |
| **Your signature** |  |
| **Date** |  |

**Thank you for your time.**

**Skills Tasmania**