**Application for Registration as a Group Training Organisation**

**in Tasmania**

# **Registration requirements**

Before applying for registration as a Group Training Organisation (GTO), please refer to the requirements to register as a Group Training Organisations on the Skills Tasmania GTO webpage [here](https://skills.tas.gov.au/providers/group_training_organisations_gtos/operating_as_a_gto_in_tasmania)

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| **Applicant details** | | | | | | | | | | | |
| **Legal name** | |  | | | | | | **ACN / ABN** | | |  |
| **Trading name(s)** | |  | | | | | | **ABN(s)** | | |  |
| **Head office address** | | | |  | | | | | | | |
| **Tasmanian postal address**  (if other than head office) | | | |  | | | | | | | |
| **Tasmanian physical addresses**  (if other than head office) | | | |  | | | | | | | |
| **Other states / territories operating** | | | | ACT  NSW  NT  Qld  SA  Vic  WA | | | | | | | |
| **Contacts** | | | | | | | | | | | | |
| **CEO** |  | | | | | | | | | | | |
| **CEO phone**  (landline) |  | | | | | **CEO phone**  (mobile) | | |  | | | |
| **CEO email** |  | | | | | | | | | | | |
| **Contact** (if not CEO) |  | | | | | | | | | | | |
| **Contact position title** |  | | | | | | | | | | | |
| **Contact phone**  (landline) |  | | | | | **Contact phone**  (mobile) | | |  | | | |
| **Contact email** |  | | | | | | | | | | | |
| **Registration History** | | | | | | | **Business Structure - are you also:** | | | | | |
| **Previous or current GTO registration period** | | | From | | dd mm yyyy | | **An RTO?** | | | Yes No | | |
| To | | dd mm yyyy | | **An ANP?** | | | Yes No | | |
| **Total period operating in Tasmania as a GTO** | | | Years | |  | | **Not for profit?** | | | Yes No | | |
| Months | |  | |  | | |  | | |

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| **Coverage** | | |
| **Industries serviced / to be serviced** | | **All industries**  Arts and Entertainment  Automotive  Building and Construction  Communications  Community Services and Health  Finance, Insurance and Business Services  Food Industry  Forest Industry  Furnishing, Light Manufacturing, Textile Clothing and Footwear  Manufacturing Engineering  Mining  Primary Industry  Process Manufacturing  Property Services  Public Sector Industry  Retail and Wholesale  Sport and Recreation  Tourism  Transport and Distribution  Utilities and Electrotechnology |
| **Tasmanian regions serviced / to be serviced** | | North-West  North  South |
| **Declaration** | | |
| I certify that:   1. I have read the Skills Tasmania Guide to Registration as a GTO in Tasmania, understand the requirements and the implications of breaching these requirements and believe that my GTO meets the requirements for registration in Tasmania. 2. The audit report completed by an external auditor using the approved template is attached and shows that my GTO is compliant with the *National Standards for Group Training Organisations*, the *Training and Workforce Development Act 2013* and the Tasmanian Traineeships and Apprenticeships Committee Guideline 15 – Tasmanian Operational Requirements for Group Training Organisations. 3. I understand that the Secretary of the Department of State Growth may request further information and documents considered relevant to my application for registration and may consideration of my application for registration until the required information and documents have been provided and are deemed to be sufficient to meet the requirements of registration. 4. I agree that my organisation will meet all costs for an external auditor to conduct an additional desk and/or site audit if it is determined by the Secretary of the Department of State Growth that this is required to assess the organisation’s compliance against the National Standards, the Act or the Tasmanian Operational Requirements for Group Training Organisations. | | |
| **Signature of CEO** |  | |
| **Date** |  | |