**Endorsed Registered Training Organisation (ERTO) Application**

**Registration as a Skills Tasmania Endorsed RTO**

Only RTOs wishing to apply for Tasmanian Government Subsidies are required to apply for endorsement.

RTOs planning to deliver training in Tasmania solely under a fee-for-service arrangement can do so without becoming endorsed.

Further information is available in the [Endorsed RTO Guidelines](https://skills.tas.gov.au/__data/assets/pdf_file/0004/215923/ERTO_Guidelines_Dec_2022.pdf).

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| APPLICATION GUIDELINES | |
| Have you read, understood and comply with the [Endorsed RTO Guidelines](https://skills.tas.gov.au/__data/assets/pdf_file/0004/215923/ERTO_Guidelines_Dec_2022.pdf)? | Yes |

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| ORGANISATION DETAILS | |
| YOUR training.gov.au LINK: |  |
| RTO ID (your ASQA National Code): | Click or tap here to enter text. |
| CRICOS ID (if applicable): | Click or tap here to enter text. |
| Which best describes your RTO organisation? | Tasmanian RTO – Head office is in Tasmania  Local RTO – Head office is interstate, with a permanent presence in Tasmania and employ Tasmanian staff  Interstate RTO – Head office interstate with no permanent presence in Tasmania |

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| AUTHORISED APPLICANT | | | |
| Title: Choose an item. | First Name: Click or tap here to enter text. | | Last Name: Click or tap here to enter text. |
| Role in organisation: | Click or tap here to enter text. | | |
| Primary email (Authorised Applicant): | |  | |
| Secondary email (either administrative support or general email): | |  | |

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| ELIGIBILITY/SELECTION CRITERIA | | |
| 1. ***Established employer and industry relationships in Tasmania***   For effective VET delivery, RTOs need to have a network of employers to support work-placements as well as delivering training to existing employees.  To ensure that the Tasmanian Government supports the highest quality delivery of VET, RTOs must demonstrate that they are aware of the Tasmanian economic environment and the needs of our employers.  **Required evidence**   * Employer references: use the [ERTO employer industry reference template](https://skills.tas.gov.au/__data/assets/word_doc/0009/334593/Endorsed_RTO_Employer_Industry_Reference_template.docx)   **Additional evidence that may support your application**   * Membership of Tasmanian local employer associations and industry bodies * References from Tasmanian industry bodies * Evidence of fee-for-service training activity in Tasmania | | |
| 1. ***Regulatory record***   The Tasmanian Government is committed to ensuring only RTOs with quality outcomes are able to access government subsidies for training.  In addition to the evidence you supply here, the Tasmanian Government will contact the national regulator, the Australian Skills Quality Authority (ASQA) to assess the regulatory record of applicant RTOs.  **Does your RTO have a financial interest in, or an association with, any other RTOs operating in Tasmania or interstate?**  Yes  No  If so, please advise the name and ASQA RTO National Code:  Click or tap here to enter text.  **Required evidence**   * A copy of your RTO’s last audit report (ASQA, Victorian Registration and Qualifications Authority (VRQA) or the Training Accreditation Council Western Australia (TAC) as applicable) * ASQA's Quality Indicator annual summary report or similar data | | |
| 1. ***Performance in fulfilling contractual obligations for subsidised training***   The Tasmanian Government prioritises endorsement of RTOs who demonstrate quality training delivery and outcomes.  If you are renewing your application, your historical performance in delivering contractual obligations under Tasmanian Government programs will be taken into account.  Where an RTO is new to Tasmania and does not have any history of contract compliance in this state, Skills Tasmania will source information from other jurisdictions to determine the applicant RTO’s capacity to meet its contractual obligations.  **In the last three (3) years has your organisation held a contract to deliver government subsidised training funded by a state or territory other than Tasmania?** If so, please select the states/territories. | | |
| Victoria  New South Wales  Western Australia | Queensland  ACT  South Australia | Northern Territory |
| *Note: Skills Tasmania will source information from other jurisdictions to verify information.* | | |

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| APPLICANT DECLARATION | |
| Applicants must agree to the following terms and conditions for the application to be accepted.  In completing this declaration affirms that they hold the necessary authority to complete and submit this application for endorsement as a Tasmanian Endorsed RTO.   * I am an Authorised Officer of the RTO as listed on training.gov.au * I have read and understood the Endorsed Registered Training Organisation (RTO) Guidelines and Application Guidelines * The information provided in this application form is true, correct and complete. * I authorise Skills Tasmania to seek information from any person or organisation regarding any claims made in this application, the RTO’s performance or its capacity to perform its obligations as a Tasmanian Endorsed RTO. This includes, but is not limited to, the Australian Skills and Quality Authority (ASQA), including information regarding the results of audits undertaken against the NVR Standards and any other jurisdiction that has contracted the RTO to deliver training on its behalf. * I declare that I have read and understood the [Tasmanian Skills Plan 2024-2028](https://skills.tas.gov.au/__data/assets/pdf_file/0010/552763/Tasmanian-Skills-Plan-November-2024.pdf) , and the [Skills Tasmania Agreement](https://skills.tas.gov.au/__data/assets/pdf_file/0003/555330/Skills_Tasmania_Grant_Agreement_and_Standard_Conditions_Manual_-_Dec_2024.pdf).   I agree to the terms and conditions of this application. | |
| Signature: | Click or tap here to enter text. |

***Application checklist***

A fully completed application form

Evidence of established industry, enterprise or employer relationships in Tasmania. A maximum of two (2) additional national memberships/employer references may be considered.

A copy of the RTO’s last audit report (ASQA, Victorian Registration and Qualifications Authority (VRQA) or the Training Accreditation Council Western Australia (TAC) as applicable)

ASQA’s Quality Indicator annual summary report or similar data