

1 June 2016



Australian Government  
Australian Skills Quality Authority

[REDACTED]  
**Chief Executive Officer  
International Institute of Training Pty Ltd  
Unit 1, 16-28 Melverton Drive  
HALLAM VIC 3803**

By email to: [REDACTED]

Ref No: 21628

Dear Mr Singh

**Re: Confirmation of Transfer of Registration to ASQA**

I refer to your request to transfer your RTO registration to the Australian Skills Quality Authority (ASQA).

In accordance with the provisions of the *National Vocational Education and Training Regulator Act 2011* (the Act), your application for transfer has been granted. The National Register was updated to indicate that your organisation is registered with ASQA.

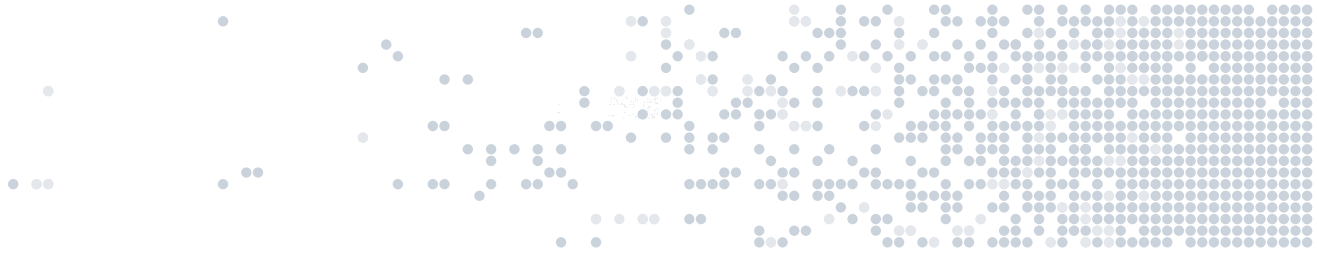
The Standards for Registered Organisations 2015 were implemented for all ASQA registered training organisations from 1 April 2015. You are required as a condition of registration under the NVR Act to maintain compliance with the VET Quality Framework at all times and you may need to review your operations to ensure compliance with the new standards. ASQA has developed a number of resources to assist providers to understand the regulatory requirements that apply to registration and you will be able to access these from the ASQA website at: [www.asqa.gov.au](http://www.asqa.gov.au).

**Your details on the National Register**

Please check that your organisation's details listed on [www.training.gov.au](http://www.training.gov.au) are correct.

You are also required to notify ASQA of particular changes to your organisation.

Full details of what is required and how to notify ASQA are provided on the following ASQA website page: <http://www.asqa.gov.au/vet-registration/meet-the-requirements-of-ongoing-registration/notify-asqa-of-changes.html>



### **Period of registration**

You can apply to ASQA to renew or withdraw your organisation's registration, and timeframes and obligations apply to each process. There are also obligations on organisations that effectively cease to operate, even though they remain registered as RTOs.

Further information about obligations in these circumstances is available from the ASQA website at [www.asqa.gov.au](http://www.asqa.gov.au)

### **Scope of registration**

The organisation's scope of registration – the vocational education and training (VET) courses that your organisation is registered to provide – is listed on the National Register. Please note that Sections 93-94 of the Act provide for the imposition of monetary penalties on RTOs that provide all or part of a VET course outside scope of registration.

If the training and assessment provided is likely to lead to students applying for a licence/recognition to operate in a relevant industry, you will need to ensure that you meet the requirements of the relevant national or state/territory regulator/s. Please contact the relevant regulator/s to ensure you have satisfied regulatory requirements before delivery and ensure that marketing materials are accurate.

### **Changes to scope of registration**

You must apply to ASQA if your organisation wishes to change its scope of registration by either adding or removing a VET course. Information on the process to make changes to your scope of registration is available from the ASQA website at [www.asqa.gov.au](http://www.asqa.gov.au)

### **RTO ID number**

You **must** quote your organisation's RTO ID number in all future correspondence with ASQA. This number **must** also be included on the qualifications and statements of attainment that you issue and the marketing materials that you use as an RTO.

### **Maintaining compliance**

RTO compliance is the mandated foundation upon which organisations should plan and achieve quality improvements to their training and assessment services.

I wish to remind you that as an RTO registered with ASQA, you have accepted responsibility for ensuring compliance with the **VET Quality Framework**. This is an important commitment that requires you to actively manage and monitor your RTO's activities to ensure that compliance is maintained at all times and across all of your operations.

**The VET Quality Framework** comprises the following components:

- the *Standards for Registered Training Organisations (RTOs) 2015*
- the Australian Qualifications Framework
- the Fit and Proper Person Requirements of the Act
- the Financial Viability Risk Assessment Requirements of the Act
- the Data Provision Requirements of the Act.

### **ASQA fees and charges**

Please refer to ASQA website for details of fees and charges that apply to your registration: <http://www.asqa.gov.au/about/fees-and-charges/fees-and-charges1.html>



**Contact with ASQA**

If you are unable to find the particular information on the ASQA website, please phone the ASQA Info line 1300 701 801.

**Further information and assistance**

If you require further information or assistance in relation to this transfer of registration, please contact me by email at [compliancemelbourne@asqa.gov.au](mailto:compliancemelbourne@asqa.gov.au)

Yours sincerely

A handwritten signature in black ink that reads "RUEast". The signature is written in a cursive, flowing style.

Robert East  
**A/g Regional Manager Compliance - Melbourne**