

## POLICY

<b>Scope of Registration</b>			
Standard 1 and 2	STD 1.3 – 1.4, STD 2.1	Policy No.	<b>RTO.S1-POL-007</b>
		Related Procedure No.	<b>RTO.S1-PRO-007</b>
Policy Owner	Ferne Robinson, Compliance Manager		
Scope	This policy applies to clients, participants and employees of Risk Management Training Solutions and its associated entities.		
Date of approval	21.09.18	Review Date	20.09.21
Change Control	Review of policy as part of continuous improvement		
Version No.	1.2		
Related Policies	Transition from superseded training product Policy Enrolment Policy		

### 1. Overview

Risk Management Training Solutions is a registered training organisation (RTO) – Registered Provider no. 45440.

All details of Risk Management Training Solutions (RMTS) registration can be found in the National Register <https://training.gov.au/Organisation/Details/45440> including its scope of registration.

RMTS will only deliver training products listed in the National Register under its scope of registration unless otherwise delivered under a third-party arrangement with another provider.

### 2. Policy

2.1 Risk Management Training Solutions will at all times ensure that for all training products listed on its scope of registration, it will have:



- the current training package/qualification/units of competency registered;
- trainers and assessors to deliver the training and assessment;
- educational and support services to meet the needs of the participant cohort/s undertaking the training and assessment;
- learning resources to enable participants to meet the requirements for each unit of competency, and which are accessible to the participant regardless of location or mode of delivery;
- facilities, whether physical or virtual, and equipment to accommodate and support the number of participants undertaking the training and assessment.

2.2 RMTS will ensure all requirements specified in each training package for each of its training products are met.

2.3 All new applications for scope of registration will be approved by the Chief Executive Officer. Applications will be submitted via ASQANET.

2.4 Consideration for changes will only be made on market/industry demand or skill shortage areas, transition to new training packages or on change of RMTS human resources.

2.5 Where an application to ASQA has been made for an addition to scope, RMTS will not market, promote or offer the training product until such time as the application has been approved and appears on [www.training.gov.au](http://www.training.gov.au).

2.6 Where RMTS intends to offer/deliver a standalone unit that is:

- A core unit of competency; or
- A named elective unit of competency

within the packaging rules of a qualification the RTO has on its scope of registration, the RTO can offer/deliver/issue a statement of attainment for the unit without first applying to ASQA to have the unit explicitly listed on its scope of registration.”

### 3. Definitions

**National Register** – means the register maintained by the Commonwealth Department for VET and referred to in section 216 of the *National Vocational Education and Training Regulator Act 2011*

**RTO provider code** – means the registration identifier given to the RTO on the National Register

**Scope of registration** – means the training products for which an RTO is registered to issue AQF certification documentation. It allows the RTO to:

- a. both provide training delivery and assessment resulting in the issuance of AQF certification documentation by the RTO; or
- b. provide assessment resulting in the issuance of AQF certification documentation by the RTO.



#### 4. References

Standards for Registered Training Organisations (RTOs) 2015

Standard 1 and 2– Clause 1.3, 1.4, 2.1

National Register – [www.training.gov.au](http://www.training.gov.au)