

12 June 2013



Australian Government

Australian Skills Quality Authority

Mr G. Dhillon  
Chief Executive Officer  
Australian Institute of Technical Training Pty Ltd  
3A, 475 Flinders Lane  
Melbourne  
Victoria 3000

Ref No: 1024918 and 1029458

Dear Mr Dhillon

**Re: Australian Institute of Technical Training (“Your Organisation”) – Renewal of VET and CRICOS Registration (“the Applications”) – Granted**

I refer to the Applications and in accordance with:

1. The provisions of *Section 17 (1)* and *Section 31 (1)* of the *National Vocational Education and Training Regulator Act 2011* (“the NVR Act”) the Australian Skills Quality Authority (“ASQA”) has approved Your Organisations application for a renewal of its registration as an NVR registered training organisation (“RTO”)
2. The provisions of *Sections 9AB* of the *Education Services for Overseas Students Act 2000* (“the ESOS Act”) ASQA, pursuant to its delegation under *Section 170* of the ESOS Act, has approved Your Organisations application to provide courses to overseas students

The National Register has been updated to include the following key details of your organisation:

Legal Name: Australian Institute of Technical Training Pty. Ltd.  
Trading Name: Australian Institute of Technical Training Pty. Ltd.  
RTO ID Number: 21978

**Period of Registration**

Your Organisation has been granted registration for a period of 5 years, commencing on 29 May 2013 and expiring on 28 May 2018. A Certificate of Registration is attached.

You may, if relevant, apply to the Australian Skills Quality Authority (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**

Your 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 NVR Act provide for the imposition of monetary penalties on RTOs that provide all or part of a VET course outside scope of registration.

Your Organisation is registered to provide to overseas students the courses listed on its scope of registration on the Commonwealth Register of Institutions and Courses for Overseas Students ("CRICOS").

If the training and assessment provided is likely to lead to students applying for a licence/recognition to operate in a relevant industry, Your Organisation must ensure that it meets 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**

Your Organisation must apply to ASQA if it wishes to change its Scope of Registration by either adding or removing a course. Information on the process to make changes to Your Organisation's Scope of Registration is available from the ASQA website at <[www.asqa.gov.au](http://www.asqa.gov.au)>

### **RTO ID Number**

Your Organisation **must** quote its RTO ID number in all future correspondence with ASQA. This number **must** also be included on the qualifications and statements of attainment that Your Organisation issues and the marketing materials it uses.

### **Maintaining Compliance**

I wish to remind you that you have signed a statutory declaration in which you have accepted responsibility for ensuring that Your Organisation is compliant with the VET Quality Framework. This framework comprises the following components:

- the Standards for NVR Registered Training Organisations
- 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.

This is an important personal commitment that requires you to actively manage and monitor Your Organisations activities to ensure that it is compliant at all times and across all of its operations.

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

### **ASQA Fees and Charges**

Please refer to the ASQA website for details of fees and charges that apply to Your Organisations registration: [www.asqa.gov.au/AboutASQA/Fees & Charges](http://www.asqa.gov.au/AboutASQA/Fees&Charges).



**Conditions of Registration**

Your Organisation is required to comply with the conditions of registration set out in *Sections 22-28* of the NVR Act, as well as any additional conditions that ASQA has imposed on its registration.

Currently, there are no additional conditions imposed on your organisation's registration.

Yours sincerely



Jan Mulcahy  
**Acting Regional Manager Compliance Melbourne**