

Conditions of Registration Declaration

This declaration must be completed by the Chief Executive Officer of the training organisation. This declaration is made as a formal undertaking to NSW Vocational Education and Training Accreditation Board (VETAB).

I, _____
(Chief Executive Officer)

of _____
(the legal entity)

declare to VETAB that our organisation will operate in accordance with the *Vocational Education and Training Act 2005* (the VET Act), guidelines made under the VET Act and the Australian Quality Training Framework (AQTF) 2007 Essential Standards for Registration, which include the Conditions of Registration, as detailed below:

1 Governance

The RTO's chief executive must ensure that the RTO complies with the AQTF 2007 Essential Standards for Registration and any national guidelines approved by the National Quality Council. This applies to all of the operations within the RTO's scope of registration, as listed on the National Training Information Service.

2 Interactions with the registering body

The RTO's chief executive must ensure that the RTO cooperates with its registering body:

- in the conduct of audits and monitoring of its operations
- by providing accurate and timely data relevant to measures of its performance
- by providing information about significant changes to its operations
- in the retention, archiving, retrieval and transfer of records consistent with its registering body's requirements.

3 Compliance with legislation

The RTO must comply with relevant Commonwealth, State or Territory legislation and regulatory requirements that are relevant to its operations and its scope of registration. It must ensure that its staff and clients are fully informed of requirements that affect their duties or participation in vocational education and training.

4 Insurance

The RTO must hold insurance for public liability throughout its registration period.

5 Financial management

The RTO must protect fees paid in advance and have a fair and reasonable refund policy.

The RTO must have its accounts certified by a qualified accountant to Australian Accounting Standards at least annually, and must provide the certificate of accounts to its registering body on request. If the registering body reasonably deems it necessary, the chief executive must provide a full audit report on the RTO's financial accounts from a qualified and independent accountant.

6 Certification and issuing of qualifications and statements of attainment

The RTO must issue to persons whom it has assessed as competent in accordance with the requirements of the Training Package or accredited course, a qualification or statement of attainment (as appropriate) that:

- meets the Australian Qualifications Framework (AQF) requirements
- identifies the RTO by its national provider number from the National Training Information Service
- includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of use.

The RTO must retain learners' records of attainment of units of competence and qualifications for a period of 30 years.

7 Recognition of qualifications issued by other RTOs

The RTO must recognise the AQF qualifications and statements of attainment issued by any other RTO.

8 Accuracy and integrity of marketing

The RTO must ensure that its marketing and advertising of AQF qualifications to prospective clients is ethical, accurate and consistent with its scope of registration. The NRT logo must be employed only in accordance with its conditions of use.

9 Transition to Training Packages/expiry of accredited courses

The RTO must manage the transition from superseded Training Packages within 12 months of their publication on the National Training Information Service. The RTO must also manage the transition from superseded accredited courses so that it delivers only currently endorsed Training Packages or currently accredited courses.

I understand that VETAB may share information about our organisation with other state and territory registering bodies only in accordance with the provisions of the VET Act and the requirements of the AQTF Standards for State and Territory Registering Bodies.

I understand that it is a condition of registration and approval under the VET Act that, if requested by VETAB, our organisation will provide a National Police Certificate (National Criminal History Record Check) in respect of each person who is a "close associate" (as that expression is defined in VETAB's Unsuitable Persons Guideline) of our organisation.

Chief Executive Officer's signature: _____ Date: _____

Print name: _____

Witnessed by:

Name (Please print): _____

Position title: _____

Organisation: _____

Signature: _____ Date: _____