



## ABOUT US

RTO Skills & Consulting is an assistance and advisory service for Registered Training Organisations (RTOs). We have many years of expertise in RTO management. Our team are constantly negotiating with regulators in all states and consulting on many projects such as scope extensions, new RTO registrations, QMS Systems, RTO advice, and contributing to web groups and Forums.

We can help you effectively and professionally manage any area of your RTO's operations and compliance.

## RTO SUPPORT

- RTO Registrations
- RTO Compliance Support
- RTO Audits
- RTO Quality Management
- RTO Health Checks
- RTO Skills PD
- RTO Rectification & Response
- Educational Support

## RTO CONSULTING

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Registered Training Organisation (RTO) Rectifications & Response Services

CRICOS & DOMESTIC

## *OUR TEAM*

Our consultants are experienced in RTO management and we understand the specific needs of Registered Training Organisations as we have been dealing with RTO matters across all states and federally since 2003. RTO Skills and Consulting help both new RTO start-ups and existing training organisations who do not have the time or knowledge to navigate and comply with the legal and industry requirements of today's vocational education and training industry.

Our senior consultants and referred legal team have been providing immediate intervention and rectification services to many troubled RTO clients and we have saved millions of dollars in cost recovery for our clients. Our expert consulting and legal team have acted for many agencies at tribunals, formal hearings and appeals.

Our team of consultants succeed where others fail because we focus on the detail which has given us a proven track record over time. Our team of consultants are experienced in and constantly negotiating with the regulators in all states and consulting on many projects such as scope extensions, new RTO registrations, QMS Systems, RTO advice. We not only help RTOs back into compliance, but also teach them how to maintain their compliance and give actionable advice to improve their training systems and processes.



*“Providing Quality and Compliance”*



# RTO INITIAL REGISTRATION

## *Choose our Self-Directed Package*

### RTO INITIAL REGISTRATION – Self Directed

RTO Skills & Consulting provides a self-directed package to assist and advise you during the RTO application process. The advantage of the self-directed package is we provide you with the direction and support you need to prepare and collate the supporting evidence that is required for your application.

Our focus is to provide expert guidance to get you started and assist you in your RTO initial registration application process.

Our expert team of consultants and managers come from national RTOs with over 20 years' experience. Our team are experienced in RTO management and we understand the specific needs of Registered Training Organisations.

RTO Skills & Consulting can implement your policies and help you with procedures that align to the regulator ASQA, AQF, AQTF requirements - regardless of what state you are in. See our Quality Management System QMS.

### WE INCLUDE THE FOLLOWING & CAN TAILOR THE SERVICES TO YOUR NEEDS

- ✓ Conduct an initial face to face or teleconference to confirm the application process
- ✓ Access to your own dedicated consultant supported by our consulting team
- ✓ Training throughout the application process so you're ready to hit the ground running
- ✓ Direction and support to prepare and collate the supporting evidence
- ✓ Support you in completing the ASQANet Online RTO initial registration application form
- ✓ Guidance to identify and establish strategies to build a quality training business
- ✓ Advice on how to purchase or develop your training and assessment material
- ✓ Full day face to face consultation
- ✓ Expert knowledge, additional tips and strategies
- ✓ Supply of a Quality Management System (Policies and Procedures Manuals and Supporting files)
- ✓ Phone and email support throughout

*“Providing you with confidence that your application is in the right hands”*



## **RTO REGISTRATION**

### *Choose our Full- Service Package*

#### **RTO REGISTRATION – Full-Service Package**

RTO Skills & Consulting provides a full-service package which focuses on training and coaching your team to be able to function as a Registered Training Organisation.

The process to register an RTO can be challenging and it is important that you have a streamlined and structured approach in place with is led by experts in the field. Our consultants will work closely with you and your team through all stages of the process, as you prepare for registration and submit your application for RTO registration.

RTO Skills & Consulting are with you every step of the way with our expert business advice and support during the registration process.

#### **WE INCLUDE THE FOLLOWING & CAN TAILOR THE SERVICES TO YOUR NEEDS**

- ✓ 6 Days of face to face consultation in 3 x 2 day blocks
- ✓ Conduct regular phone calls to review your application
- ✓ Direction and advice from your own dedicated consultant so you feel comfortable along the way
- ✓ Comprehensive audit preparation checklist
- ✓ Guidance by our consultants on purchasing or developing your training assessment material
- ✓ Understanding of the principles of assessment design and assessment validation
- ✓ Competency based training and assessment
- ✓ Training and coaching by our consultants so you can function as a Registered Training Organisation
- ✓ All the policies, procedures, forms, templates and documents you need to run your RTO
- ✓ Phone and email support throughout

*“Our consultants and managers come from national RTOs with over 20 years' experience”.*



# ***RTO & CRICOS REGISTRATION or ADD CRICOS TO YOUR RTO***

## ***Choose our RTO & CRICOS Package***

### **RTO & CRICOS REGISTRATION**

RTO Skills & Consulting provides an RTO CRICOS registration package which focuses on incorporating a bundle of products and consulting services to help you move forward with your RTO CRICOS registration.

Our CRICOS registration services are comprehensive and detailed and our expert consultants will train, coach, support and guide you and your team so you can function as a provider of training to international and domestic students.

Our support package will be tailored for the stage of the process you are managing at the time. This might include preparing the application self-assessment or preparing for the site audit.

#### **Adding CRICOS to your RTO.....**

We can also add CRICOS to your RTO giving you the opportunity to train international students in Australia. Our CRICOS registration services are comprehensive and detailed.

### **WE INCLUDE THE FOLLOWING & CAN TAILOR THE SERVICES TO YOUR NEEDS**

- ✓ Step by step assistance with your application process
- ✓ Advice, support and guidance to establish strategies to build a quality assured training business
- ✓ Supply you with numerous documents as examples to help guide your development work including example assessment packages, training and assessment strategies, course brochures, business plan, financial plan, student handbook and much more
- ✓ Ensure you meet the requirements of the Dept of immigration PRISMS, Student Visa, Working with Agents
- ✓ Audit preparation list
- ✓ Advice, guidance and support to select an appropriate 9B compliant training premise
- ✓ Phone and email support throughout including 6 full days of face to face consultations in 2 day blocks

*“We walk you through all the processes and focus on the detail”.*

## Testimonials



*"I have known Wayne for over 20 years and for the past 15 years he has been consulting to, and auditing for, RTO's and in that time I have seen him develop his knowledge and skills in the areas of auditing with a dedication to ensuring policies and procedures are developed to meet both organisational doctrine and legislative requirements. This includes:*

- *The conduct of security and safety audits*
- *Registered Training Organisations to ensure internal policies and procedures meet registration requirements in an ongoing capacity*
- *Ability to succinctly summarise audit out comes; and*
- *Provide clear recommendations for improvement, including quality management definitions, concepts, and guidelines".*

**Tom McQuillen**

*"Mr Wayne Carney from RTO Skills and Consulting is a highly experienced and trusted confidant when it comes to assisting training company's in advancing their organisation. I have called upon Mr Carney over several years now, when I have been General Manager of Training facilities. No matter what the task, Mr Carney can identify the issues, and as a result of his exceptional knowledge and understanding of the VET Sector, is able to provide clear direction and guidance in resolving concerns. Wayne is also an expert in setting the foundations for companies wishing to enter the VET sector, providing all necessary tools, compliance strategies and a framework for success. In simple terms, Wayne Carney and RTO Skills and Consulting is a one stop shop for all your training requirements. I would not go anywhere else".*

**Graeme Banks**

**Grad Dip Mgt (Learning)**

*"Mr. Wayne Carney from RTO skills and Consulting is a highly professional and ethical operator who I have relied upon on a number of critical occasions to assist, often at short notice, with significant operational issues.*

*I can't speak highly enough of Mr. Carney's dedication and commitment to completing tasks in a timely manner and with the highest degree of quality. His understanding of governance and compliance requirements is additionally benefitted by his considerable experience in the VET sector over many years.*

*From the establishment phase of our RTO through to assisting in crisis management during periods of internal operational dysfunction, I have relied upon the full range of Mr. Carney's skills and his personal integrity on a number of occasions.*

*From dealing with stakeholders, both private and governmental, to course development, evaluation and delivery and ensuring internal governance and compliance outcomes, I cannot think of any area of an RTO's operations that Mr. Carney could not make a valuable contribution to.*

*I cannot recommend his services enough to any RTO that may need professional assistance in either the establishment phase or when critical support may be required to ensure ongoing viable operations".*

**Craig Shannon**

## Contact Us



Contact us and we can tailor a package to suit your needs...

RTO Skills & Consulting can also advise and recommend solutions but do not include the following in the packages listed in this brochure.

- Business Plan & FVRA
- Assessment resources
- Student data base
- 9B occupancy

*"Confidence that you are choosing the right team".*