



RTO nomination for fee-for-service delivery of Australian Apprenticeships training

Registered training organisation (RTO) details:

RTO Name	
RTO National Code	
RTO Contact Person	
RTO Contact Number	
RTO Email Address	

Declaration:

In accordance with the ACT Statement of Expectations, I _____ (Chief Executive Officer) declare this organisation agrees to abide by the principles of professional conduct:

Principle 1: Co-operative

The RTO must act in a co-operative manner in all dealings with the ACT Government, students, employers and other stakeholders.

Principle 2: Accountable

To ensure the ACT VET sector is high performing, the RTO must be accountable for all aspects of RTO operations and performance.

Principle 3: Responsive

The RTO must contribute to the flexibility of the ACT VET sector by remaining responsive to government and the needs of industry, current and prospective students and the broader ACT community.

Principle 4: Ethical

The RTO must act ethically, fairly and honestly in the performance of its obligations.

Signed (Chief Executive Officer)

Date Signed

Notes:

1. RTOs that have had an ACT funding agreement terminated because of contractual non-compliance may not be approved for Fee-for-Service delivery. Any current regulatory action by ASQA may also affect approval.
2. To be selected as an RTO on a training contract, the organisation must have scope to deliver the qualification in the ACT and nominate the qualification for Australian Apprenticeship delivery on the [ACT Vocational Education and Training Administration Records System \(AVETARS\)](#). Information is available in the [AVETARS User Manual for Registered Training Organisations](#):
3. RTOs must complete the training contract in [AVETARS](#) to allow the FFS student record to be closed. Information is available in Part B of [ACT Standards Compliance Guide for Australian Apprenticeships](#).