

RTO Set Up Check

Am I ready?

For each of the following indicate how prepared you are:

I have a clear understanding of the obligations and legislation RTOs need to comply with	1	2	3
I know what training products I want to offer	1	2	3
I have a clear plan for the delivery and assessment of all training products to be offered	1	2	3
I have a clear understanding of the target market and how to reach them	1	2	3
I have developed a Business Plan for the RTO	1	2	3
I have completed the Financial Viability Assessment	1	2	3
I am aware of the application process for RTO registration	1	2	3
I have suitable trainers and assessors for all of the training products to be offered	1	2	3
I know the requirements for trainers and assessors	1	2	3
I have obtained quality training and assessment materials	1	2	3
I have access to the required resources and facilities for the training and assessment	1	2	3
I am confident that the assessment tools are compliant	1	2	3
I have a clear understanding of what is required for my marketing material to be compliant	1	2	3
I have prepared the policies, procedures, forms and templates	1	2	3

Please note – Training product refers to the qualifications or units of competence you want to offer

1 = indicate 1 if you don't understand the requirement

2 = indicate 2 if you understand the requirement but would benefit from guidance, templates and support

3 = use 3 if you have completed the requirement or could complete the requirement

Am I ready?

Your score:

A score of 14 -27

It looks like you need to undertake further research and find the answers to the key questions of who you are going to train and what you are going to deliver? Contact us and find out how we can support you in your journey.

A score of 28-35

It looks like you have a good understanding of the requirements but would benefit from coaching and support to assist in getting your application ready.

A score of 36-42

Well done! It looks like you are just about ready to apply. Let us know if you need any assistance in reviewing your application.