

# International Skills Training Courses

Skills for industry

## IST Courses Product ('Licence') Application Form

### Instructions

Please read the *International Skills Training Courses Guidelines* in conjunction with completing this form.

Complete the criteria below, marking the appropriate option to indicate compliance or non-compliance. Applicants are required to provide supporting evidence where specified.

The Department of Education, Skills and Employment (the department) will determine whether an Applicant has satisfied the criteria and advise the outcome of the application. The department may contact the Applicant for further information or evidence during the application assessment process. While the department relies on the information supplied in the application, acceptance of the Applicant for the delivery of the courses under the Program is not guaranteed by declared compliance with the criteria. The department remains the sole authority in determining an Applicant's eligibility for delivering the IST courses.

If you require further information please contact the department via email at: [InternationalSkillsTraining@dese.gov.au](mailto:InternationalSkillsTraining@dese.gov.au)

### Applicant details

#### 1 Provide the Applicant's details

Legal registered name of Registered Training Organisation (RTO) (**The Applicant**) Australian Business Number (ABN)

Trading name(s) of RTO

Name of contact person

Phone number

Physical address

Postal address

Email address

Website

Intended countries for delivery

Intended language for delivery

## Licence criteria

- 2 Which course(s) does the Applicant intend to deliver: TVET Trainer and Assessor Suite
- 3 Which licence type is the Applicant applying for: Category 1 (up to 500 learners – see website for current fee)  
Category 2 (unlimited learners – see website for current fee)

## Selection criteria

- 4 Is the Applicant an Australian Registered Training Organisation?

No ▶ *The Applicant is ineligible for an IST licence.  
Do not continue with this application.*

Yes ▶ Provide the RTO registration number or code

- 5 Has the Applicant been a registered RTO for at least two years?

No ▶ *The Applicant is ineligible for an IST licence.  
Do not continue with this application.*

Yes ▶ RTO initial registration date (dd/mm/yy)

- 6 Has the Applicant been in operation for at least two years?

No ▶ *The Applicant is ineligible for an IST licence.  
Do not continue with this application.*

Yes ▶ Date RTO commenced operating (dd/mm/yy)

- 7 Is the Applicant a member of an industry association?

**Note:** Industry associations can include, but are not limited to:

- TAFE Directors Australia (TDA)
- the Independent Tertiary Education Council Australia (ITECA) formerly the Australian Council for Private Education and Training (ACPET)
- the Council of Private Higher Education (COPHE) or the Enterprise Registered Training Organisation Association (ERTO A)
- [Bodies as specified under the *Eligibility Requirements section* of the Program Guidelines].

No ▶ *The Applicant is ineligible for an IST licence.  
Do not continue with this application.*

Yes ▶ Outline the Applicant's membership(s) and provide supporting documentation.

- 8 Does the Applicant have the Certificate IV Training and Assessment (TAE40116) on its scope of registration?

No

Yes

**9** Does the Applicant have at least two years experience in delivering the AQF Certificate IV in Training and Assessment?

No ▶ *The Applicant is ineligible for an IST licence.  
Do not continue with this application.*

Yes ▶ Provide evidence to demonstrate the Applicant's delivery of AQF Certificate IV in Training and Assessment

**Note:** Evidence to demonstrate delivery of the AQF Certificate IV in Training and Assessment can include, but is not limited to:

- documents which demonstrates the RTO's provision of the course, including the year(s) of delivery
- a web link to the RTO's relevant webpage which demonstrates the provision of the course
- a written notice from the CEO/Board of the RTO acknowledging delivery of the courses and stating what those courses are.

**10** Does the Applicant intend to engage any Partner Organisation(s) to deliver the IST courses?

**Note:** A Partner Organisation is an overseas training provider that is a separate legal entity to the Approved RTO.

No

Yes ▶ Provide details of any proposed Partner Organisation(s) and information on how the Applicant will auspice and monitor the delivery of the IST courses by the Partner Organisation(s), on their behalf

**Note:** The applicant must provide notice of any Partner Organisation(s) it intends to engage with to deliver the IST courses. The department will approve the Partner Organisation having regard to:

- publicly available information about the Partner Organisation
- proposed cooperative arrangements
- willingness of the Partner Organisation to enter into agreement with the Applicant
- the legal status of the Partner Organisation
- where relevant, the Partner Organisation's registration as a training provider in the country of delivery
- other relevant information.

**11** Has the Applicant operated and delivered competency-based training programs in an international context?

No ▶ *The Applicant is ineligible for an IST licence.  
Do not continue with this application.*

Yes ▶ Date international delivery commenced (mm/yy)

Provide supporting evidence to demonstrate the Applicant's capacity to operate and deliver courses overseas for a minimum of two years

**Note:** Evidence can include, but is not limited to:

- links to the RTO's website which demonstrate international campuses/course delivery
- extracts of contractual agreements or letters of agreement with clients which demonstrate the completion of training delivery offshore and if available, learner numbers
- referrals from offshore clients which note the training delivered and the number of learners trained
- business planning documentation outlining overseas business activities, strategies and/or engagement
- student testimonials.

**12** Provide details of the risk/contingency plans the Applicant has in place for:

- maintaining the quality of operations outside of Australia, and
- engaging Partner Organisations (where relevant).

In addition to summarising the business practices the Applicant has in place, supporting evidence to the application will need to be provided. This evidence must demonstrate the applicant's risk and mitigation strategies, including an existing risk plan.

**Note:** The Applicant needs to provide the department with evidence of how it will manage quality in its offshore operations and delivery of courses under the Program overseas, specifically how it will manage risks and maintain quality (including when engaging a Partner Organisation).

Risks should include, but are not limited to: operational, legal, compliance, legislative, market, financial and any other relevant miscellaneous risks. The Plan should also state how the organisation plans to mitigate these risks.

## Important information – Privacy and your personal information

- 13** The personal information collected on the *IST Courses Product ('Licence') Application Form* is protected by law, including the *Privacy Act 1988*, and is collected by the department for the purposes of assessing the application. If this personal information is not collected, it may not be possible for the department to assess the application.

Information you have provided may also be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.

You can get more information about the way in which the department will manage your personal information, including information on accessing and correcting your information, and how to make a complaint, in our full privacy policy, at [www.dese.gov.au/privacy](http://www.dese.gov.au/privacy) or by requesting a copy from the department at [privacy@dese.gov.au](mailto:privacy@dese.gov.au)

## Declaration

- 14 I declare that** the information I have provided in this form is complete and correct.

**I understand that** giving false or misleading information is a serious offence.

Full name of RTO representative

Role

Signature

Date (dd/mm/yy)

## Returning this form

Send this completed form and any supporting evidence to: [InternationalSkillsTraining@dese.gov.au](mailto:InternationalSkillsTraining@dese.gov.au)