

**UNET RTO Services: Helping you Establish your Registered Training Organisation**  
V090904

This information is meant to complement your existing understanding of Nationally Recognised Training. Just ask for additional information as necessary.

**1. Tasks that need to be completed**

*In order to deliver your program of training the following tasks need to take place:*

**1.1. An audit of the existing resources and capabilities of your organisation needs to be conducted**

- Staffing
- Facilities
- Policies and procedures
- Training experience
- Financial readiness

**1.2. A Training Needs Analysis needs to be conducted**

Who do you want to train and why?

**1.3 The relevant Accredited Courses or Units of Competency need to be identified**

This enables you to deliver Nationally Recognised Training and, Issue Certificates to graduates

**1.4 Customised Training Resources need to be sourced or developed  
These resources would:**

Meet the Accreditation criteria related to the Courses or Units of Competency

Be customised for your specific Training purposes

Complement the overall Training and Assessment Plan (See below)

Eg The extent of support reading materials would depend on the extent of "Training Room Delivery" vs "On the Job Training"

**These resources would be developed or compiled in conjunction with:**

The purchase of any existing training materials available

Customisation of these materials and integration of these materials into a cohesive framework for your training purposes

Access to on-line training resources

Access to existing web based support materials

**1.5 The Training and Assessment Plan needs to be determined**

This involves:

Determining methods and duration of Training

Customisation of Training Program to suit current and potential trainees

Determination of format of Training

Eg How much is done:

In a Training Room

By self paced study

As part of an "on the job" placement experience

***Determination of means and format of assessment:***

Formal assessment

Eg Written or oral presentations

Demonstration of "on the job" competency

Documentation of evidence for Recognition of Prior Learning (RPL)

***1.6 Customised Documents to be used in the Training and Assessment Process need to be developed***

Trainee Log books for use in the "on the job" component

Reading Guides

Program Outlines

Study Outline

Course Overview

Introduction to your organisation ETC

***1.7 Suitably qualified trainers and assessors need to be sourced***

Need to have suitable qualifications

Need to be experienced in the field of training

Need to have a Training Qualification – Cert IV in Training and Assessment

***1.8 A complete set of RTO Policies and Procedures need to be Developed***

These relate to the twelve (12) standards of RTO compliance

The Policies and Procedures need to be customised for your organisation

***1.9 The following additional administrative and logistic tasks need to occur prior to commencement of the Training Program***

Development of a Business Plan for your organisation

A description of the Staff Structure that will operate the RTO

Determining and securing a Venue for the Training Program

**2. Means of Achieving the Tasks identified above**

***2.1 UNET will:***

Provide a specialist consultant to guide the process

Provide support staff to assist with production of documents and completion of tasks

Liaise closely with you at all times

***2.2 Investment required of you for these tasks to be achieved:***

We will give you a total estimate in advance for the whole process

Considerations: UNET Consultancy time, UNET Web, Computer, or Software Support or Design, UNET Support Staff time, Government registration Fees – We can tell you how much, Purchase of materials for customisation, ANTA Toolboxes or other materials, Commercially Produced Training Manuals, Travel by UNET to your Offices and Facilities, RPL or orientation for your Staff, Other miscellaneous costs

You would re-coup this investment in successful delivery of your Training Programs

And possibly re-coup your total investment in your first year of operation.