

REQUEST TO CHANGE THE REGISTERED TRAINING ORGANISATION (RTO)

NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING



General:

Name of Apprentice/Trainee: TCID:

Employer Trading Name:

Qualification Title & Level: NTIS Code:

Name of Current RTO: NTIS ID:

Current Mode of Delivery: Classroom Electronic Employment Other (eg. Correspondence)

Expected Completion Date of Apprenticeship/Traineeship:

Proposed New RTO:

RTO Name: NTIS ID: NSW RTO ID:

Proposed Mode of Delivery: Classroom Electronic Employment Other (eg. Correspondence)

Date on which the change of RTO is to take effect:

Reason for change of RTO:

- Dissatisfaction with delivery of training and assessment services
- Current RTO deregistered, not trading or no longer has this qualification on its scope of registration
- Other – please specify

New RTO - Declaration:

I agree to:

- . develop a full training plan, addressing Recognition of Prior Learning and/or Recognition of Current Competencies, within 6 weeks from the “date on which the change of RTO is to take effect” (above).
- . meet all other obligations and responsibilities as the RTO for this training arrangement, including ensuring that the balance of training required is delivered before the expected completion date.

Name of RTO representative: Signature:

Position: Phone: Date:

Employer Consent:

Name of employer representative: Signature:

Position: Phone: Date:

NB. If further changes are required to the training arrangement as a result of the new RTO developing the full training plan eg. extension of term etc, these should be addressed by the employer lodging a separate variation request. Variation forms may be found at <http://apprenticeship.det.nsw.edu.au/html/advins/forms.htm>.

Apprentice/Trainee Consent:

Apprentice/Trainee Signature: Date:

OFFICE USE ONLY

	Yes	No	N/A
Is follow-up with the current RTO required?			
Did the new RTO have this qualification on its scope of registration at the date of effect?			
Is a variation to the mode of delivery required?			
IVETS course progress screen printout attached?			
Request approved?			

Name: Position:

Signature: Date: