

NEW RTO REGISTRATION CHECKLIST

ANK CORP

01

RESEARCH

- Identify desired qualifications/ units
- Undertake market research
- Consider financial viability

02

SET UP

Set-up the Business structure (n/a for existing business):

- Establish company
- Select and register a company and trading name
- Set up business bank account

03

FIND A CONSULTANT

- Who assist in the application process
- Advise on how to operate the RTO
- Advise RTO risk management

04

ESTABLISH THE BUSINESS

- Delivery sites
- Trainer Agreements
- Set up student management system

05

PREPARE DOCUMENTS FOR THE RTO LICENSE

- Standards for Registered Training Organisations (RTOs)
- Fit and Proper Person requirements
- Financial Viability Risk Assessment requirements
- Data Provision requirements
- The Australian Qualifications Framework

CONTACT US

(03) 8644 6883

info@ankcorp.com.au | www.ankcorp.com.au

Level 14, Suite 2, 276 Flinders St
Melbourne VIC 3000