

International Skills Training Courses

Skills for industry

Licence Renewal Form

Instructions

This form is a SmartForm designed to be used in Adobe Acrobat Reader. Adobe Acrobat Reader software must be set as the default program for .pdf documents. If you do not do this you may experience difficulties using this form. If you do not currently have the Adobe Acrobat Reader software program, it is available as a free download from the Adobe website – get.adobe.com/reader/

Please read the International Skills Training Courses Guidelines and the IST Product Agreement in conjunction with completing this form.

By completing the criteria below, the Applicant is registering its intention to renew its International Skills Training Courses Program (the IST program) licence. The Department of Employment and Workplace Relations (the department) will determine whether the 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 licence renewal process. While the department relies on the information supplied in the application, acceptance of the Applicant for the delivery of the courses under the IST program is not guaranteed by declared compliance with the criteria. The department remains the sole authority in determining the Applicant's eligibility to continue delivering IST courses.

If you require further information, please contact the department via email at: InternationalSkillsTraining@dewr.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

Postal address

Email address

Intended countries for delivery

Intended language for delivery

2 IST course delivery in the last 12 months

Countries

Languages

Total Number of Learners

Licence criteria

- 3** Which IST course(s) does the Applicant intend to deliver?
(Please see *IST Program Guidelines, Appendix A*, for list of IST courses available for delivery).

Selection criteria

- 4** IST licence expiry date (dd/mm/yy)

- 5** Is the Applicant still 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

- 6** Is the Applicant still 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 (ERTOAA)
- Bodies as specified under the *Eligibility requirements section of the Program Guidelines*

No ▶ Provide details of why industry association membership ceased or changed during the previous licence period

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

- 7** Does the Applicant have an AQF certificate on its scope of registration that is equivalent to the IST course(s) it intends to deliver?

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

Yes ▶ Outline the equivalent courses the Applicant has on its scope of registration.

8 Does the Applicant intend to engage any Partner Organisations(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 Organisations 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.

Important information – Privacy and your personal information

The personal information collected on the International Skills Training Course Program – Licence Renewal 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.dewr.gov.au/privacy or by requesting a copy from the department at privacy@dewr.gov.au.

Declaration

9 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@dewr.gov.au