



EMPLOYERS FACT SHEET

SELECTING A REGISTERED TRAINING ORGANISATION (RTO)

What to look for when selecting an RTO

An employer can use any RTO that is registered to deliver the relevant qualification as long as they meet the relevant standards and conditions of traineeships. How the training and assessment is conducted and what it costs is negotiated between employer and RTO.

If you visit the Training Accreditation Council website – www.tac.wa.gov.au - you can find out more about what RTOs need to do to be registered. You may change RTOs at any time during the traineeship, however, if you have a commercial arrangement with your RTO you should take this into consideration.

The following checklist has been developed to help you make the best decision.

- Is the RTO genuine about spending the necessary time to ensure your staff will benefit from the training?
- Does the RTO discuss the needs of your company to find out the best approach for you? *The majority of the qualification will require training so this is particularly important.*
- Does the RTO have specialist trainers for the qualification they will deliver?
- Is the RTO prepared to develop training and assessment tools to meet any specific requirements of your workplace?
- Will the RTO show you the training and assessment materials they will be using?
- Can the RTO give you references of companies they have dealt with before?
- Do you feel you will be getting value for money? *When negotiating the training and assessment costs with the RTO, estimated time spent on training and assessing and how the training will be conducted, will affect the cost.*
- Whilst RTOs can inform you of the NACs you can use, they should NOT select one for you, as this is a choice you make.
- Can the RTO provide advice and assist you to develop a training culture within your organisation?
- Be aware that quality training is not cheap and lowest price may not always give you the best result for your trainees.

To find out which RTOs deliver the training you require, visit the following website:

www.ntis.gov.au