

13 September 2017



Australian Government

Australian Skills Quality Authority

Ms Kelly Stuart
Chief Executive Officer
RTO Melbourne Pty Ltd
406 Bell St
PASCOE VALE SOUTH VIC 3044

By email to: info@accosmetictattooing.com.au

RTO ID: 45243
Application No: INTVET0001862
Audit No: AUDREC0007355

Dear Ms Stuart

Re: Application for initial registration

I refer to your application to register as a national VET regulator (NVR) registered training organisation (RTO).

In accordance with the provisions of the *National Vocational Education and Training Regulator Act 2011* (NVR Act), your application for registration has been granted. A copy of the final audit report is attached for your reference.

The National Register has been updated to include the following key details of your organisation:

Legal name: RTO Melbourne
RTO ID number: 45243

Period of registration

Your organisation has been granted registration for a period of 7 years which commenced on 5 September 2017 and is due to expire on 4 September 2024. A Certificate of Registration is attached.

You can apply to the Australian Skills Quality Authority (ASQA) to renew or withdraw your organisation's registration, and timeframes and obligations apply to each process. There are also obligations on organisations that effectively cease to operate, even though they remain registered as RTOs. Further information about obligations in these circumstances is available from the [ASQA website](http://www.asqa.gov.au).

Scope of registration

The organisation's scope of registration – the vocational education and training (VET) courses that your organisation is registered to provide – is listed on the National Register.



Please note that Sections 93-94 of the Act provide for the imposition of monetary penalties on RTOs that provide all or part of a VET course outside scope of registration.

If the training and assessment provided is likely to lead to students applying for a licence/recognition to operate in a relevant industry, you will need to ensure that you meet the requirements of the relevant national or state/territory regulator/s. Organisations that ASQA has formal arrangements with that may have additional requirements to be met beyond registration with ASQA before training and assessment will be recognised for industry licensing, registration or other approval can be found in the [External licensing & additional registration requirements spreadsheet](#) on the ASQA website. Please contact the relevant regulator/s to ensure you have satisfied regulatory requirements before delivery and ensure that marketing materials are accurate.

Changes to scope of registration

You must apply to ASQA if your organisation wishes to change its scope of registration by either adding or removing a VET course. Information on the process to make changes to your scope of registration is available from the [ASQA website](#).

RTO ID number

You **must** quote your organisation's RTO ID number in all future correspondence with ASQA. This number **must** also be included on the qualifications and statements of attainment that you issue and the marketing materials that you use as an RTO.

Public liability insurance

All NVR RTOs are required to hold public liability insurance throughout the registration period. If your organisation has not already done so, you are reminded of the requirement to obtain public liability insurance immediately.

Post-initial compliance audit

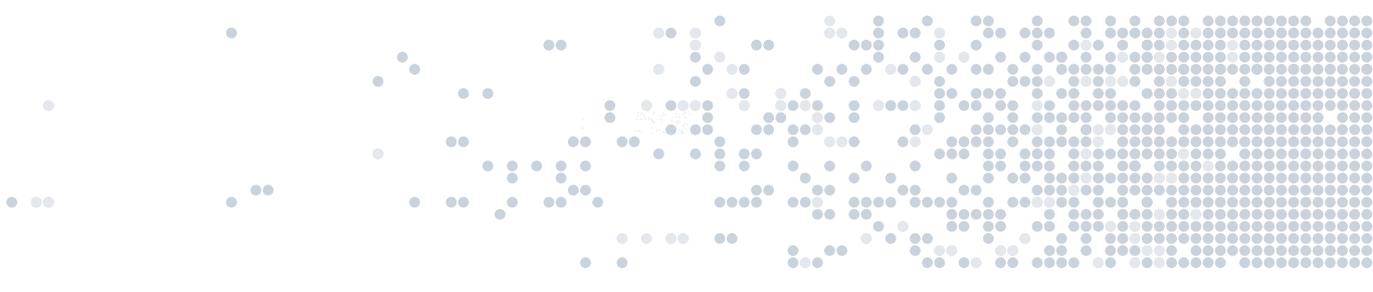
As a new RTO, you will be required to participate in an audit within one to two years of gaining registration. This audit will assess your organisation's ongoing compliance with the VET Quality Framework. You will be contacted when this audit is ready to be scheduled so that a suitable date can be confirmed.

ASQA is required to recover the costs and expenses it incurs in conducting compliance audits, therefore a charge will be payable for this audit. Please refer to the [Fact sheet – Compliance audit charges](#) for further information.

Maintaining compliance

I wish to remind you that you have signed a statutory declaration in which you have accepted responsibility for ensuring compliance with the VET Quality Framework. This framework comprises the following components:

- the *Standards for Registered Training Organisations 2015*
- the Quality Standards
- the Australian Qualifications Framework
- the Fit and Proper Person Requirements of the Act
- the Financial Viability Risk Assessment Requirements of the Act
- the Data Provision Requirements of the Act.



This is an important commitment that requires you to actively manage and monitor your RTO's activities to ensure that compliance is maintained at all times and across all of your operations.

Please note that your organisation is required to comply at all times with the *Standards for Registered Training Organisations 2015* from the date of registration.

RTO compliance is the mandated foundation upon which organisations should plan and achieve quality improvements to their training and assessment services.

ASQA fees and charges

Please refer to ASQA website for details of [fees and charges](#) that apply to your registration.

Conditions of registration

You are required to comply with the conditions of registration set out in Sections 22-28 of the Act, as well as any additional conditions that ASQA, as the national VET regulator, has imposed on your organisation's registration.

There are no additional conditions imposed on your organisation's registration.

Access documents

You may also have the right of access to further documents under the *Freedom of Information Act 1982* (www.oaic.gov.au).

Further information and assistance

If you require further information or assistance in relation to this matter, please contact the Info Line on telephone 1300 701 801 or by email at enquiries@asqa.gov.au

Yours sincerely



Arvid Yaganegi
Manager Regulatory Operations