



Australian Government  
Australian Skills Quality Authority

23 July 2015

Mrs Suzanne MacKenzie  
Director  
Smartskill Pty Ltd  
PO Box 6337  
YATALA QLD 4207

Dear Mrs MacKenzie

**Re: Outcome of renewal of registration application—granted**

I refer to your application to renew your registration 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* (the Act), your application for registration has been granted.

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

Legal name: Smartskill Pty Ltd  
RTO ID number: 5710

**Period of registration**

Your organisation has been granted registration for a period of 7 years which commenced/s on 01 October 2015 and is due to expire on 30 September 2022. 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](#).

**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

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GPO Box 9928  
Melbourne VIC 3001  
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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.

### **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 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.

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.

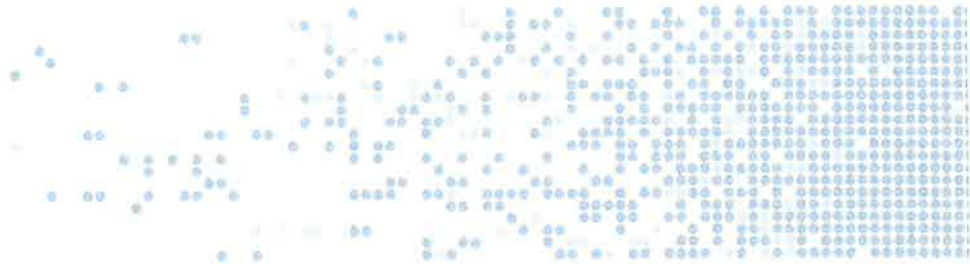
There are no additional conditions imposed on your organisation's registration.

The decision to impose a condition on your organisation's registration is a reviewable decision under section 199 of the NVR Act.

### **Review option 1**

#### ***Submit reconsideration application to ASQA***

As a delegate made this decision, you may apply to ASQA for a reconsideration of the decision under section 200 of the NVR Act. This option must be exercised within 30 days after the date you receive this letter using the [Application for reconsideration of reviewable decision](#). Your application



must include the reasons for the application and may require payment of an application fee. Please refer to the ASQA website at [www.asqa.gov.au](http://www.asqa.gov.au) to obtain the application form and further information about reviewable decisions.

ASQA will inform you of the result of its reconsideration of the decision within 90 days of receiving your application. If, upon the reconsideration, ASQA either affirms or varies its decision, you may seek a further review by the Administrative Appeals Tribunal (the AAT) under section 203(1) of the NVR Act.

The AAT is an independent review authority that has the power to affirm, vary or set aside ASQA's decisions. The AAT aims to provide fair, impartial, high quality and prompt review with as little formality and technicality as possible.

Under section 41 (2) of the *Administrative Appeals Tribunal Act 1975*, you also have the right to apply for a stay of the enforcement or implementation of ASQA's decision until such time as the AAT determines its review of the decision.

An application to the AAT for a review of the decision must be submitted within 28 days of receiving notification of ASQA's decision and will usually require the payment of an application fee. Your application to the AAT must be submitted in writing using the AAT forms available from the AAT Registry in your capital city, or from the AAT website [www.aat.gov.au](http://www.aat.gov.au). Review applications may also be lodged at the Administrative Appeals Tribunal, GPO Box 9955 in your capital city. You may contact the AAT directly by telephone at 1300 366 700.

#### ***Review option 2***

##### ***Submit review application to AAT***

You may also apply to the AAT for review of ASQA's decision under section 203(2) of the NVR Act, without applying to ASQA for a reconsideration of the decision.

##### ***Access documents***

You may also have the right of access to further documents under the *Freedom of Information Act 1982* ([www.oaic.gov.au](http://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 [Email](mailto:InfoLine@asqa.gov.au).

Yours sincerely



Kathleen Moss  
**Assessment Coordinator**



Australian Government  
Australian Skills Quality Authority

# Certificate of Registration

This is to certify that

**Smartskill Pty Ltd**

trading as

is registered by the Australian Skills Quality Authority  
under the *National Vocational Education and Training Regulator Act 2011*  
(the Act) as an NVR Registered Training Organisation (RTO).

commences **01 October 2015**

expires **30 September 2022**

RTO Code: **5710**

The organisation's scope of registration  
is listed on the National Register.

Registration is subject to continued compliance with the:

- VET Quality Framework.
- Conditions set out in sections 22 to 28 of the Act
- Conditions imposed on the organisation's registration under subsection 29(1) of the Act.

**Chris Robinson**  
Chief Commissioner  
Australian Skills Quality Authority

Issued on: 24 July 2015 under Section 19 of the Act