

How to Choose a Quality Registered Training Organisation (RTO) – Compare two providers

Name of Course/s you are interested in?		
Name of the Training Provider (RTO)		
Phone:		
Email:		
Address:		
What year did they commence business, how long have they been running for? http://training.gov.au/		
Is this an Australian RTO?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
What funding/ financial support is available?	<input type="checkbox"/> Government subsidised place <input type="checkbox"/> VET FEE help <input type="checkbox"/> HELP Debt	<input type="checkbox"/> Government subsidised place <input type="checkbox"/> VET FEE help <input type="checkbox"/> HELP Debt
RTO Number		
Accredited courses – Is the provider registered and accredited to deliver the course/s http://training.gov.au/	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How much does the course/s cost	\$	\$
Non-Accredited courses If there is a fee how much is it for the course/s?	\$	\$
How are the courses delivered?	<input type="checkbox"/> On-campus <input type="checkbox"/> Online <input type="checkbox"/> Blended Campus/online <input type="checkbox"/> Other _____	<input type="checkbox"/> On-campus <input type="checkbox"/> Online <input type="checkbox"/> Blended Campus/online <input type="checkbox"/> Other _____

How to Choose a Quality Registered Training Organisation (RTO) – Compare two providers

Where are the campuses located? Visit the Campus on open days or make an appointment to look at the facilities		
What is the length of the course/s? How does it compare to other reputable providers?		
Do they have the following policies and information readily available online?	<input type="checkbox"/> Refund policy – timeframe to withdraw <input type="checkbox"/> Extension policy <input type="checkbox"/> Deferral options	<input type="checkbox"/> Refund policy – timeframe to withdraw <input type="checkbox"/> Extension policy <input type="checkbox"/> Deferral options
Do they have enough information on their website?		
Do they run information sessions/ Open Days? If they do record the date/ time/ location		
How helpful were they on the phone in providing information?		
Do they include student testimonials, or have you read the student reviews? What are they saying about this provider/ course?		
What is the application process?		
What are the pre-requisites for entry into the course/s?		
What disability support is available?	<input type="checkbox"/> Disability Liaison Officer <input type="checkbox"/> Classroom support	<input type="checkbox"/> Disability Liaison Officer <input type="checkbox"/> Classroom support
Do they have a process for:	<input type="checkbox"/> RPL - Recognition of Prior Learning <input type="checkbox"/> Credit transfer	<input type="checkbox"/> RPL - Recognition of Prior Learning <input type="checkbox"/> Credit transfer
What are the pathway options after completing the course/s?		
Do they provide qualified Careers Counsellors to support career development of students during and post course completion?		

How to Choose a Quality Registered Training Organisation (RTO) – Compare two providers

When can you access careers support, and how long can you access this support after completing your course?		
What industries do they partner with for student employment opportunities?		
How successful are graduates in obtaining employment?		
Do they provide industry based learning as part of the course?	<input type="checkbox"/> Internships <input type="checkbox"/> IBL – Industry Based Learning <input type="checkbox"/> WIL – Work Integrated Learning <input type="checkbox"/> Placements <input type="checkbox"/> Other	<input type="checkbox"/> Internships <input type="checkbox"/> IBL – Industry Based Learning <input type="checkbox"/> WIL – Work Integrated Learning <input type="checkbox"/> Placements <input type="checkbox"/> Other
How many students are domestic? How many students are international?		
What are their class sizes?		
Are they members of ITECA? Are they members of CEAV?	www.iteca.edu.au http://ceav.vic.edu.au/membership/our-corporate-members/	
If you are still unsure you can contact ASQA. They will provide information on providers who are currently under investigation for their practices.	www.asqa.gov.au/	
Do you feel this RTO meet your needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No