

Guide to selecting a Registered Training Organisation

The following information has been designed to assist enterprises with their selection process when seeking to develop a partnership arrangement with a Registered Training Provider. The questions are designed to assist you to select the RTO which offers the best services for your business.



Tick

1	Can the RTO give you the names and contact numbers of other organisations they have worked with?	<input type="checkbox"/>
2	Can the RTO demonstrate prior experience in delivering training in the Transport & Logistics industry?	<input type="checkbox"/>
3	Has the RTO had previous experience with the appropriate Training & Logistic Training Package, including the ability to identify the embedded language, literacy and numeracy components of the package?	<input type="checkbox"/>
4	Can the RTO show you materials and learning resources that they will give to Trainees?	<input type="checkbox"/>
5	Can the RTO provide you with a Training Program which shows quite clearly when they will do assessments and when training will need to be done?	<input type="checkbox"/>
6	Do all of the RTO's trainers and assessors hold the appropriate qualifications? Can they provide evidence that these personnel have Transport and Logistics industry experience?	<input type="checkbox"/>
7	Does the RTO's Training Program tell you how often they will come to your workplace and what they will do when they are there?	<input type="checkbox"/>
8	Is the RTO willing to conduct training sessions at times relevant to your business needs? (Not necessarily 9-5 Mon-Fri)	<input type="checkbox"/>
9	Is the RTO willing to have a contract with you which states clearly what they (the RTO) do, what you (the company) and what the New Apprenticeship Centre does and when will it be done?	<input type="checkbox"/>
10	Can the RTO demonstrate the ability to work in partnership with your workplace trainers? (Team teaching and planning).	<input type="checkbox"/>
11	What price is the RTO charging for Existing Worker Traineeships?	<input type="checkbox"/>

12	Does the RTO want the same price for each Trainee, or are they willing to have a price per person that reflects what units are chosen, and how much training the person needs to do? (This applies for Existing Worker Traineeships only).	<input type="checkbox"/>
13	Where you want the RTO to do assessments only, is the RTO comfortable with you providing any training that is needed, or you hiring in someone else to do the training? (Existing Worker Trainees Only).	<input type="checkbox"/>
14	What training and assessment material does the RTO use?	<input type="checkbox"/>
15	Will the RTO provide you with a Training Record Book for each trainee?	<input type="checkbox"/>
16	Is the RTO offering to guarantee that all people assessed will in the end be assessed as competent? (i.e. that everyone will pass – N.B. They should not guarantee this, non-one can).	<input type="checkbox"/>
17	Will the RTO provide training reports at least 3 monthly detailing all competencies completed for each trainee	<input type="checkbox"/>
18	Does the RTO understand that 'training' is not the core business of your organisation but that training has an important function in improving the effectiveness and efficiency of the enterprise?	<input type="checkbox"/>
19	Is the RTO aware that if they sign someone off as competent, when they know them not to be, then they are breaking the law?	<input type="checkbox"/>
20	Does the RTO understand that you have a choice of RTO's?	<input type="checkbox"/>
21	Is the RTO aware that a written record of every assessment of every person must be kept and made available to you, to the Trainee and to the Government if requested?	<input type="checkbox"/>
22	If necessary, can they provide a trainer who can support workers who need language, literacy and/or numeracy support?	<input type="checkbox"/>

It is important to remember that you need an RTO that can provide the services that you want, not what the RTO wants you to have.