

[Date]

General Manager
Skills Tasmania
GPO Box 536
HOBART TAS 7001

Application to Register as a Group Training Organisation in Tasmania
Application to Re-register as a Group Training Organisation in Tasmania
[delete as applicable]

I am writing to make application to register / re-register **[delete as applicable]** as a Group Training Organisation in Tasmania. I understand that in order to be registered, this organisation commits to meeting the *National Standards for Group Training Organisations* and the *Tasmanian Operational Requirements for Group Training Organisations*.

In making those commitments, this organisation agrees specifically to comply with the following requirements:

Requirement 1: Tasmanian Operational Requirements

- 1.1 Operation in accordance with the *Tasmanian Operational Requirements for Group Training Organisations*

Requirement 2: Tasmanian Operational Plan

- 2.1 Documenting its Tasmanian Operational Plan to enter / continue operating in Tasmania's group training market. This plan shall include information on:
 - a. market appraisal into industry sectors that the GTO is currently / intends operating within
 - b. economic / employment growth trends
 - c. competitors
 - d. new markets
 - e. client support for GTO's operations within Tasmania.
- 2.2 Assurance that the geographical location of its operational and administrative infrastructure is appropriate for the provision of care and support throughout an apprenticeship or traineeship.

Requirement 3: Operational Data Reporting

- 3.1 Provision to Skills Tasmania of identified operational data on an annual basis.
- 3.2 Provision to Skills Tasmania of identified operational data on request.

Requirement 4: External Review Processes

- 4.1 Operation in accordance with the *National Standards for Group Training Organisations*, a requisite of which is participation in triennial compliance audits.
- 4.2 Participation in strategic audits as required by Skills Tasmania.
- 4.3 Clearance of any identified corrective actions relating to non-compliances arising from compliance and/or strategic audits within an agreed timeframe (not exceeding 6 months), and will manage opportunities for improvement via a Continuous Improvement Plan.

Please advise what steps need to be taken to achieve this registration.

[Name]

[Position]