

Choosing an RTO

Registered Training Organisations (RTOs) provide training and assessment services within a national system of quality assurance. They are recognised by government to award national qualifications and statements of attainment.

RTOs could be:

- ★ TAFEs, private commercial training companies, not-for-profit training services, adult and community education institutions, or other vocational education providers
- ★ Enterprises or businesses that undertake their own workplace training and assessment
- ★ Industry organisations that undertake workplace training and assessment

RTOs vary in size, scope, training approach and expertise. Some are large established institutions with years of experience in developing training programs and materials for a broad range of industry areas. Others are small specialist enterprises targeting training for a niche market. Some RTOs have strong links with particular industries, regions or communities; some are able to deliver training across a wide geographic area; and some specialise in developing online training approaches.

Choosing the right RTO for your organisation's needs is an important step in implementing a successful training program. You may need to talk with a number of RTOs in order to decide which will best meet your needs.

An organisational training plan is a valuable tool when discussing training options with RTOs. It will help explain what the organisation wants from training and will allow the RTO to work out whether they can meet those needs. Alternatively, if you do not have a training plan developing one with the assistance of an RTO is a good way to explore whether they will be able to meet your training needs and work well with your organisation.

When choosing an RTO to implement training for your organisation you will need to find one that can meet your cost and skill development requirements. A suitable RTO will:

- ★ Have a scope of registration to deliver training that is relevant to your organisation – this means that any training they provide will be nationally recognised
- ★ Respond positively and flexibly when considering your organisational training plan
- ★ Expect to tailor training programs to meet your exact organisational needs
- ★ Provide training and assessment services that are regularly evaluated and reviewed in consultation with you
- ★ Be committed to providing quality products and services, as well as innovative solutions
- ★ Practice what they preach by providing training and professional development for their own staff and by encouraging them to learn from industry