

Guidelines for Assessing Quality RTO's

Name of RTO	
Contact Details	Phone:
	Email:
	Address:
What year did they commence business how long have they been running for?	
Is this an Australian RTO?	
Who are their partners or affiliates?	
What funding/ financial support is available?	<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/	
Non-Accredited courses Are these fee for service courses? How much are they?	
How are the courses delivered?	<input type="checkbox"/> On-campus <input type="checkbox"/> Online <input type="checkbox"/> Blended Campus/online <input type="checkbox"/> Workshops <input type="checkbox"/> Other
Where are the campuses located? Visit the Campus look at the facilities	
How does the cost of the course compare with other tertiary providers?	
What is the length of the course/s compared 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
Do they have enough information on their website?	
Do they run information sessions?	
Do they run any open days?	
Do they have other sites e.g. Facebook, LinkedIn, blogs etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
How helpful were they on the phone in providing information?	

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Do they include student testimonials?	
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
Do they have a process for:	<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?	
When can you access careers support?	
What employment support do they provide?	<input type="checkbox"/> Careers office/ Career advice <input type="checkbox"/> How long can you access this service
How successful are graduates in obtaining employment?	
What industries do they partner with for student employment opportunities?	
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
How many students are domestic? How many students are international?	
What are their class sizes?	
Are they members of ACPET?	www.acpet.edu.au
Are they members of CEAV?	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