



Australian Government
Australian Skills Quality Authority

ASQA

Certificate of Registration

This is to certify that

Back to Basics Business Training Pty Ltd

ABN: **88077042490**

trading as

Back to Basics Business Training Pty Ltd

is registered by the National VET Regulator under the
National Vocational Education and Training Regulator Act 2011 (the Act)
as a NVR Registered Training Organisation (RTO)

from **12 December 2024**
until **11 December 2031**

unless registration is withdrawn or cancelled earlier.

RTO code: **4346**

The organisation's *scope of registration* is identified on the National Register at www.training.gov.au.

Registration is subject to continued compliance with:

- all conditions of registration set out in sections 22 to 28 of the Act
- any additional conditions of registration imposed on the organisation's registration under subsection 29(1) of the Act.

Saxon Rice
Chief Executive Officer
Australian Skills Quality Authority

Issued under section 19 of the Act by the National VET Regulator on **24 September 2024**



Australian Government
Australian Skills Quality Authority

ASQA

24 September 2024

Susan Stephens
Chief Executive Officer
Back to Basics Business Training Pty Ltd
11 Lindeman Street
ASHTONFIELD NSW 2323

By email to: susan@backtobasics.edu.au

RTO ID: 4346
Application No: RENVET0007030

Dear Mrs Stephens,

Re: Application for renewal of registration

I refer to your application to renew your registration as a National Vocational Education and Training Regulator registered training organisation (RTO).

In accordance with the provisions of the [National Vocational Education and Training Regulator Act 2011](#) (NVR Act), your application for registration has been granted. Please note that this notice does not constitute certification that your organisation, or any material provided either with your application or reviewed in assessing your application, complies with all requirements of the VET Quality Framework or applicable conditions of registration.

Period of registration

Your organisation has been granted registration for a period of seven years which commences on 12 December 2024 and is due to expire on 11 December 2031. A Certificate of Registration is attached.

You can apply to ASQA to renew or withdraw your organisation's registration, and timeframes and obligations apply to each process. There are also obligations on organisations that effectively cease to operate, even though they remain registered as RTOs. Further information about obligations in these circumstances is available from the [ASQA website](#).

Scope of registration

The organisation's scope of registration – the vocational education and training (VET) courses that your organisation is registered to provide – is listed on the National Register. Please note that Sections 93-94 of the NVR Act provide for the imposition of monetary penalties on RTOs that provide all or part of a VET course outside scope of registration.

Changes to scope of registration

You must apply to ASQA if your organisation wishes to change its scope of registration by either adding or removing a VET course. Information on the process to make changes to your scope of registration is available from the [ASQA website](#).

RTO ID number

You **must** quote your organisation's RTO ID number in all future correspondence with ASQA. This number **must** also be included on the qualifications and statements of attainment that you issue and the marketing materials that you use as an RTO.

Maintaining compliance

I wish to remind you that you have signed a statutory declaration in which you have accepted responsibility for ensuring compliance with the VET Quality Framework. This framework comprises the following components:

- the *Standards for Registered Training Organisations (RTOs) 2015*
- the Fit and Proper Person Requirements
- the Financial Viability Risk Assessment Requirements
- the Data Provision Requirements.
- the Australian Qualifications Framework.

This is an important commitment that requires you to actively manage and monitor your RTO's activities to ensure that compliance is maintained at all times and across all of your operations.

RTO compliance is the mandated foundation upon which organisations should plan and achieve quality improvements to their training and assessment services.

ASQA fees and charges

Please refer to ASQA website for details of [fees and charges](#) that apply to your registration.

Conditions of registration

You are required to comply with the conditions of registration set out in Sections 22-28 of the NVR Act, as well as any additional conditions that the Regulator, has imposed on your organisation's registration.

There are no additional conditions imposed on your organisation's registration.

Access documents

Your organisation may also have the right of access to further documents under the *Freedom of Information Act 1982*. More information about Freedom of Information (FOI), including how to

make an FOI application, is available [via https://www.asqa.gov.au/about/accountability-and-reporting/freedom-information](https://www.asqa.gov.au/about/accountability-and-reporting/freedom-information).

Further information and assistance

If your organisation requires further information or assistance in relation to this matter, please contact Infoline on telephone 1300 701 801 or by email to enquiries@asqa.gov.au.

Yours sincerely



Kathleen Moss

Assistant Director Registration Management and Assessment