

19 September 2017

Mrs Susan Stephens  
Managing Director  
Back to Basics Business Training Pty Ltd  
108 Nelson St  
WALLSEND NSW 2287

Email: [susan@backtobasics.edu.au](mailto:susan@backtobasics.edu.au)

Application No: RENVET0003429

Dear Mrs Stephens

**Re: Outcome of Renewal of Registration Application—Granted**

I refer to your application to renew your registration as a national VET regulator (NVR) 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. The National Register has been updated to include the following key details of your organisation:

Legal name:	Back to Basics Business Training Pty Ltd
Trading name/s (if relevant):	Back to Basics Care
RTO ID number:	4346

**Period of registration**

Your organisation has been granted registration for a period of 7 years which commences on 12 December 2017 and is due to expire on 11 December 2024. Your organisation's Certificate of Registration will be forwarded by post.

You can apply to the Australian Skills Quality Authority (ASQA) to withdraw your organisation's registration, and timeframes and obligations apply to that 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](#).

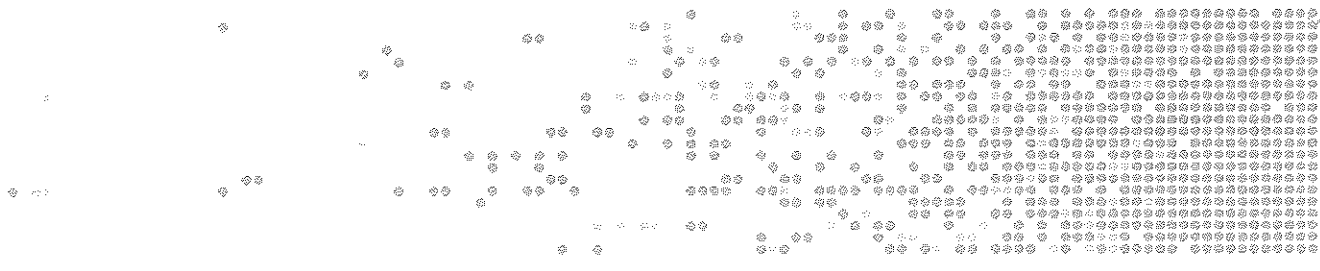
**Scope of registration**

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 Act provide for the imposition of monetary penalties on RTOs that provide all or part of a VET course outside scope of registration.

If the training and assessment provided is likely to lead to students applying for a licence/recognition to operate in a relevant industry, you will need to ensure that you meet the requirements of the relevant national or state/territory regulator/s. Organisations that ASQA has formal arrangements with that may



Australian Government  
Australian Skills Quality Authority



have additional requirements to be met beyond registration with ASQA before training and assessment will be recognised for industry licensing, registration or other approval can be found in the [External licensing & additional registration requirements spreadsheet](#) on the ASQA website. Please contact the relevant regulator/s to ensure you have satisfied regulatory requirements before delivery and ensure that marketing materials are accurate.

### **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**

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.

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 Quality Standards
- the Australian Qualifications Framework
- the Fit and Proper Person Requirements of the Act
- the Financial Viability Risk Assessment Requirements of the Act
- the Data Provision Requirements of the Act.

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 Act, as well as any additional conditions that ASQA, as the national VET regulator, has imposed on your organisation's registration.

### **Access to Documents**

Your organisation may also have the right of access to further documents under the *Freedom of Information Act 1982* ([www.oaic.gov.au](http://www.oaic.gov.au)).

**Further information and assistance**

If you require further information or assistance in relation to this matter, please contact the Info Line on telephone 1300 701 801 or by email at [enquiries@asqa.gov.au](mailto:enquiries@asqa.gov.au).

Yours sincerely



**Jane Connellan**  
**Manager Regulatory Operations**

