



How to add a course to your scope of registration

Learn the internal processes, the application requirements, and manage the risks associated with scope of registration.



About this Webinar

Industry practices change at an incredibly rapid pace. RTOs must update their offer of training products to maintain industry relevance and meet their needs. Often RTOs will be required to add new courses to their scope of registration.

LEARNING OBJECTIVES

- Identify when a new training product requires the addition of a unit, skill set, or qualification into your scope of registration
- Understand the internal steps required before completing an application to add a course to the scope of registration
- Identify evidence requirements to complete the application online (asqanet).
- Determine the quality control process required prior to completing the application



APPLICATION OBJECTIVES

- Create a procedure to initiate the process to add to the scope
- Identify when extra evidence is required to be submitted
- Manage compliance risks for the new course
- Update internal records in line with the Standards for RTOs



IMPACT OBJECTIVES

- Minimise time required to add courses to scope of registration
- Reduce the cost of applying to add to the scope
- Improve compliance outcomes of your RTO

What you will learn

This webinar will provide you with skills, knowledge and processes to add and delete new courses to your current scope of registration.

HOW IT WORKS



Share your thoughts via chat window



Use a microphone to speak with presenters/ attendees



Raise your virtual hand to engage in discussions



Answer online polls that provide instant group feedback

Registration

www.insources.com.au

Email: info@insources.com.au | Phone: 1300 208 774

