

Purpose & Citation: This checklist explains the most important things to consider when choosing a Training or Education Provider. This will assist prospective learners/client to make informed choice on selecting the right RTO / Education Providers and qualification that would suit their needs. Below information is taken from the National Regulator Australian Skills Quality Authority (ASQA) Fact Sheet: Choosing a training or education provider.

<p>✓ Questions relating to registration & AQF</p>	<ul style="list-style-type: none"> ○ Is this training provider a registered Training/Education Provider organisation? ○ What is your registration number of this Training Provider? ○ Does this course lead to an Australian Qualifications Framework qualification? ○ Is this course the right one for you to do for a Licence/Job you intend to apply for? ○ Is this provider a member of an industry body or association? <hr/>
<p>✓ Questions relating to knowledge and skills gain from the course & job outcomes</p>	<ul style="list-style-type: none"> ○ Which units of competency or modules will you attain from this training? ○ What jobs may this training lead to? ○ What are the job prospects on completion of this training? ○ Are there any other requirements—in addition to this training—to improve your chances of getting a job in the area you are interested in? <hr/>
<p>✓ Questions relating to cost/refund/duration</p>	<ul style="list-style-type: none"> ○ What is the total cost of this training, including any additional fees on top of course fees? ○ What is the refund policy? ○ What resources are provided as part of this course fee? ○ What resources, if any, do you have to provide yourself? ○ What is the duration of this course? ○ What are the minimum/expected hours of attendance per week? ○ How many hours are you expected to spend on learning and assessment activities outside of formal attendance time? ○ How and when will you be assessed?

✓ **Questions relating to Work placement**

- Will training and/or assessment be undertaken in a real workplace?
- If work placement is to be included as part of this course, will the Training/Education Provider find you a workplace or will you be expected to find one yourself?
- What support services are provided? For example, support for those with language, literacy or numeracy difficulties.

✓ **Other factors to consider before Enrolling.**

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- Read the enrolment agreement contract carefully before you sign anything or pay any money
 - Ask the Training/Education Provider to explain anything you are unsure of. Discuss the conditions of enrolment with a friend or colleague if you are not sure what they mean.
 - Ensure you understand and agree with any cancellation, refund conditions and ongoing fees.
 - Ensure the Training/Education Provider is the right one for you and that they are registered before you make an up-front payment, or commit to paying money.
 - Ask for a receipt when you make a payment, check that it is correct and keep it in a safe place.
 - Understand your Training/Education Provider's 'Transfer between providers' and refund policy