

# The Ultimate RTO Admin Part 1

WORKSHOPS  
2017

## Workshop information

Administering an RTO requires specialised knowledge of the VET sector – this one-day workshop has been developed to equip both new and existing RTO Administrators with the knowledge and skill required to successfully complete their roles and improve the compliance standards of their organisation.

This series will assist Administrators in understanding the VET sector as a whole as well as the specific areas of compliance that impact their daily tasks. Commencing at an introductory level and progressing to more advanced topics, content will be covered for both new and existing RTO Administrators.

This workshop is part one of a two-part series, where part two will cover more intermediate type information.

venues	Brisbane	26 April 2017
	Sydney	10 May 2017
	Melbourne	11 May 2017
cost	\$359 Members	\$390 Non-members
time	9.00am - 4.00pm	

## Key topics covered in this session

Commencing at an introductory level and progressing to more advanced topics, content will be covered for both new and existing RTO Administrators. Key topics include:

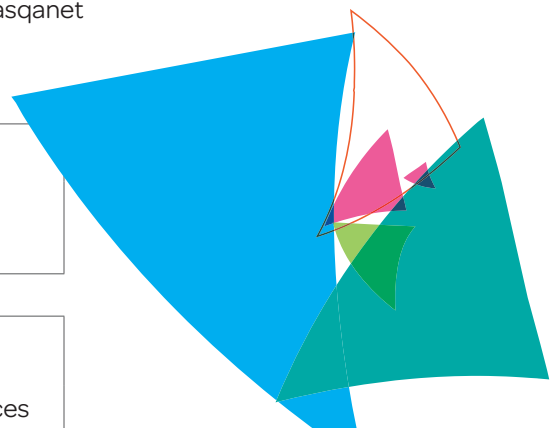
- What is VET
- Key Organisations
- Standards, Policies and Procedures
- Terminology
- Unpacking TGA
- Certification
- Transition and teach-out
- Changes to Scope/asqanet

### Who should attend?

- Compliance/Administraion Staff

### Workshop includes

- Arrival tea and coffee
- Morning tea, lunch & afternoon tea
- PPT presentation and workbook
- Additional electronic resources
- Electronic Statement of Attendance



REGISTRATION  
[velgtraining.com](http://velgtraining.com)

## Notes

All fees stated are inclusive of GST.  
Minimum numbers are required for workshop to proceed.

## Contact

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