



28 October 2015

Mr Robert Wood
Chief Executive Officer
Melbourne Polytechnic
77 St Georges Road
PRESTON VIC 3072

By email to: ceo@melbournepolytechnic.edu.au

RTO ID: 3075
Application No: 1073771
Audit No: 1007906

Dear Mr Wood

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* (the Act), your application for registration has been granted. A copy of the final audit report is attached for your reference.

The National Register has been updated to include the following key details of your organisation:

Legal name:	Melbourne Polytechnic
Trading name/s (if relevant):	Northern Melbourne Institute of TAFE NMIT Melbourne Polytechnic
RTO ID number:	3075

Period of registration

Your organisation has been granted registration for a period of seven years which commenced on 1 July 2015 and is due to expire on 30 June 2022. A Certificate of Registration is attached.

You can apply to the Australian Skills Quality Authority (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](http://www.asqa.gov.au).



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 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

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 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.



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

Further information and assistance

If you require further information or assistance in relation to this matter, please contact the Robert East on telephone 9954 2507 or by email at Robert.east@asqa.gov.au.

Yours sincerely



Robert East
A / Manager Regulatory Operations, Melbourne



Australian Government
Australian Skills Quality Authority

Certificate of Registration



This is to certify that
Melbourne Polytechnic

trading as
Northern Melbourne Institute of TAFE
NMIT
Melbourne Polytechnic

is registered by the Australian Skills Quality Authority
under the *National Vocational Education and Training Regulator Act 2011*
(the Act) as an NVR Registered Training Organisation (RTO).

from 1 July 2015
until 30 June 2022
RTO code: 3075

The organisation's scope of registration is listed on the National Register.

Registration is subject to continue compliance with the:

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

Chris Robinson
Chief Commissioner
Australian Skills Quality Authority

Issued on 28 October 2015 under section 19 of the Act