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|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. | | | | | |
| Form 7 | | | | | | |
| Fields marked with an asterisk (\*) are required.  Please email the form to our team [deltahelpdesk@nt.gov.au](deltahelpdesk@nt.gov.au%20) | | | | | | |
| Organisation | | | | | | |
| National provider number\* | |  | RTO code or title\* | |  | |
| RTO legal name\* | |  | | | | |
| Contact person | | | | | | |
| Full name\* | |  | | | | |
| Email\* | |  | **Phone**\* | | |  |
| Qualification to add | | | | | | |
| National code | | **National title** | | **Add / Remove** | | |
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| RTO DECLARATION I declare to the northern territory employment and training authority (the authority) that the information provided in this application is true and correct and that our organisation will operate in accordance with the:   * Northern Territory Employment and Training Act 2004 (the Act) * Any guidelines made under the Act * Any national guidelines as approved from time to time * Australian Skills Quality Authority (ASQA) in accordance with the National Vocational Education and Training Regulator Act 2011, or the State Training Authority in their jurisdiction in accordance with the relevant vocational education and training regulatory legislation in that jurisdiction.   I UNDERSTAND AND AGREE THAT:   * An on-site audit may be conducted on behalf of the Authority, and our organisation will cooperate with the Department of INDUSTRY, TOURISM AND TRADE (the Department) and the Auditor in the planning and conduct of the audit. * That approval of this application does not guarantee funding from the Department or any other government agency. * The organisation will not use approval of this application in any way that could bring the Authority, the Department or the Australian Skills Quality Authority into disrepute.   FOLLOWING APPROVAL OF THIS APPLICATION, THE REGISTERED TRAINING ORGANISATION WILL:   * Develop and lodge the Training Plans with Australian Apprenticeship Support Network (AASN) in accordance with the NT Employment and Training Act and notify the AASN if any major changes are made. Changes to the Training Plan may be made if agreed to by the employer and the apprentice / trainee. * Provide assistance to the employer / workplace supervisor in the planning of the on the job training component. * Ensure completion of the training as outlined in the Training Plan. This will involve on the job training and assessment and often also involves off the job training and assessment. * Provide apprentice/trainee record books, course notes and materials. * Liaise with employer and apprentice / trainee, monitor progress and provide feedback. RTOs must contact employers and apprentices / trainees in the workplace at least quarterly. * Undertake sign off on apprentice / trainee competence, both on and off the job. * Issue Statements of Attainment for non- completing apprentices and trainees. * Notify AASN   + If the apprentice / trainee transfers to another RTO   + Within 14 days of final sign off that the apprentice / trainee is eligible for the Notice of Completion.   I confirm that the person named on this declaration has the authority of the RTO to submit this request. | | | | | | |
| End of form | | | | | | |

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| Name | Date |
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| Position | Signature |