

CHANGE OF SCOPE CHECKLIST (REMOVE SCOPE)

This checklist serves as a guiding tool for those navigating the process of developing the evidence and getting authorisation to remove training products from the scope application. This checklist also serves as a tool for confirming the completion of all required steps. The RTO Manager is responsible for taking all necessary steps to address the items in this checklist. The RTO Manager is to provide updates to the regular management meeting.

Training Product/s:	
Background or context:	
Completed by:	
Date:	

Note: Please complete all the sections below. Add comments if there are specific instructions to provide comments.

No	Action	Complete	Findings / Comments	Date
1.	Identify training products to be removed from the scope of registration. In the comments section identify the reason for removing the training products.	☐ Yes ☐ No ☐ N/A		
2.	Undertaken analysis of the related issues to removing the training product from the scope of registration. Relates	☐ Yes ☐ No ☐ N/A		

No	Action	Complete	Findings / Comments	Date
	issues may include the impact on students who are currently enrolled in the training product, funding or training subsidy schedules that need to be amended (if applicable), marketing that needs to be adjusted, resources or equipment that are no longer required and excess to the business needs, licences or authorisations that are no longer required and need to be closed, etc. Please note. A training product that still has students enrolled must not be removed until all students are either finished or their enrolment is ended with appropriate notice and care to ensure these students are not disadvantaged.			
14.	The Chief Executive Officer is to verify that all previous steps have been completed and if satisfied complete the Declaration by Chief	☐ Yes ☐ No ☐ N/A		

No	Action	Complete	Findings / Comments	Date
	Executive (click) in support of the removal of training products from the scope application. Retain a copy.			
15.	Submit the application on ASQAnet to remove training products from the scope application. Upload the signed Declaration by Chief Executive and submit and pay for the application.	☐ Yes ☐ No ☐ N/A		
16.	Was the application reviewed by the national regulator?	☐ Yes ☐ No ☐ N/A		
17.	Was the application approved?	☐ Yes ☐ No ☐ N/A		

Notes. Use this space to record any notes regarding the actions undertaken for later reference. Remember this record will be retained as a record of this completed work.

Opportunities for improvement. Use this space to record any opportunities for improvement that have been identified throughout the process of preparing and submitting the application to change scope. Also note when these opportunities for improvement were submitted.

Completed by:			
Signature:		Date:	