

## Choosing a Registered Training Organisation

A highly skilled workforce is essential to deliver Queensland's growing transport task.

With new funding released by state and federal governments, it may be a good time to relook at training opportunities for your workforce.

Here is a quick guide to choosing a Registered Training Organisation (RTO) that's right for your business.

### Identify

- Before contacting any training organisation, take some time to look at exactly what training needs to be done by your staff.
- If you're not sure, conduct a skills audit to find out what skills your staff already have and what they need to complete their job efficiently.
- Training can be compliance-based, a contractual need, to refresh skills, recognition of current skills or to develop new technical or management skills.

### Review

- Regularly review any existing arrangements you have with training providers.
- Can you see your **return on investment (ROI)**?
- Has safety, productivity, staff retention or workplace culture improved because of the training you've put in place?

### Negotiate

- Now you know what you need, decide on your preferred delivery method.
- Do you want training to happen onsite, offsite, online or a blend of these? In a group workshop or individually?
- Remember that you are able to negotiate your preferred method with the RTO and not 'fit in' with the delivery that is easiest for them.

### Customise

- Most RTO's are happy to meet and discuss their services **before** you engage them.
- If possible, take time to meet with a few providers and compare. Ask to meet the actual trainers and review their industry experience.
- A good RTO can take your existing policies and procedures and map them to accredited subjects and qualifications.

### Investigate

- There are over 5000 RTO's in Australia.
- TAFE's and private RTO's offer a wide range of training options and wherever possible should customise the training to your work environment.
- All RTO's are required to publish the results of their last audit on their websites.