



Australian Government  
Australian Skills Quality Authority

ASQA

8 October 2021

Mr Nicholas Christopher William Cox  
Chief Executive Officer  
Belgravia PRO Pty Ltd  
20 Longstaff Rd  
BAYSWATER VIC 3153

By email to: [nberzinski@belgraviapro.com.au](mailto:nberzinski@belgraviapro.com.au)

RTO ID: 45497  
Application No: RENVET0004968  
Audit No: AUDREC0011240

Dear Mr Cox

## Application for renewal of VET registration

I refer to your application to renew your registration as a National Vocational Education and Training Regulator registered training organisation (RTO).

In accordance with the provisions of the [National Vocational Education and Training Regulator Act 2011](#) (NVR Act), your application for registration has been granted. A copy of the final Compliance Report and Statement of Reasons is attached for your reference.

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

Legal name:	Belgravia PRO Pty Ltd
Trading name:	Evolution Training and Education
RTO ID number:	45497

## Direction to rectify non-compliance

The Compliance Report identified your organisation is **not compliant** with some of the requirements of the [Standards for Registered Training Organisations 2015](#) (Standards for RTOs). Section 22 of the NVR Act requires that a registered training organisation must comply with the Standards for RTOs.

The National Vocational Education and Training Regulator (the Regulator) has made a decision to give a written direction, under section 35A(1) of the NVR Act, requiring your organisation to:

- rectify this breach by addressing each non-compliance outlined in the attached Compliance Report within 20 working days of the date of this notice; and

- retain evidence this written direction has been complied with for examination at a future regulatory activity, by retaining evidence that you have addressed each non-compliance outlined in the attached Compliance Report.

You are not required to submit evidence that you have addressed the non-compliances in response to this notice. The Regulator will review evidence that you have complied with this notice at a future regulatory activity.

The reasons for this decision are outlined in the attached Statement of Reasons.

### Period of registration

Your organisation has been granted registration for a period of 7 years which commenced on 28 March 2021 and is due to expire on 27 March 2028.

You can apply to 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](#).

### 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 NVR 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. Please contact the relevant regulator/s to ensure you have satisfied regulatory requirements before delivery and ensure that marketing materials are accurate. Further information can be found at <https://www.asqa.gov.au/vet-registration/meet-requirements-ongoing-registration/comply-other-relevant-legislation>

### 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 (RTOs) 2015*
- the Fit and Proper Person Requirements
- the Financial Viability Risk Assessment Requirements
- the Data Provision Requirements.
- the Australian Qualifications Framework.

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 NVR Act, as well as any additional conditions that the Regulator, has imposed on your organisation's registration.

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

## Reviewable decision

You can seek a review of this decision as it is a reviewable decision under section 199 of the NVR Act.

Because this decision was made under delegation, internal review of the decision by the Regulator is available. You must apply for and await the outcome of the internal review process before seeking review by the Administrative Appeals Tribunal.

## If you are not satisfied with this decision

### Submit an application for internal review to ASQA

If you are not satisfied with this decision you can lodge a request for internal review with ASQA in writing by completing an *Application for ASQA to review a decision* form. You may be required to pay an application fee. Your application must provide the reasons why you think the Regulator's decision is wrong and should include any supporting documentation. To access the

application form and for further information about reviewable decisions, please see the ASQA website [www.asqa.gov.au](http://www.asqa.gov.au).

You must lodge your request for internal review **within 30 days of receiving this notice**. If you do not submit your *Application for ASQA to review a decision* form within the required timeframe, you must apply to ASQA for an extension of time providing the reasons why you did not lodge in time.

The Regulator will inform you of the result of the internal review decision within 90 days of receiving your application.

### **Access documents**

Your organisation may also have the right of access to further documents under the *Freedom of Information Act 1982*. More information about Freedom of Information (FOI), including how to make an FOI application, is available [via https://www.asqa.gov.au/about/accountability-and-reporting/freedom-information](https://www.asqa.gov.au/about/accountability-and-reporting/freedom-information).

### **Further information and assistance**

If you require further information or assistance in relation to this matter, please contact the Info Line on telephone 1300 701 801 or by email at [enquiries@asqa.gov.au](mailto:enquiries@asqa.gov.au)

Yours sincerely



Jane Connellan  
**Director Compliance**