



Australian Government  
Department of Jobs and Small Business



# Training provider comparison table

After working out what training course you need to undertake, the next step is to research Vocational Education and Training providers (also known as Registered Training Organisations or RTOs) that deliver your chosen course.

To find local RTOs that deliver your course, visit the MySkills website (at <https://www.myskills.gov.au/>) and search by the course and your location.

You can also use this table to compare tertiary education providers, i.e. universities.

To find a list of Australian universities visit the Universities Australia website (at <https://www.universitiesaustralia.edu.au>).

## Next steps

Once you have shortlisted a few training providers, contact them to find out more about them including their facilities and to discuss your individual learning needs. This will help you find the right training provider for you.

This comparison table can assist you with these conversations. By recording and then comparing the responses from different training providers you can make an informed decision on which organisation best meets your needs and the needs of employers in your chosen field.



| Course availability:   | Training provider A | Training provider B | Training provider C |
|--|---------------------|---------------------|---------------------|
| Do they have places available?   |                     |                     |                     |
| <b>Course details:</b>   |                     |                     |                     |
| Where will I need to go to attend classes/workshops?   |                     |                     |                     |
| Is it full-time or part-time?  |                     |                     |                     |
| When does it start?  |                     |                     |                     |
| How long does the course go for?   |                     |                     |                     |
| How is the course delivered - face to face, online or a mix?   |                     |                     |                     |
| How many 'face to face' (or classroom) hours will there be each week and what are the expected hours of work in your own time? |                     |                     |                     |
| How many students are in each class?   |                     |                     |                     |
| Is Recognition of Prior Learning (RPL) or credit transfer available for the course?  |                     |                     |                     |
| Do they teach on industry standard equipment i.e. a simulated workplace environment?   |                     |                     |                     |
| What course electives do they offer?   |                     |                     |                     |
| How will I be assessed? Exams, assignments, presentations, class participation?  |                     |                     |                     |
| How long have they been delivering the course?   |                     |                     |                     |
| Who is the trainer and what experience do they have?   |                     |                     |                     |
| What industry and employer links do they have?   |                     |                     |                     |
| Do they organise work placements with an employer as part of the course?   |                     |                     |                     |
| <b>Course outcomes:</b>  |                     |                     |                     |
| Does the course lead to a nationally recognised qualification?   |                     |                     |                     |



| Course outcomes:   | Training provider A | Training provider B | Training provider C |
|--|---------------------|---------------------|---------------------|
| Will this course enable me to get the licence or ticket I need to work in my chosen industry? If so, what do I need to do following the course to get this licence/ticket? |                     |                     |                     |
| Can I build on this training or qualification in the future?   |                     |                     |                     |
| What percentage of course participants have found jobs in the field following the course?  |                     |                     |                     |
| What assistance do they offer to secure a job after finishing the course?  |                     |                     |                     |
| <b>Course costs and refunds:</b>   |                     |                     |                     |
| How much does the course cost?   |                     |                     |                     |
| Will I be eligible for a government subsidised training place?   |                     |                     |                     |
| Will I be eligible for a concession?   |                     |                     |                     |
| Can they provide a breakdown of the costs (including administration and books/material fees)?  |                     |                     |                     |
| What are the rules in regards to withdrawing from a course or course refunds?  |                     |                     |                     |
| <b>Course requirements:</b>  |                     |                     |                     |
| Are there any prerequisites or assumed knowledge for the course?   |                     |                     |                     |
| What level of computer literacy does the course require and do they offer support?   |                     |                     |                     |
| <b>Training facilities:</b>  |                     |                     |                     |
| Can I visit an open day?   |                     |                     |                     |
| Do they offer support services to help with my study?  |                     |                     |                     |
| Do they have computer and printing facilities? If so, is there a cost?   |                     |                     |                     |
| Do they have car parking/ public transport access?   |                     |                     |                     |
| Do they have child care facilities?  |                     |                     |                     |

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