

RTO Compliance Manager Certification

Building compliance capability for the VET sector

BSBSS00122 Compliance Skill Set



RTO 30122

Course Overview

Foundational Capability

The BSBSS00122 Compliance Skill Set provides foundational but strategically relevant capability for individuals who work within compliance frameworks and are required to interpret, evaluate and contribute to RTO compliance activities.

Develop Competency

Learners will develop competency in understanding compliance frameworks, interpreting compliance requirements, and evaluating compliance systems — strengthening both individual capability and organisational assurance functions.

Practical Knowledge

This Skill Set builds practical knowledge and core skills needed to support risk management, regulatory adherence, and continuous improvement in regulated environments — particularly within the vocational education and training (VET) sector.

Nationally Recognised

Successful completion results in a Statement of Attainment for three nationally recognised units of competency that also contribute as credit towards the BSB50920 Diploma of Quality Auditing.



NATIONALLY RECOGNISED
TRAINING

Delivery Mode Options

Insources Institute offers three delivery strategies for the BSBSS00122 Compliance Skill Set, enabling learners to engage with the program through a modality that aligns with their workload, learning preferences, and professional commitments. Each mode is supported by our online learning environment, ensuring consistent access to resources, assessment tools, and educator support regardless of the pathway selected.

1 Self-Paced Online

This mode provides maximum flexibility for professionals who require a fully autonomous learning experience. Learners access all materials through our online platform—including video tutorials, readings, case studies, templates, and assessment guides—and progress at their own pace within the allocated course timeframe. The structure is designed to support independent study while enabling learners to apply concepts directly to their workplace context.

2 Live Webinars + Online Support

This blended mode adds a structured learning rhythm through scheduled weekly live webinars facilitated by an experienced auditor-trainer. The webinars provide guided learning, real-time clarification of concepts, collaborative discussions, and opportunities to engage with practical audit scenarios.

Learners also utilise the online platform for self-paced study between sessions, ensuring continuity and deeper consolidation of skills. This option suits professionals who value interaction and benefit from a structured, cohort-based learning experience.

3 Face-to-Face Workshops + Online Support

This mode provides an immersive, facilitator-led learning experience delivered through in-person, two-day workshops available in all major Australian cities or onsite for corporate groups. Participants engage in applied activities, audit simulations, and guided practice designed to accelerate competency development and translate theoretical knowledge into practical auditing capability.

The workshop experience is complemented by ongoing access to online materials, support resources, and assessment submission tools, ensuring continuity after the face-to-face component concludes.

This option is optimal for organisations seeking targeted capability development for teams or individuals who thrive in an interactive, hands-on environment.

Each delivery mode maintains the same quality standards, learning outcomes, and assessment requirements, allowing learners to select the pathway that best supports their professional goals and preferred learning style.

Investment

Delivery Mode

Self-Paced Online

Features: Flexible learning with professional support

Investment: \$ 950

Delivery Mode

Live Webinars + Online Support

Features: Learn with a Compliance Manager at your side

Investment: \$ 1,250

Delivery Mode

Face-to-Face Workshops + Online Support

Features: Experience Compliance and Governance excellence in the room

Investment: \$ 1,750

Delivery Mode

In-house Delivery

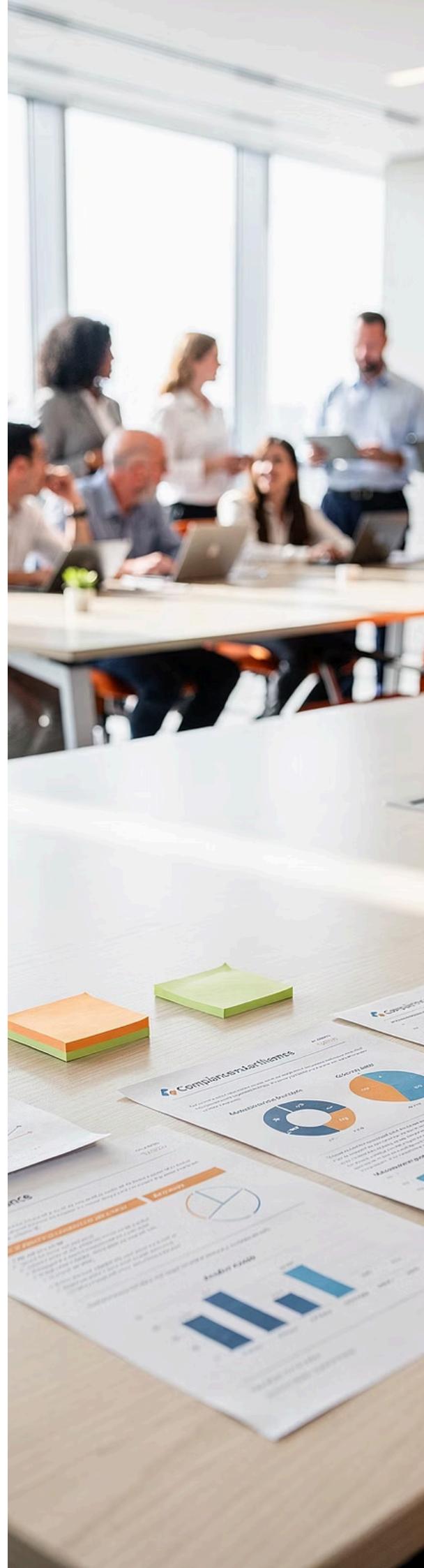
Features: Tailored governance uplift for your team

Investment: POA

Duration

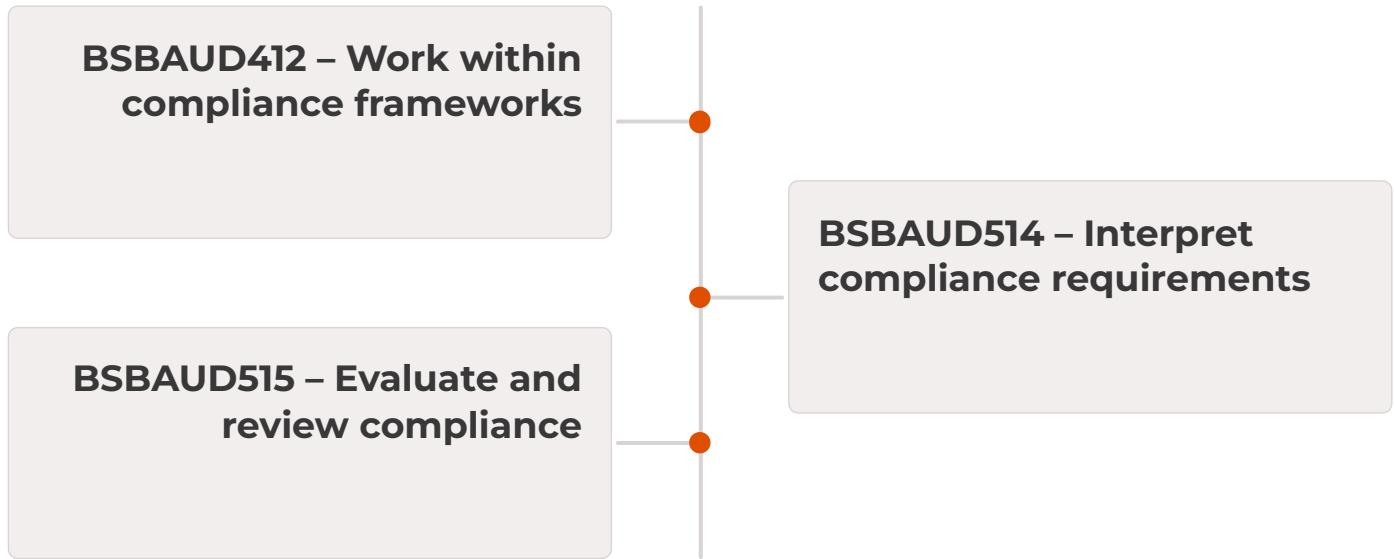
Learners typically complete this course within three months, though actual completion time may vary based on individual commitment, prior skills, knowledge, and workplace experience.

To ensure flexibility, students are initially enrolled for a six-month period, allowing additional time to engage with the learning materials, participate in support sessions, and finalise assessment requirements.



Units of Competency

This Skill Set comprises the following three units of competency:



Completion of these units demonstrates the knowledge and skills required to interpret, evaluate and operate within formal compliance systems in RTO contexts.



Who Is This Training For?

This Compliance Skill Set is designed for individuals working within public, private, enterprise, and community-based RTOs who contribute to, support, or oversee compliance activities under the Standards for RTOs.

It provides essential capability for staff who need to understand compliance frameworks, interpret regulatory obligations, and participate in monitoring and self-assurance processes.

This training is well suited to:

RTO Administrators and Compliance Support Officers

who manage day-to-day compliance tasks, student records, reporting requirements or evidence management.

Trainers and Assessors

who need a deeper understanding of how compliance frameworks affect training and assessment practices, documentation, and system integrity.

Quality Officers and Audit Support Staff

working within RTO quality teams, preparing evidence, supporting audit cycles, and contributing to continuous improvement activities.

Program and Training Coordinators

who oversee delivery and assessment strategies and must ensure alignment with regulatory and contractual requirements.

RTO Managers, Team Leaders and Governance Staff

who supervise internal processes and require practical skills to interpret compliance obligations and assess operational performance.

Enterprise or Industry RTO personnel

responsible for ensuring training aligns with workplace, licensing and regulatory requirements while maintaining the RTO's compliance standing.

Community-based RTO staff

who often perform multiple roles and require clear, practical capability to maintain robust compliance systems with limited resources.

The Skill Set is ideal for individuals seeking to formalise their compliance knowledge, build confidence in working with regulatory frameworks, or prepare for progression into auditing, governance, or quality assurance roles within the VET sector.

Career Opportunities

Completion of the BSBSS00122 Compliance Skill Set prepares learners for a range of compliance-focused roles across public, private, enterprise, and community-based RTOs.

As the VET sector moves toward stronger self-assurance and heightened accountability, RTOs increasingly require staff who can confidently interpret compliance requirements, support governance processes, and contribute to internal monitoring and improvement activities. You can expect career pathways such as:

**RTO
Compliance
Manager/Officer**

**RTO Training
Coordinator**

**Enterprise RTO
Compliance
Officer**

**RTO
Administrator
Manager**



Entry Requirements and Assessment

Entry Requirements

To enrol in this program, you must complete a pre-training telephone interview to confirm course suitability and readiness for study. Learners are also required to have reliable internet access to engage with the online learning materials, participate in support activities, and complete assessment tasks.

Assessment Requirements

Assessments are designed to be practical, relevant and directly aligned with RTO compliance contexts. Learners will apply their knowledge to authentic tasks such as:

- Interpreting compliance frameworks and obligations in RTO scenarios.
- Mapping compliance requirements to operational functions.
- Analysing compliance performance and identifying opportunities for improvement.

These assessments are completed using Insources Institute's structured templates and guidelines, ensuring learners develop competency through authentic tasks that mirror professional practice. The assessment process is supported with feedback, resources, and access to trainers to assist learners in meeting the required standards.



Why Insources Institute?

→ Two Decades of Leadership

Insources Institute offers a capability-building experience shaped by more than two decades of sustained leadership in the Australian VET sector. As an RTO registered since 2000, we bring a depth of knowledge, stability, and sector insight that few providers can match. Our long-standing presence means we understand the regulatory landscape not as theory, but as lived practice—shaped by thousands of audits, validations, consulting engagements, and capability uplift projects across RTOs of every size and operational model.

→ Expert-Led Programs

Our programs are designed and delivered by practising RTO managers, compliance specialists, and consultants who work directly with VET providers every day. This ensures the learning experience is grounded in real operational challenges, emerging regulatory expectations, and authentic audit scenarios. Learners engage with trainers who speak the language of ASQA, understand the evolving Standards for RTOs 2025, and bring current-field intelligence into every session.

→ Modern Learning Ecosystem

We also deliver a structured, modern learning ecosystem that blends online resources, practical tools, guided support, and facilitator-led interactions. T

→ Proven Legacy & Competence

Choosing Insources means choosing a provider with a proven legacy of strengthening governance, improving quality systems, and lifting capability across the VET sector for more than 25 years. Learners graduate not just with a nationally recognised credential, but with the practical competence and audit-ready mindset needed to drive organisational performance, integrity, and continuous improvement.

Frequently Asked Questions (FAQs)

1

Where is this qualification recognised?

This Skill Set forms part of Australia's nationally recognised training framework. When you successfully complete the program, you will receive a Statement of Attainment for the units of competency included in the BSBSS00122 Compliance Skill Set. This credential is recognised by all Registered Training Organisations (RTOs), industry bodies, and employers across the Australian VET sector under the Australian Qualifications Framework (AQF).

2

Are there any entry requirements for the course?

Yes. You must complete a pre-training telephone interview to confirm course suitability and readiness for study. You will also need reliable internet access to participate in online learning activities and complete assessments.

3

What IT requirements do I need to complete the course?

You will need a desktop or laptop computer with stable internet access and a modern web browser such as Chrome, Safari, or Edge. The ability to download, edit, and upload documents in formats such as Word and PDF is essential. A microphone or headset is recommended for webinars and online support sessions.

4

What support is provided?

All learners have access to ongoing support throughout their enrolment. This includes email support, scheduled live webinars (where applicable), access to our online learning platform, and the ability to contact trainers for clarification, guidance, or feedback. Our support model ensures you are never working alone, even in self-paced mode.

5

When can I start?

Enrolments are accepted on a rolling basis, meaning you can commence the course as soon as your enrolment is approved and you receive access to the online learning platform. Face-to-face workshop dates and webinar schedules are published in advance for learners selecting those delivery modes.

6

What if I fall behind?

We understand that professional and personal commitments can impact study progress. If you fall behind, our trainers can assist you in planning your workload and prioritising key tasks. Your initial enrolment period is six months, providing flexibility to catch up, and extension options may be available if additional time is required.