

Fact Sheet:Records(TGA)

This fact sheet introduces Training.gov.au Records and details the various functions of National Recognised Training (NRT) and Registered Training Organisation s (RTO) data on the site.

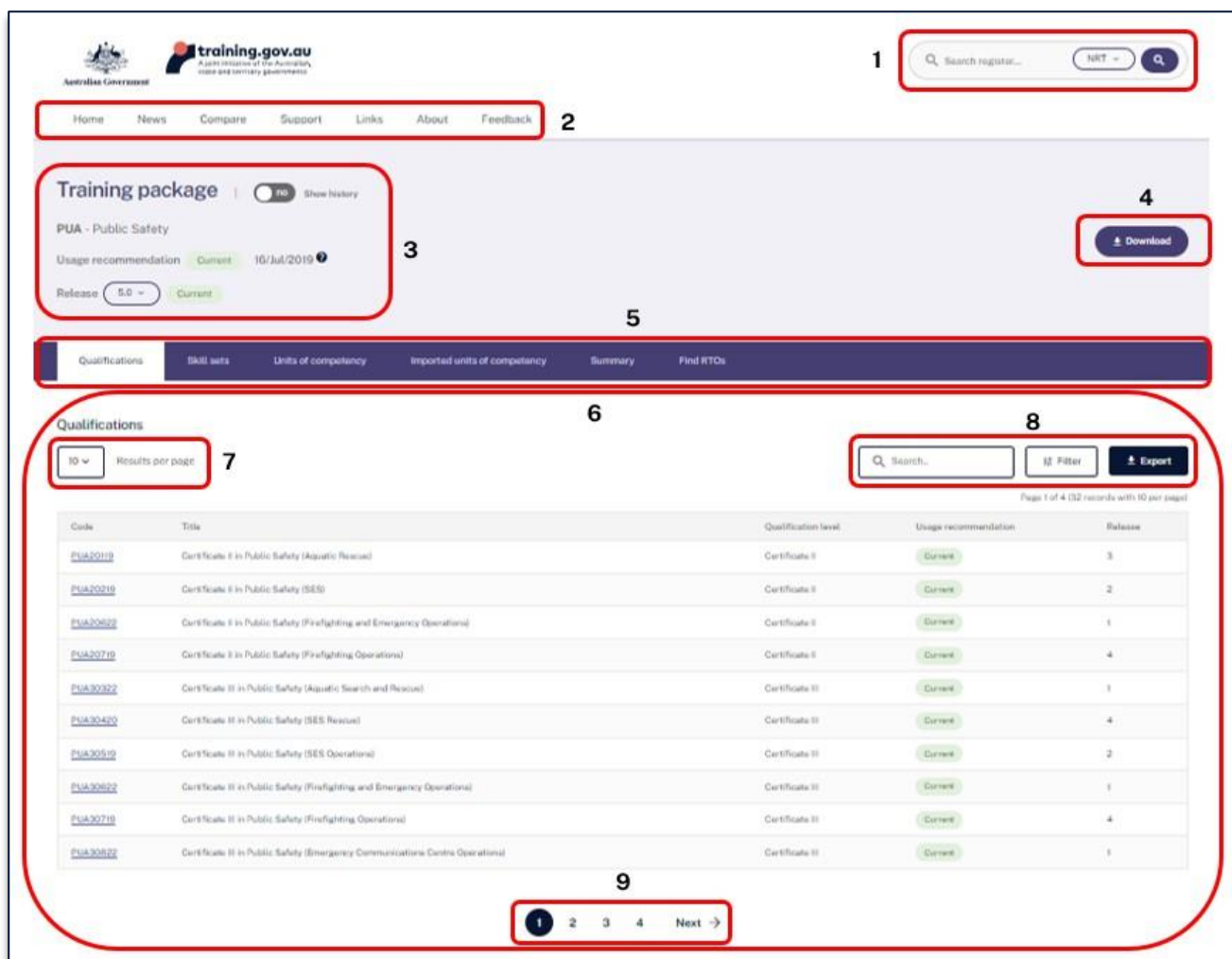
Nationally Recognised Training(NRT)

NRT refers to any training that leads to vocational qualifications and credentials recognised across Australia. Only registered training organisations (RTOs) that meet government quality standards such as TAFEs, private providers, enterprise registered training organisations, vocational divisions of universities, community RTOs and schoolbased RTOs can provide nationally recognised training. Nationally recognised training is listed on the National Training Register (training.gov.au) and includes accredited courses, endorsed training package qualifications, training package skill sets, and associated subjects.

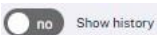
National Recognised Training record types

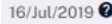
There are multiple NRT record types. In TGA each record type has a unique set of navigation options that allow you to find information within the specific record.

The image below shows a training package, which is an example of an NRT record. Core components of the record page have been outlined. Please note that the Training package is used in the example below and information on screen will reflect the training product component selected.

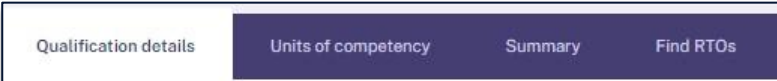


#	Name	Description
1	Search panel	The website search bar is displayed in the top right of screen when navigation NRT records. You can select Nationally recognised training or Registered training organisations to add the right context to your search.
2	Navigation panel	The Navigation Panel features a home link that you can click/tap to return to the home page. The Navigation panel displays links to other features that you can click/tap to open.

3	Training Product Information	The Training product information Includes: • Type • History  toggle allows you to display history for the record you are viewing. It is important to note that this selection is applicable of all subsequent information displayed in the selected training product. • Code and Title • Usage Recommendation allows you to quickly see the usage status and superseding and or superseded dates. Click/tap the
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#	Name	Description
		 icon to navigate to the superseding or superseded training product. • Release version selector  allows you to select and view a specific release of a training product. It is important to note that this selection is applicable of all subsequent information displayed in the selected training product. ○ On the TGA training component pages, the status "Current" for the highest release number indicates the release is their latest version. The currency of the training component is defined by its usage recommendation.
4	Download	You can download the training product as a PDF, word document or as a zip file.



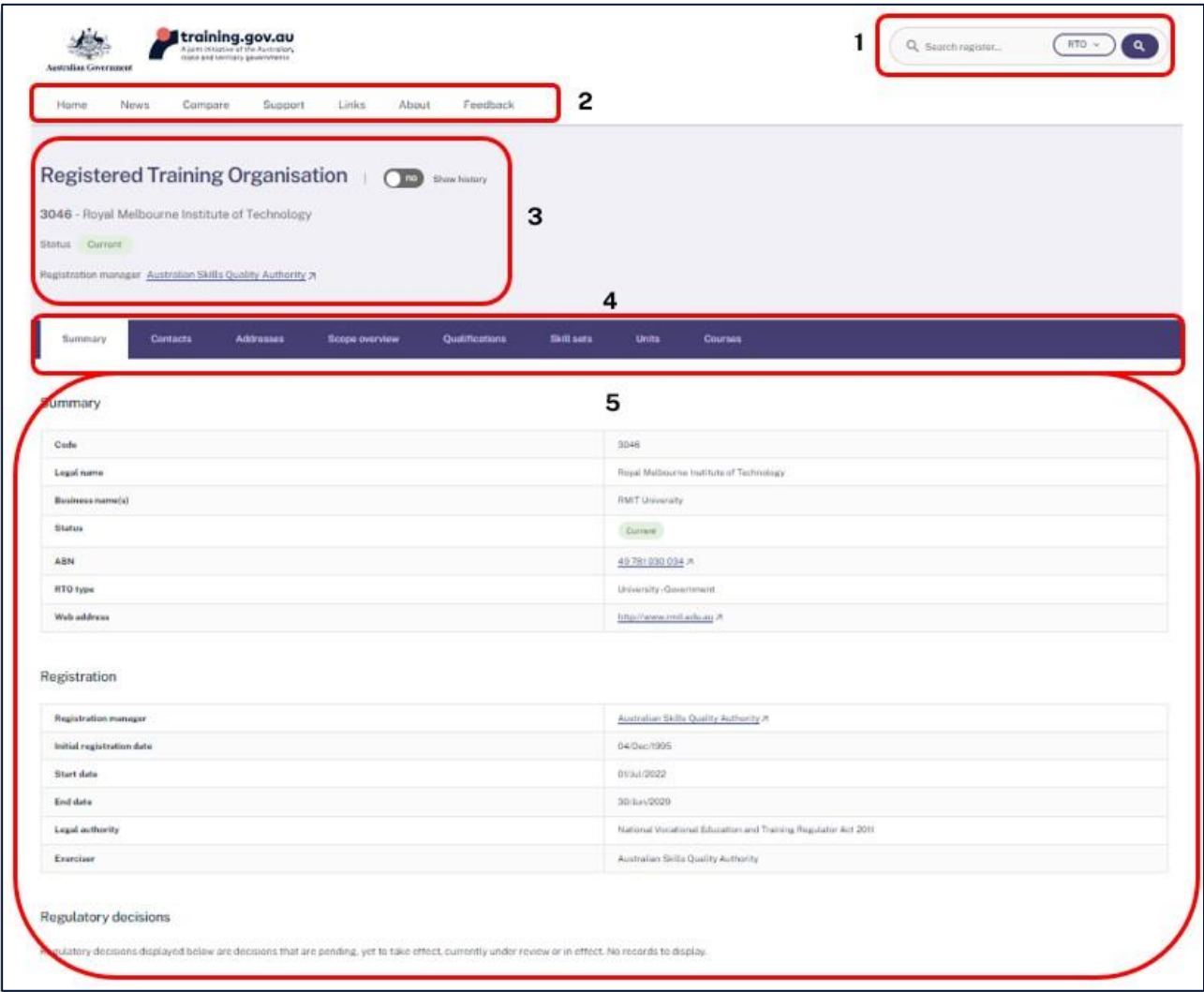
5	NRT navigation menu	The Training product navigation menu reflect the type of training product you are looking at: below is each of the menu configurations for each training product: Training Package  Qualification  Unit of competency  Skill set  Accredited course navigation panel  Accredited unit navigation panel 
6	Display panel	The display panel shows the information within each tab.
7	Results per page	You can control the number of results displayed in the results section. Results can be view in 10, 20, 50 or 100 records increments.
#	Name	Description
8	Search, Filter, Export	The Seach Filter and Export button allows you to complete the identified function within the context of the unit grid and results displayed on screen.
9	Results page control	You can click/tap the next link to display the next page of results or specifically click/tap the page of results you would like to review.

Registered Training Organisations (RTO)

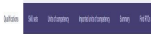
RTOs are the only organisations in the Australian VET system authorised to deliver nationally recognised training (NRT).

Registered Training Organisations record type

The RTO record contains tabs designed to help you easily find what you are looking for. The image below shows an example of an RTO record. Core components of the record page have been outlined.



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2	Navigation panel	The Navigation Panel features a home link that you can click/tap to return to the home page. The Navigation panel displays links to other features that you can click/tap to open.
3	RTO Information	The RTO information Includes: • Type • History  toggle allows you to display history for the record you are viewing. It is important to note that this selection is applicable of all subsequent information displayed in the selected RTO record. • Code and Title • Status • Registration manager
4	RTO navigation menu	You can use the navigation panel to display different components of the RTO record.



5	Display panel	The display panel shows the information within each tab and is summarised below: The summary page contains: • Summary • Registration • Regulatory decisions The Contacts page contains: • Chief executive • Registration enquiries • Public enquiries • Managerial agents The Addresses page contains: • Addresses • Delivery location(s) The Scope Overview page contains: • Scope of registration • Accredited courses and units • Training packages The Qualification page contains: • Qualifications The Skill sets page contains:
Number	Name	Description
		• Skill sets The Units page contains: • Units of competency The Courses page contains: • Accredited courses

Exporting record data from the register

Specific data can be exported from NRT and RTO records using any tab that includes a data table by clicking/tapping the export button. The export feature will consider any search terms or filters you have applied, allowing you to customise the exported data as required. The following data can be exported from the unit grid in CSV and Excel formats.

Record	Level	Export
NRT	Qualification	Yes

NRT	Skill Set	Yes
NRT	Units of competency	Yes
NRT	Imported units of competency	Yes

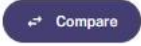
Compare tool

The Compare tool allows you to easily view differences between two releases of a training product or two individual training products, provided they are the same training product type. Training product types include:

- Training packages
- Qualifications
- Units of competency
- Skill sets

The screenshot shows the 'Compare tool' page on training.gov.au. The interface includes a header with the Australian Government logo and training.gov.au branding. A search bar (1) is located in the top right. A navigation menu (2) is below the header. The main content area (3) is titled 'Compare tool' and contains instructions. Below the instructions, there are two columns for 'Training package 1' and 'Training package 2'. Each column has a search bar, a 'Release' dropdown, and a 'Compare' button (5). A central button (4) with a double-headed arrow is positioned between the two columns. The 'Compare' button (5) is highlighted with a red box.

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1	Search panel	The website search bar is displayed in the top right of screen when navigation NRT records. You can select Nationally recognised training or Registered training organisations to add the right context to your search.
2	Navigation panel	The Navigation Panel features a home link that you can click/tap to return to the home page. The Navigation panel displays links to other features that you can click/tap to open.
Number	Name	Description
3	Compare panel	The Compare tool will provide summary of information when: • Comparing two individual training products • Comparing two releases of a Qualification • Comparing two releases of a Unit of competency • Comparing two releases of a Skill set When comparing two releases of a Training package, the Compare tool will also provide detailed information about any changes that have occurred between releases to: • Qualifications • Units of competency • Imported units of competency • Skill sets When using the Compare tool to compare releases of a training product, ensure the older/historical record is entered on the left and the newer/current record is entered on the right.
4	Swap comparison order title	The Swap comparison order title button  can be clicked/tapped to easily change the comparison order.
5	Compare	The Compare button  can be clicked/tapped to initiate the comparison and display the Training package comparison screen.

Support

For assistance, please refer to [TGA help and support](#)