# **RTO Report**



### 90283 - Steven Millard & Associates Pty Ltd the Trustee for Millard Family Trust

#### **Summary**

Code: 90283

Legal name: Steven Millard & Associates Pty Ltd the Trustee for Millard Family Trust

Trading name: National College of Vocational Education

Status: Current

ABN: **87 653 906 531** ACN: **066 190 814** 

RTO type: Education/training Business Or Centre: Privately Operated Registered Training Organisation

Web address http://ncve.edu.au

Initial registration date: 27/Sep/2001

#### **Organisation code history**

| Code  | Start date  | End date |
|-------|-------------|----------|
| 90283 | 27/Sep/2001 |          |

#### **Organisation role history**

No records to display.

#### Responsible legal person history

| Trading name   | Abn            | Acn         | Start date  | End date    |
|--|----------------|-------------|-------------|-------------|
| Steven Millard & Associates Pty Ltd the Trustee for Millard Family Trust | 87 653 906 531 | 066 190 814 | 26/Jun/2020 |             |
| Steven Millard & Associates Pty Ltd atf Millard Family Trust             | 87 653 906 531 | 066 190 814 | 11/Sep/2014 | 25/Jun/2020 |
| Steven Millard & Associates Pty Ltd                                      | 87 653 906 531 | 066 190 814 | 27/Sep/2001 | 10/Sep/2014 |

#### Web address history

| Web address                               | Start date  | End date    |
|---|-------------|-------------|
| http://ncve.edu.au                        | 26/Aug/2017 |             |
| http://businessadvice.net.au              | 17/Nov/2016 | 25/Aug/2017 |
| http://www.businessadvice.net.au          | 01/Feb/2013 | 16/Nov/2016 |
| http://www.retailtrainingaustralia.com.au | 30/Mar/2012 | 31/Jan/2013 |
| http://businessadvice.net.au              | 27/Sep/2001 | 29/Mar/2012 |

#### **Trading name history**

| Trading name                             | Start date  | End date |
|--|-------------|----------|
| National College of Vocational Education | 05/Aug/2016 |          |

#### **Registration details**

Registration manager: Australian Skills Quality Authority

28/Oct/2020 10:44 AM 1 of 14

Start date: 14/Sep/2015
End date: 13/Sep/2022

End reason:

Legal authority: National Vocational Education and Training Regulator Act 2011

Exerciser: Australian Skills Quality Authority

School registration: No

Higher education registration: No

#### **RTO** registration manager history

| Registration manager  | Start date  | End date    |
|---|-------------|-------------|
| Australian Skills Quality Authority                                   | 01/Jul/2011 |             |
| New South Wales Vocational Education and Training Accreditation Board | 27/Sep/2001 | 30/Jun/2011 |

### **RTO registration history**

| Legal authority  | Exerciser  | Start date  | End date    | End reason   |
|--|--|-------------|-------------|--|
| National Vocational Education and<br>Training Regulator Act 2011       | Australian Skills Quality<br>Authority   | 14/Sep/2015 | 13/Sep/2022 |  |
| National Vocational Education and Training Regulator Act 2011          | Australian Skills Quality<br>Authority   | 01/Jul/2011 | 13/Sep/2015 |  |
| Section 12(1) of the Vocational<br>Education and Training Act NSW 2005 | New South Wales<br>Vocational Education<br>and Training<br>Accreditation Board | 13/Sep/2010 | 30/Jun/2011 | Registration period was ended<br>to facilitate a transfer of<br>registration to another Legal<br>Authority |
| Section 12(1) of the Vocational<br>Education and Training Act NSW 2005 | New South Wales<br>Vocational Education<br>and Training<br>Accreditation Board | 27/Sep/2001 | 12/Sep/2010 |  |

#### **School Provider history**

No records to display.

#### **Higher education history**

No records to display.

#### **Contacts**

#### **Head office address**

Head office address: Shop 5-7

13 Beach Road

Batemans Bay NSW 2536

#### **Chief Executive**

Contact name: Mr. Steve Millard

Job title: Managing Director

Organisation name: Steven Millard & Associates Pty Ltd the Trustee for Millard Family Trust

Phone: **244782500**Mobile: **0438 722 600** 

Email: steve.millard@ncve.edu.au

28/Oct/2020 10:44 AM 2 of 14

Address: PO Box 955
Batemans Bay
NSW
2536

#### **Registration Enquiries**

Contact name: Mrs. Jill Millard

Job title: Training Director

Organisation name: Steven Millard & Associates Pty Ltd the Trustee for Millard Family Trust

Phone: **244782500**Mobile: **429303130** 

Email: jill.millard@ncve.edu.au

Address: PO Box 955

Batemans Bay NSW

2536

#### **Public Enquiries**

Contact name: Ms. Deb Byrnes

Job title: Administration

Organisation name: Steven Millard & Associates Pty Ltd the Trustee for Millard Family Trust

Phone: **(02) 4478 2500** Fax: **(02) 4472 2401** 

Email: reception@ncve.edu.au

Address: PO Box 955

Batemans Bay NSW 2536

#### **Managerial Agent**

Contact name: Mrs Jill Lesley Millard

#### **Managerial Agent**

Contact name: Dr. Emma Louise McComb

#### **Managerial Agent**

Contact name: Mr. Steven Colin Millard

#### **Head office address history**

28/Oct/2020 10:44 AM 3 of 14

| Address  | Start date  | End date    |
|--|-------------|-------------|
| Shop 5-7<br>13 Beach Road<br>Batemans Bay NSW 2536 | 17/Nov/2016 |             |
| Shop 5-7 13 Beach Road<br>BATEMANS BAY NSW 2536    | 01/Jul/2015 | 16/Nov/2016 |
| Shop 5-7/13 Beach Road<br>BATEMANS BAY NSW 2536    | 04/May/2015 | 30/Jun/2015 |
| Shop 5-7 13 Beach Road<br>BATEMANS BAY NSW 2536    | 16/Aug/2012 | 03/May/2015 |
| Shop 5-7<br>13 Beach Road<br>BATEMANS BAY NSW 2536 | 27/Sep/2001 | 15/Aug/2012 |

| BATEMANS BAY NSW 2536   |  |             |             |
|-------------------------|--|-------------|-------------|
| Chief Executive history |  | Start Date  | End Date    |
| -                       | Mr. Steve Millard  | 26/Jun/2020 |             |
| Job title:              | Managing Director  |             |             |
|                         | Steven Millard & Associates Pty Ltd the Trustee for Millard Family Trust |             |             |
| Phone:                  | 244782500  |             |             |
| Mobile:                 | 0438722600   |             |             |
| Email:                  | steve.millard@ncve.edu.au  |             |             |
| Address:                | PO Box 955<br>Batemans Bay<br>NSW 2536                                   |             |             |
| Contact name:           | Mr. Steve Millard  | 15/Feb/2019 | 25/Jun/2020 |
| Job title:              | Managing Director  |             |             |
| Organisation name:      | Steven Millard & Associates Pty Ltd atf Millard Family Trust             |             |             |
| Phone:                  | 244782500  |             |             |
| Mobile:                 | 0438722600   |             |             |
| Email:                  | steve.millard@ncve.edu.au  |             |             |
| Address:                | PO Box 955<br>Batemans Bay<br>NSW 2536                                   |             |             |
| Contact name:           | Mr. Steve Millard  | 17/Aug/2017 | 14/Feb/2019 |
| Job title:              | Managing Director  |             |             |
| Organisation name:      | Steven Millard & Associates Pty Ltd atf Millard Family Trust             |             |             |
| Phone:                  | 244782500  |             |             |
| Email:                  | steve.millard@ncve.edu.au  |             |             |
| Address:                | PO Box 955<br>Batemans Bay<br>NSW 2536                                   |             |             |
| Contact name:           | Mr Steve Millard   | 04/Aug/2017 | 16/Aug/2017 |
| Job title:              | Managing Director  |             |             |
|                         | Steven Millard & Associates Pty Ltd atf Millard Family Trust             |             |             |
| Phone:                  | 244782500  |             |             |
| Email:                  | steve.millard@ncve.edu.au  |             |             |
| Address:                | PO Box 955<br>Batemans Bay<br>NSW 2536                                   |             |             |
| Contact name:           | Mr Steve Millard   | 17/Nov/2016 | 03/Aug/2017 |
| Job title:              | Managing Director  |             |             |
| Organisation name:      | Steven Millard & Associates Pty Ltd atf Millard Family Trust             |             |             |
| Phone:                  | 0244782500   |             |             |
| Fax:                    | 0244722401   |             |             |

28/Oct/2020 10:44 AM 4 of 14

| Email:             | stevem@businessadvice.net.au                                    |             |             |
|--------------------|---|-------------|-------------|
|                    | PO Box 955  |             |             |
| Addiess.           | Batemans Bay  |             |             |
| 0                  | NSW 2536  | 44/0/0044   | 40/N/0040   |
|                    | Mr Steve Millard  | 11/Sep/2014 | 16/Nov/2016 |
|                    | Managing Director   |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd atf Millard<br>Family Trust |             |             |
| Phone:             | 0244782500  |             |             |
| Fax:               | 0244722401  |             |             |
| Email:             | sjm@businessadvice.net.au                                       |             |             |
| Address:           | PO Box 955<br>BATEMANS BAY<br>NSW 2536                          |             |             |
| Contact name:      | Mr Steve Millard  | 16/Jul/2014 | 10/Sep/2014 |
| Job title:         | Managing Director   |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd                             |             |             |
| Phone:             | 0244782500  |             |             |
| Fax:               | 0244722401  |             |             |
| Email:             | sjm@businessadvice.net.au                                       |             |             |
|                    | PO Box 955  |             |             |
|                    | BATEMANS BAY<br>NSW 2536  |             |             |
| Contact name:      | Mr Steve Millard  | 01/Feb/2013 | 15/Jul/2014 |
| Job title:         | Managing Director   |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd                             |             |             |
| Phone:             | 0244722500  |             |             |
| Fax:               | 0244722401  |             |             |
| Email:             | sjm@businessadvice.net.au                                       |             |             |
|                    | PO Box 955  |             |             |
|                    | BATEMANS BAY<br>NSW 2536  |             |             |
| Contact name:      | Mr Steve Millard  | 16/Aug/2012 | 31/Jan/2013 |
|                    | Managing Director   |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd                             |             |             |
| Phone:             | 0244722400  |             |             |
| Fax:               | 0244722401  |             |             |
| Email:             | stevem@businessadvice.net.au                                    |             |             |
| Address:           | PO Box 955<br>BATEMANS BAY<br>NSW 2536                          |             |             |
| Contact name:      | Mr Steve Millard  | 30/Mar/2012 | 15/Aug/2012 |
| Job title:         | Managing Director   |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd                             |             |             |
| Phone:             | 0244722400  |             |             |
| Fax:               | 0244722401  |             |             |
|                    | stevem@businessadvice.net.au                                    |             |             |
| Address:           | PO Box 955<br>BATEMANS BAY<br>NSW 2536                          |             |             |
| Contact name:      | Mr Steve Millard  | 27/Sep/2001 | 29/Mar/2012 |
| Job title:         | Managing Director   |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd                             |             |             |
| Phone:             | 0244722400  |             |             |
| Fax:               | 0244722401  |             |             |
|                    |   | 1           | ı           |

28/Oct/2020 10:44 AM 5 of 14

| Email:                   | stevem@businessadvice.net.au   |             |             |
|--------------------------|--|-------------|-------------|
| Address:                 | PO Box 955<br>BATEMANS BAY   |             |             |
|                          | NSW 2536   |             |             |
| Managerial Agent history | у  | Start Date  | End Date    |
| Contact name:            | Mrs Jill Lesley Millard  | 28/Jun/2018 |             |
| Contact name:            | Dr. Emma Louise McComb   | 28/Jun/2018 |             |
| Contact name:            | Mr. Steven Colin Millard   | 28/Jun/2018 |             |
| Contact name:            | Mr Steven Colin Millard  | 03/Feb/2016 | 16/Nov/2016 |
| Contact name:            | Mr Steven John Millard   | 29/Jun/2015 | 16/Nov/2016 |
| Contact name:            | Mrs Jill Lesley Millard  | 29/Jun/2015 | 16/Nov/2016 |
| Public Enquiries history |  | Start Date  | End Date    |
| Contact name:            | Ms. Deb Byrnes   | 26/Jun/2020 |             |
| Job title:               | Administration   |             |             |
| Organisation name:       | Steven Millard & Associates Pty Ltd the Trustee for Millard Family Trust |             |             |
| Phone:                   | 0244782500   |             |             |
| Fax:                     | 0244722401   |             |             |
| Email:                   | reception@ncve.edu.au  |             |             |
| Address:                 | PO Box 955<br>Batemans Bay<br>NSW 2536                                   |             |             |
| Contact name:            | Ms. Deb Byrnes   | 04/Aug/2017 | 25/Jun/2020 |
| Job title:               | Administration   |             |             |
| Organisation name:       | Steven Millard & Associates Pty Ltd atf Millard Family Trust             |             |             |
| Phone:                   | 0244782500   |             |             |
| Fax:                     | 0244722401   |             |             |
| Email:                   | reception@ncve.edu.au  |             |             |
| Address:                 | PO Box 955<br>Batemans Bay<br>NSW 2536                                   |             |             |
| Contact name:            | Ms Deb Byrnes  | 17/Nov/2016 | 03/Aug/2017 |
| Job title:               | Administration   |             |             |
| Organisation name:       | Steven Millard & Associates Pty Ltd atf Millard Family Trust             |             |             |
| Phone:                   | 0244782500   |             |             |
| Fax:                     | 0244722401   |             |             |
| Email:                   | reception@businessadvice.net.au  |             |             |
| Address:                 | PO Box 955<br>Batemans Bay<br>NSW 2536                                   |             |             |
| Contact name:            | Ms Deb Byrnes  | 02/Oct/2014 | 16/Nov/2016 |
| Job title:               | Administration   |             |             |
| Organisation name:       | Steven Millard & Associates Pty Ltd atf Millard Family Trust             |             |             |
| Phone:                   | 0244782500   |             |             |
| Fax:                     | 0244722401   |             |             |
| Email:                   | reception@businessadvice.net.au  |             |             |
| Address:                 | PO Box 955<br>BATEMANS BAY<br>NSW 2536                                   |             |             |
| Contact name:            | Reception  | 11/Sep/2014 | 01/Oct/2014 |
| Organisation name:       | Steven Millard & Associates Pty Ltd atf Millard Family Trust             |             |             |

28/Oct/2020 10:44 AM 6 of 14

|                          |   | I           |             |
|--------------------------|---|-------------|-------------|
|                          | 0444782500  |             |             |
| Fax:                     | 0244722401  |             |             |
| Email:                   | reception@businessadvice.net.au                     |             |             |
| Address:                 | PO Box 955<br>BATEMANS BAY<br>NSW 2536              |             |             |
| Contact name:            | Reception   | 16/Jul/2014 | 10/Sep/2014 |
| Organisation name:       | Steven Millard & Associates Pty Ltd                 |             |             |
| Phone:                   | 0444782500  |             |             |
| Fax:                     | 0244722401  |             |             |
| Email:                   | reception@businessadvice.net.au                     |             |             |
| Address:                 | PO Box 955<br>BATEMANS BAY<br>NSW 2536              |             |             |
| Contact name:            | Mrs Jill Millard                                    | 01/Feb/2013 | 15/Jul/2014 |
| Job title:               | Director  |             |             |
| Organisation name:       | Steven Millard & Associates Pty Ltd                 |             |             |
| Phone:                   | 0244782500  |             |             |
| Fax:                     | 0244722401  |             |             |
| Email:                   | jlm@businessadvice.net.au                           |             |             |
| Address:                 | PO Box 955<br>BATEMANS BAY<br>NSW 2536              |             |             |
| Contact name:            | Mrs Jill Millard                                    | 16/Aug/2012 | 31/Jan/2013 |
| Job title:               | Director  |             |             |
| Organisation name:       | Steven Millard & Associates Pty Ltd                 |             |             |
| Phone:                   | 0244722400  |             |             |
| Fax:                     | 0244722401  |             |             |
| Email:                   | jlm@businessadvice.net.au                           |             |             |
| Address:                 | PO Box 955<br>BATEMANS BAY<br>NSW 2536              |             |             |
| Contact name:            | Mrs Jill Millard                                    | 30/Mar/2012 | 15/Aug/2012 |
| Job title:               | Director  |             |             |
| Organisation name:       | Steven Millard & Associates Pty Ltd                 |             |             |
| Phone:                   | 0244722400  |             |             |
| Fax:                     | 0244722401  |             |             |
| Email:                   | jlm@businessadvice.net.au                           |             |             |
| Address:                 | PO Box 955<br>BATEMANS BAY<br>NSW 2536              |             |             |
| Contact name:            | Mrs Jill Millard                                    | 27/Sep/2001 | 29/Mar/2012 |
|                          | Director  |             |             |
| Organisation name:       | Steven Millard & Associates Pty Ltd                 |             |             |
| Phone:                   | 0244722400  |             |             |
| Fax:                     | 0244722401  |             |             |
| Email:                   | jlm@businessadvice.net.au                           |             |             |
| Address:                 | PO Box 955<br>BATEMANS BAY<br>NSW 2536              |             |             |
| Registration Enquiries h | istory  | Start Date  | End Date    |
| Contact name:            | Mrs. Jill Millard                                   | 26/Jun/2020 |             |
| Job title:               | Training Director                                   |             |             |
|                          | Steven Millard & Associates Pty Ltd the Trustee for |             |             |
|                          | Millard Family Trust                                |             |             |

28/Oct/2020 10:44 AM 7 of 14

| D.                 |  | 1           |             |
|--------------------|--|-------------|-------------|
|                    | 244782500  |             |             |
|                    | 429303130  |             |             |
|                    | jill.millard@ncve.edu.au                                     |             |             |
| Address:           | PO Box 955<br>Batemans Bay<br>NSW 2536                       |             |             |
| Contact name:      | Mrs. Jill Millard  | 04/Aug/2017 | 25/Jun/2020 |
| Job title:         | Training Director  |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd atf Millard Family Trust |             |             |
| Phone:             | 244782500  |             |             |
| Mobile:            | 429303130  |             |             |
| Email:             | jill.millard@ncve.edu.au                                     |             |             |
| Address:           | PO Box 955<br>Batemans Bay<br>NSW 2536                       |             |             |
| Contact name:      | Mrs. Jill Millard  | 17/Nov/2016 | 03/Aug/2017 |
| Job title:         | Training Director  |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd atf Millard Family Trust |             |             |
| Phone:             | 244782500  |             |             |
| Mobile:            | 429303130  |             |             |
| Fax:               | 0244722401   |             |             |
| Email:             | jlm@businessadvice.net.au                                    |             |             |
| Address:           | PO Box 955<br>Batemans Bay<br>NSW 2536                       |             |             |
| Contact name:      | Mrs Jill Millard   | 11/Sep/2014 | 16/Nov/2016 |
| Job title:         | Training Director  |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd atf Millard Family Trust |             |             |
| Phone:             | 0244782500   |             |             |
| Mobile:            | 0429303130   |             |             |
| Fax:               | 0244722401   |             |             |
| Email:             | jlm@businessadvice.net.au                                    |             |             |
| Address:           | PO Box 955<br>BATEMANS BAY<br>NSW 2536                       |             |             |
| Contact name:      | Mrs Jill Millard   | 16/Jul/2014 | 10/Sep/2014 |
| Job title:         | Training Director  |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd                          |             |             |
| Phone:             | 0244782500   |             |             |
| Mobile:            | 0429303130   |             |             |
| Fax:               | 0244722401   |             |             |
| Email:             | jlm@businessadvice.net.au                                    |             |             |
| Address:           | PO Box 955<br>BATEMANS BAY<br>NSW 2536                       |             |             |
| Contact name:      | Mrs Jill Millard   | 01/Feb/2013 | 15/Jul/2014 |
| Job title:         | Director   |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd                          |             |             |
| Phone:             | 0244822500   |             |             |
| Fax:               | 0244722401   |             |             |
| Email:             | jlm@businessadvice.net.au                                    |             |             |
|                    |  |             |             |

28/Oct/2020 10:44 AM 8 of 14

| Address:           | PO Box 955<br>BATEMANS BAY<br>NSW 2536 |             |             |
|--------------------|--|-------------|-------------|
| Contact name:      | Mrs Jill Millard                       | 16/Aug/2012 | 31/Jan/2013 |
| Job title:         | Director                               |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd    |             |             |
| Phone:             | 0244722400                             |             |             |
| Fax:               | 0244722401                             |             |             |
| Email:             | jlm@businessadvice.net.au              |             |             |
| Address:           | PO Box 955<br>BATEMANS BAY<br>NSW 2536 |             |             |
| Contact name:      | Mrs Jill Millard                       | 30/Mar/2012 | 15/Aug/2012 |
| Job title:         | Director                               |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd    |             |             |
| Phone:             | 0244722400                             |             |             |
| Fax:               | 0244722401                             |             |             |
| Email:             | jlm@businessadvice.net.au              |             |             |
| Address:           | PO Box 955<br>BATEMANS BAY<br>NSW 2536 |             |             |
| Contact name:      | Mrs Jill Millard                       | 27/Sep/2001 | 29/Mar/2012 |
| Job title:         | Director                               |             |             |
| Organisation name: | Steven Millard & Associates Pty Ltd    |             |             |
| Phone:             | 0244722400                             |             |             |
| Fax:               | 0244722401                             |             |             |
| Email:             | jlm@businessadvice.net.au              |             |             |
| Address:           | PO Box 955<br>BATEMANS BAY<br>NSW 2536 |             |             |

### Scope - explicit only

Note:This is a list of training products that the RTO has approval to deliver training and/or assessment in. It is not an indication of what training products the RTO is actually delivering. Individuals should contact the relevant RTO to confirm all delivery details of different training products.

#### **Delivery filter**

|                        | NSW | VIC | QLD | SA | WA | TAS | NT | ACT |
|------------------------|-----|-----|-----|----|----|-----|----|-----|
| Filter by delivery in: |     |     |     |    |    |     |    |     |

#### **Qualifications**

| Code     | Title   | Extent             | NSW | VIC | QLD | SA | WA       | TAS | NT | ACT      |
|----------|---|--------------------|-----|-----|-----|----|----------|-----|----|----------|
| BSB20115 | Certificate II in Business                      | Deliver and assess | 4   | ~   | ~   | 4  | <b>V</b> | 4   | 4  | 4        |
| BSB30115 | Certificate III in Business                     | Deliver and assess | 4   |     | ~   |    |          |     |    | 4        |
| BSB30315 | Certificate III in Micro Business<br>Operations | Deliver and assess | ~   | ~   | ~   | ~  | ~        | ~   | ~  | ~        |
| BSB42015 | Certificate IV in Leadership and Management     | Deliver and assess | ~   | ~   | ~   | ~  | ~        | ~   | ~  | ~        |
| BSB42518 | Certificate IV in Small Business<br>Management  | Deliver and assess | ~   |     | ~   |    |          |     |    | ~        |
| BSB42615 | Certificate IV in New Small Business            | Deliver and assess | *   | ~   | ~   | ~  | ~        | *   | *  | <b>*</b> |
| BSB42618 | Certificate IV in New Small Business            | Deliver and assess | ~   |     | ~   |    |          |     |    | ~        |

28/Oct/2020 10:44 AM 9 of 14

| Code     | Title   | Extent             | NSW      | VIC | QLD      | SA | WA       | TAS | NT | ACT |
|----------|---|--------------------|----------|-----|----------|----|----------|-----|----|-----|
| BSB50215 | Diploma of Business                                       | Deliver and assess | 4        | 4   | 4        | 4  | <b>V</b> | ~   | ~  | ~   |
| BSB51918 | Diploma of Leadership and Management                      | Deliver and assess | ~        |     | ~        |    |          |     |    | ~   |
| CHC33015 | Certificate III in Individual Support                     | Deliver and assess | ~        |     | <b>*</b> |    |          |     |    | ~   |
| CHC43015 | Certificate IV in Ageing Support                          | Deliver and assess | 4        |     | 4        |    |          |     |    | 4   |
| FSK20113 | Certificate II in Skills for Work and Vocational Pathways | Deliver and assess |          |     |          |    |          |     |    |     |
| SIR20216 | Certificate II in Retail Services                         | Deliver and assess | ~        |     | <b>*</b> |    |          |     |    | ~   |
| SIR30216 | Certificate III in Retail                                 | Deliver and assess | 4        |     | 4        |    |          |     |    | 4   |
| SIT20316 | Certificate II in Hospitality                             | Deliver and assess | <b>*</b> |     | 4        |    |          |     |    | 4   |
| SIT30616 | Certificate III in Hospitality                            | Deliver and assess | <b>*</b> |     | 4        |    |          |     |    | 4   |

### **Units of competency**

| Code         | Title  | Extent             | NSW | VIC | QLD | SA | WA | TAS | NT | ACT |
|--------------|--|--------------------|-----|-----|-----|----|----|-----|----|-----|
| BSBLED101    | Plan skills development  | Deliver and assess | 4   |     |     |    |    |     |    |     |
| BSBWOR201    | Manage personal stress in the workplace                              | Deliver and assess | *   |     |     |    |    |     |    |     |
| HLTINFCOV001 | Comply with infection prevention and control policies and procedures | Deliver and assess |     |     |     |    |    |     |    |     |
| TLIF1001     | Follow work health and safety procedures                             | Deliver and assess | *   |     |     |    |    |     |    |     |

### (\*): Scope is implicit

#### Skill set

| Code Title Extent NSW VIC QLD SA V | WA TAS | NT ACT |
|------------------------------------|--------|--------|
|------------------------------------|--------|--------|

(\*): Scope is implicit

### **Accredited courses**

No records to display.

# **Qualifications history**

| Code     | Title  | Extent             | Start date  | End date    |
|----------|--|--------------------|-------------|-------------|
| BSB20107 | Certificate II in Business                   | Deliver and assess | 13/Sep/2010 | 17/Dec/2013 |
| BSB20112 | Certificate II in Business                   | Deliver and assess | 24/May/2013 | 24/Mar/2016 |
| BSB20115 | Certificate II in Business                   | Deliver and assess | 16/Apr/2015 | 13/Sep/2022 |
| BSB30115 | Certificate III in Business                  | Deliver and assess | 07/Jul/2016 | 13/Sep/2022 |
| BSB30307 | Certificate III in Micro Business Operations | Deliver and assess | 15/Apr/2015 | 24/Mar/2016 |
| BSB30307 | Certificate III in Micro Business Operations | Deliver and assess | 25/May/2009 | 28/Feb/2014 |
| BSB30315 | Certificate III in Micro Business Operations | Deliver and assess | 15/Apr/2015 | 13/Sep/2022 |
| BSB40407 | Certificate IV in Small Business Management  | Deliver and assess | 23/Apr/2009 | 24/Mar/2016 |
| BSB40415 | Certificate IV in Small Business Management  | Deliver and assess | 16/Apr/2015 | 13/Jul/2017 |
| BSB40812 | Certificate IV in Frontline Management       | Deliver and assess | 15/Jul/2014 | 24/Mar/2016 |
| BSB42015 | Certificate IV in Leadership and Management  | Deliver and assess | 29/Apr/2015 | 13/Sep/2022 |
| BSB42515 | Certificate IV in Small Business Management  | Deliver and assess | 09/Jun/2016 | 25/Sep/2019 |
| BSB42518 | Certificate IV in Small Business Management  | Deliver and assess | 27/Sep/2018 | 13/Sep/2022 |
| BSB42615 | Certificate IV in New Small Business         | Deliver and assess | 08/Feb/2016 | 31/Dec/2020 |

28/Oct/2020 10:44 AM 10 of 14

| Code     | Title   | Extent             | Start date  | End date    |
|----------|---|--------------------|-------------|-------------|
| BSB42618 | Certificate IV in New Small Business                      | Deliver and assess | 27/Sep/2018 | 13/Sep/2022 |
| BSB50207 | Diploma of Business                                       | Deliver and assess | 15/Jul/2014 | 24/Mar/2016 |
| BSB50215 | Diploma of Business                                       | Deliver and assess | 16/Apr/2015 | 13/Sep/2022 |
| BSB51107 | Diploma of Management                                     | Deliver and assess | 15/Jul/2014 | 24/Mar/2016 |
| BSB51915 | Diploma of Leadership and Management                      | Deliver and assess | 29/Apr/2015 | 25/Sep/2019 |
| BSB51918 | Diploma of Leadership and Management                      | Deliver and assess | 27/Sep/2018 | 13/Sep/2022 |
| CHC33015 | Certificate III in Individual Support                     | Deliver and assess | 09/Jun/2016 | 13/Sep/2022 |
| CHC43015 | Certificate IV in Ageing Support                          | Deliver and assess | 09/Jun/2016 | 13/Sep/2022 |
| FSK20113 | Certificate II in Skills for Work and Vocational Pathways | Deliver and assess | 25/Nov/2016 | 26/Nov/2021 |
| SIR20207 | Certificate II in Retail                                  | Deliver and assess | 26/Feb/2011 | 12/Jun/2013 |
| SIR20212 | Certificate II in Retail Services                         | Deliver and assess | 14/Jan/2013 | 29/Sep/2017 |
| SIR20216 | Certificate II in Retail Services                         | Deliver and assess | 09/Jun/2016 | 13/Sep/2022 |
| SIR30207 | Certificate III in Retail                                 | Deliver and assess | 26/Feb/2011 | 12/Jun/2013 |
| SIR30212 | Certificate III in Retail Operations                      | Deliver and assess | 14/Jan/2013 | 29/Sep/2017 |
| SIR30216 | Certificate III in Retail                                 | Deliver and assess | 09/Jun/2016 | 13/Sep/2022 |
| SIT20213 | Certificate II in Hospitality                             | Deliver and assess | 03/Mar/2016 | 02/Sep/2017 |
| SIT20316 | Certificate II in Hospitality                             | Deliver and assess | 16/Mar/2016 | 13/Sep/2022 |
| SIT30616 | Certificate III in Hospitality                            | Deliver and assess | 16/Mar/2016 | 13/Sep/2022 |
| SIT30713 | Certificate III in Hospitality                            | Deliver and assess | 03/Mar/2016 | 02/Sep/2017 |

# Units of competency history

| Code         | Title  | Extent             | Start date  | End date    |
|--------------|--|--------------------|-------------|-------------|
| BSBLED101    | Plan skills development  | Deliver and assess | 07/Apr/2016 | 17/Oct/2021 |
| BSBWOR201    | Manage personal stress in the workplace                              | Deliver and assess | 07/Apr/2016 | 17/Oct/2021 |
| HLTINFCOV001 | Comply with infection prevention and control policies and procedures | Deliver and assess | 15/May/2020 | 13/Sep/2022 |
| TLIF1001     | Follow work health and safety procedures                             | Deliver and assess | 07/Apr/2016 | 13/Sep/2022 |

### **Skill set history**

No records to display.

### **Accredited Courses history**

No records to display.

### **Regulatory Decision Information**

28/Oct/2020 10:44 AM 11 of 14

| Regulatory Decision Information                                      | Regulatory Decision Information Type | Start date  | End date    |
|--|--------------------------------------|-------------|-------------|
| On 19 September 2019, Steven   | Condition of registration            | 19/Sep/2019 | 13/Sep/2022 |
| Millard & Associates Pty Ltd atf                                     |                                      |             |             |
| Millard Family Trust and ASQA made                                   |                                      |             |             |
| an Agreement that the following                                      |                                      |             |             |
| Condition of Registration be imposed,                                |                                      |             |             |
| under subsection 29(1) of the  |                                      |             |             |
| National Vocational Education and                                    |                                      |             |             |
| Training Regulator Act 2011 (the Act):                               |                                      |             |             |
| * For the entire period of its current                               |                                      |             |             |
| registration, Steven Millard & Associates Pty Ltd atf Millard Family |                                      |             |             |
| Trust must securely retain and                                       |                                      |             |             |
| provide to ASQA on request, copies                                   |                                      |             |             |
| of all completed student assessment                                  |                                      |             |             |
| items for each student (per the                                      |                                      |             |             |
| definition in ASQA's General   |                                      |             |             |
| Direction – Retention requirements                                   |                                      |             |             |
| for completed student assessment                                     |                                      |             |             |
| items and clearly identifiable as to                                 |                                      |             |             |
| which student and unit/s each item                                   |                                      |             |             |
| relates to) and copies of the master                                 |                                      |             |             |
| assessment tools used for each                                       |                                      |             |             |
| assessment, for a period of 18                                       |                                      |             |             |
| months from the date on which the                                    |                                      |             |             |
| judgement of competence for each                                     |                                      |             |             |
| relevant unit of competency is made.                                 |                                      |             |             |

#### **Regulatory Decision Information history**

| Regulatory Decision Information   | Regulatory Decision Information Type | Start date  | End date    |
|---|--------------------------------------|-------------|-------------|
| On 19 September 2019, Steven Millard & Associates Pty Ltd atf Millard Family Trust and ASQA made an Agreement that the following Condition of Registration be imposed, under subsection 29(1) of the National Vocational Education and Training Regulator Act 2011 (the Act): * For the entire period of its current registration, Steven Millard & Associates Pty Ltd atf Millard Family Trust must securely retain and provide to ASQA on request, copies of all completed student assessment items for each student (per the definition in ASQA's General Direction – Retention requirements for completed student assessment items and clearly identifiable as to which student and unit/s each item relates to) and copies of the master assessment tools used for each assessment, for a period of 18 months from the date on which the judgement of competence for each relevant unit of competency is made. | Condition of registration            | 19/Sep/2019 | 13/Sep/2022 |

#### **Delivery**

Note:The Delivery Notification matrix of state/territories represents regions where the RTO has previously notified it has commenced delivery. It is not an indication of the availability of the training product, from the RTO, within a particular state or territory. Individuals should contact the relevant RTO to confirm all delivery details of different training products.

| Scope    | Date of change | Notification | NSW | VIC      | QLD | SA       | WA | TAS      | NT | ACT | Overseas |
|----------|----------------|--------------|-----|----------|-----|----------|----|----------|----|-----|----------|
| BSB20107 | 13/Sep/2010    | Commencement | ~   | <b>V</b> | ~   | <b>V</b> | 4  | <b>~</b> | ~  | 4   |          |
| BSB20112 | 24/May/2013    | Commencement | ~   | <b>V</b> | ~   | 4        | 4  | ~        | 4  | 4   |          |
| BSB30115 | 07/Jul/2016    | Commencement | 4   |          | 4   |          |    |          |    | 4   |          |

28/Oct/2020 10:44 AM 12 of 14

| Scope  | Date of change | Notification | NSW      | VIC      | QLD      | SA       | WA       | TAS      | NT       | ACT      | Overseas |
|--|----------------|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| BSB30115   | 07/Jul/2016    | Commencement | ~        |          | <b>~</b> |          |          |          |          | <b>~</b> |          |
| BSB30307   | 17/Nov/2016    | Commencement |          | 4        | ~        | 4        | 4        | <b>~</b> | 4        | <b>~</b> |          |
| BSB30307   | 02/Feb/2016    | Cessation    |          | <b>V</b> | ~        | <b>V</b> | <b>V</b> | <b>~</b> | 4        | 4        |          |
| BSB30307   | 02/Feb/2016    | Cessation    |          | <b>V</b> | 4        | <b>V</b> | 4        | <b>V</b> | 4        | 4        |          |
| BSB30307   | 25/May/2009    | Commencement | 4        | 4        | ~        | 4        | 4        | <b>~</b> | 4        | 4        |          |
| BSB30315   | 04/May/2015    | Commencement |          | <b>V</b> | 4        | 4        | 4        | <b>V</b> | 4        | <b>V</b> |          |
| BSB30315   | 04/May/2015    | Commencement |          | <b>V</b> | 4        | ~        | <b>~</b> | <b>~</b> | 4        | <b>*</b> |          |
| BSB30315   | 15/Apr/2015    | Commencement | 4        |          |          |          |          |          |          |          |          |
| BSB30315   | 15/Apr/2015    | Commencement | <b>~</b> |          |          |          |          |          |          |          |          |
| BSB40407   | 23/Apr/2009    | Commencement | <b>~</b> | <b>V</b> | ~        | 4        | <b>V</b> | <b>~</b> | ~        | <b>~</b> |          |
| BSB40812,<br>BSB51107,<br>BSB50207                           | 15/Jul/2014    | Commencement | ~        | *        | ~        | *        | *        | ~        | ~        | ~        |          |
| BSB40812,<br>BSB51107,<br>BSB50207                           | 15/Jul/2014    | Commencement | ~        | *        | ~        | *        | *        | *        | ~        | *        |          |
| BSB42518,<br>BSB51918,<br>BSB42618                           | 29/Oct/2018    | Commencement | ~        |          | ~        |          |          |          |          | <b>*</b> |          |
| BSB42615   | 08/Feb/2016    | Commencement | ~        | 4        | 4        | 4        | 4        | <b>V</b> | 4        | 4        |          |
| BSB42615   | 08/Feb/2016    | Commencement | ~        | <b>V</b> | ~        | <b>V</b> | <b>*</b> | <b>*</b> | <b>*</b> | 4        |          |
| BSB50215,<br>BSB20115,<br>BSB51915,<br>BSB40415              | 30/Mar/2015    | Commencement | *        | *        | ~        | *        | ~        | ~        | *        | ~        |          |
| BSB50215,<br>BSB20115,<br>BSB51915,<br>BSB40415              | 30/Mar/2015    | Commencement | ~        | *        | *        | *        | *        | *        | *        | ~        |          |
| BSB51915   | 16/Apr/2015    | Cessation    | 4        | <b>V</b> | ~        | 4        | ~        | ~        | ~        | 4        |          |
| BSB51915   | 16/Apr/2015    | Cessation    | ~        | <b>V</b> | ~        | <b>V</b> | 4        | <b>*</b> | <b>V</b> | ✓        |          |
| BSB51915,<br>BSB42015  | 29/Apr/2015    | Commencement | ~        | <b>*</b> | 4        | <b>*</b> | *        | <b>*</b> | ~        | ~        |          |
| BSB51915,<br>BSB42015  | 29/Apr/2015    | Commencement | ~        | <b>*</b> | ~        | <b>~</b> | ~        | 4        | ~        | ~        |          |
| SIR20207   | 20/Dec/2010    | Commencement | <b>~</b> | <b>V</b> | ~        | 4        | 4        | ~        | ~        | <b>V</b> |          |
| SIR20212   | 14/Jan/2013    | Commencement | 4        | 4        | ~        | 4        | 4        | 4        | 4        | <b>*</b> |          |
| SIR30207   | 20/Dec/2010    | Commencement | ~        | <b>V</b> | ~        | <b>V</b> | <b>~</b> | <b>*</b> | ~        | <b>~</b> |          |
| SIR30212   | 14/Jan/2013    | Commencement | ~        | <b>V</b> | 4        | <b>V</b> | 4        | <b>*</b> | 4        | 4        |          |
| SIR30216,<br>BSB42515,<br>SIR20216,<br>CHC43015,<br>CHC33015 | 09/Jun/2016    | Commencement | ~        |          | ~        |          |          |          |          | *        |          |
| SIR30216,<br>BSB42515,<br>SIR20216,<br>CHC43015,<br>CHC33015 | 09/Jun/2016    | Commencement | ~        |          | ~        |          |          |          |          | ~        |          |
| SIT20213,<br>SIT30713  | 03/Mar/2016    | Commencement | ~        |          |          |          |          |          |          |          |          |
| SIT20213,<br>SIT30713  | 03/Mar/2016    | Commencement | ~        |          |          |          |          |          |          |          |          |
| SIT20316,<br>SIT30616  | 05/Aug/2016    | Commencement |          |          | <b>V</b> |          |          |          |          | 4        |          |
| SIT20316,<br>SIT30616  | 05/Aug/2016    | Commencement |          |          | <b>*</b> |          |          |          |          | *        |          |
| SIT20316,<br>SIT30616  | 16/Mar/2016    | Commencement | <b>*</b> |          |          |          |          |          |          |          |          |

28/Oct/2020 10:44 AM 13 of 14

| Scope                                | Date of change | Notification | NSW      | VIC | QLD | SA | WA | TAS | NT | ACT | Overseas |
|--------------------------------------|----------------|--------------|----------|-----|-----|----|----|-----|----|-----|----------|
| SIT20316,<br>SIT30616                | 16/Mar/2016    | Commencement | <b>*</b> |     |     |    |    |     |    |     |          |
| TLIF1001,<br>BSBLED101,<br>BSBWOR201 | 07/Apr/2016    | Commencement | ~        |     |     |    |    |     |    |     |          |
| TLIF1001,<br>BSBLED101,<br>BSBWOR201 | 07/Apr/2016    | Commencement | *        |     |     |    |    |     |    |     |          |

28/Oct/2020 10:44 AM 14 of 14