

Variations Online Account Authorisation Form

Department of Employment, Small Business and Training (DESBT) provides access to Variations Online (VOL) system to individuals who are approved on behalf of a Skills Assure Supplier (SAS) to request variations to SAS agreements.

Before completing this application form, please read Variations Online (VOL) **Terms of Use** and **Privacy Statement**.

If you have any questions regarding this form or the application process, please contact VET Programs & Investment team on email VPI@desbt.qld.gov.au.

RTO details

RTO's National number	
RTO's Legal Name	
Current Skills Assure Supplier	

Applicant's details

This section is to be completed by the Applicant.

By completing this form, I confirm that I have read and accepted VOL Terms of Use and Privacy Statement

Full Name	
Position	
Work Email address	
Signature	
Date	

Authorisation by RTO's Chief Executive

This section is to be completed by the RTO's Chief Executive listed on <https://training.gov.au/Home/Tga>

Alternatively, authorisation can be provided by a company Director (please supply recent ASIC Company extract to confirm details).

By completing this form, I certify that I am an authorised officer for this organisation.

I confirm the Applicant in their current role is required to use Variations Online system to request SAS agreement variations on behalf of the organisation.

Full Name	
Position	
Work email address	
Signature	
Date	



Checklist (for the Applicant)

Please make sure that the following are completed

- ☐ Online application [DESBT Variations Online Account Application Form](#) is submitted
- ☐ This Authorisation form is completed and saved as a PDF file or scanned
- ☐ This Authorisation form is forwarded as an attachment to VPI@desbt.qld.gov.au using the email subject line “**VOL Account Application – Your Name and RTO Name**”. *Please make sure you send the email from your work email address and your signature block is included.*
- ☐ If the Authorising Officer is not listed on <https://training.gov.au/Home/Tga> as the Chief Executive, please attach ASIC Current Company extract that confirms their details as RTO's Director.