

Co-Provider Documentation

The following is required to deliver training courses as a Co-Provider with Infinitas Pty Ltd RTO #91763 T/A Emergency Management Services.

Please email these documents to **info@ems.edu.au** with the following subject **Co-Provider Docs 'your company name'**.

Company requirements

- A signed copy of the partnership agreement.
- Proof of access to equipment required to conduct the training.
(This may be a photo, agreement or quote for hire or a purchase receipt.)
- A photo of this being used during training at the first course will be required.
- A signed letter on company letterhead outlining what units you wish to deliver in partnership with EMS and your target audience.
- A copy of any advertising that is to be used.
- A completed Website check (Conducted by EMS).
- A signed copy of your refund policy.
- A signed document outlining your payment terms.
- A certified copy of your Public Liability Insurance.
- A certified copy of your professional Indemnity Insurance.
(Where applicable.)
- Letter from accountant confirming that the company is financially viable.
(This is due to requirements of RTOs to be financially viable. SNR 22)
- A copy of your ABN / ACN.

Trainer Requirements (Required for each trainer)

- A passport style photo of the trainer. (Head and Shoulders on white background.)
- Certified copy of all training qualifications.
- Certified copy of industry qualifications.
- 2 x referees (including contact details) to confirm industry experience.
- A copy of Identification documents.
(Totaling 100 points of the AUS Point System.)
- A completed Working with Children document.