

RTO ACCESS TO READY APPRENTICE WEB PORTAL

RTO DETAILS

RTO Code: _____ **Representative Name:** _____
Legal Name: _____ **Business Name:** _____
Contact Number: _____ **Email Address:** _____

LOG ON DETAILS

Nominated Email Address for Log-In: _____ **Password:** _____

Note: Password must be at least 9 characters long and contain at least 3 of the following: uppercase letters, lowercase letters, digits, and special characters (@, %, \$, etc.)

AGREEMENT

*In signing this application, I accept the system user responsibilities and undertakings set out in the **System User Responsibilities and Undertakings** summarised below. I accept that once this application is approved, all future correspondence regarding enrolment notifications, cancellations, suspensions and terminations will be received from Apprenticeships Northern Territory via the Ready Apprentice system.*

Once approved, you will be contacted via the nominated email address above within 10 working days with your user ID and password.

*If you have forgotten your user ID or password, your **Authorised Representative** must contact Apprenticeships Northern Territory on **08 8935 8200** and resubmit an application form to reactivate access. If the Authorised Representative has left the company, a new application must be completed.*

Representative Name: _____ **Date:** _____
Representative Signature: _____

SYSTEM USER RESPONSIBILITIES AND UNDERTAKINGS

By signing, you declare that you have read and understood the Australian Privacy Principles (OAI) [Australian Privacy Principles | OAI](#) and agree to abide by them when accessing personal information in the Ready Apprentice database. You also acknowledge:

- **Information Privacy:** Unauthorised or intentional access, destruction, alteration or impediment to personal information is an offence under the Crimes Act 1914 (Part VIA), attracting substantial penalties including imprisonment. Unauthorised disclosure of information obtained through this access may also be an offence under Section 70 (penalty up to 2 years imprisonment).
- **Access Privileges:** Access only what you're authorised to use, only for as long as needed. Do not attempt to bypass security or use another user's privileges. You are responsible for all activity under your Logon ID; breaches may result in suspension and investigation.
- **Confidentiality of Passwords:** Passwords are sensitive and must be protected from disclosure or compromise.
- **Software & Data Security:** Do not violate software copyright or system integrity. Transmit data only via approved, secure channels (including encryption where required).
- **Hardware Security:** IT equipment must be protected from theft, damage, unauthorised access and modification.
- **Reporting:** Any known or suspected breach of these responsibilities must be reported immediately to Apprenticeships Northern Territory on 08 8935 8200.

ANT OFFICE USE ONLY

Date Received	
Authorised By	
Account Created / Reactivated	
Date Processed	
Email Log-On Details Sent	
ANT Signature	

Privacy Notice

The information on this form is collected for the purpose of Apprenticeships Northern Territory managing access to the Ready Apprentice database. It will be used only for the purpose provided and will not be disclosed without consent, unless authorised or required by law.