



RTO-NET/TRS-NET EXIT NOTIFICATION FORM

(RTO'S/AASN'S/EMPLOYERS/AUST GOV)

Complete ALL sections in clear writing, provide details in full and email to ict.servicedesk@dtwd.wa.gov.au.
If the user has more than one profile, please specify the organisation(s).
Confirmation will be sent to the Legally Responsible Officer as provided in Section 3.

1. USER DETAILS

User's ID (if known):	<input type="text"/>	NTIS/Org ID:	<input type="text"/>
User's First Name:	<input type="text"/>		
User's Surname:	<input type="text"/>		
User's Email:	<input type="text"/>		
Organisation:	<input type="text"/>		
ABN:	<input type="text"/>		
Effective Date:	<input type="text"/>		

2. PLEASE REMOVE ACCESS TO THE FOLLOWING SYSTEMS:

RTO-NET USERS:

- Standard, Contract and Contract & Financial (RTO)
- Training Record Systems (TRS RTO Normal)
- Travel & Accommodation Allowance (RTO Claim Manager)

TRS-NET USERS:

- Australian Apprenticeship Support Network (AASN)
- Australian Government Department of Education and Training
- Employer (EMP)

3. LEGALLY RESPONSIBLE OFFICER (LRO) APPROVAL:

LRO's Name: _____

LRO's Email Address: _____

LRO's Contact Number: _____

LRO's Signature: _____ Date: _____