

The RTO Comparison Checklist

What to check before choosing an HR course

Choosing a registered training organisation is a real decision, and the marketing all sounds similar. This checklist gives you the questions a careful buyer asks before enrolling in any online HR qualification, so you can compare providers on what actually matters to you, not on who has the slickest website.

Score up to three providers side by side. The questions are written to apply to any RTO. At the end, we show you honestly how Vanguard Business Education measures up against the same criteria, clearly marked as our own answers.

HOW TO USE THIS CHECKLIST

Compare on what matters, not on marketing

Work through the questions below for each provider you are considering. For each one, note what you find: a tick, a score out of five, or a quick comment. Some questions will matter more to you than others, that is the point. A provider that is perfect for someone else may be wrong for you, and the honest notes flag where that is true.

Be wary of any provider, including us, that claims to be the right choice for everyone. The best HR course is the one that fits your situation, your budget and how you learn.

THE CHECKLIST

Questions to ask any HR RTO

What to ask, and why it matters	Provider 1	Provider 2	Provider 3
RECOGNITION AND COMPLIANCE			
<p>Is the qualification nationally recognised, and is the RTO listed on training.gov.au?</p> <p><i>A nationally recognised qualification is the same standard everywhere in Australia. If a provider is not a registered RTO with a code, the certificate may not be recognised by employers.</i></p>			
<p>Who issues the certificate, and is that body responsible for the training?</p> <p><i>You want a clear, accountable provider responsible for both training and assessment, not a reseller passing you to someone else.</i></p>			
HOW YOU ACTUALLY LEARN			
<p>Will I produce real workplace documents, or just answer theory questions?</p> <p><i>HR is practical work. A course that has you build real documents leaves you with proof of capability, not just a pass mark.</i></p>			
<p>Is the learning built around realistic workplace scenarios?</p> <p><i>Applying skills in a workplace context is what makes them stick, and what employers actually look for.</i></p>			
<p>Do you prefer face-to-face classroom learning?</p> <p><i>If yes, a campus-based provider may suit you better than any fully online RTO, including us. Be honest with yourself about how you learn best.</i></p>			
SUPPORT			
<p>How will I get help when I am stuck, including outside office hours?</p> <p><i>Online study often happens at night and on weekends. Find out what support exists when the office is closed, and whether a real trainer is available too.</i></p>			

What to ask, and why it matters	Provider 1	Provider 2	Provider 3
<p>How quickly are assessments marked and questions answered?</p> <p><i>Slow turnaround stalls your progress. Ask for actual response and marking times, not vague promises.</i></p>			
COST AND FLEXIBILITY			
<p>What is the full fee, and are there payment plans or government funding?</p> <p><i>Compare the total cost, not the headline. Ask about payment plans, and whether you may be eligible for subsidised training such as Smart and Skilled in NSW.</i></p>			
<p>How long do I get, and what happens if I need more time?</p> <p><i>Life gets busy. Check the time allowed and whether extensions cost extra or are included.</i></p>			
OUTCOMES			
<p>What roles might this qualification support, and is that claim honest?</p> <p><i>Be cautious of guaranteed-job claims. No course can guarantee employment. Look for honest, specific framing about the roles it may support.</i></p>			

OUR OWN ANSWERS

How Vanguard Business Education measures up

This section is not neutral, and we are not pretending it is. Below are our honest answers to the same questions, for the BSB40420 Certificate IV in Human Resource Management. Use them to score us alongside the other providers you are considering.

Nationally recognised and on training.gov.au?	Yes. BSB40420 is nationally recognised. Vanguard Business Education is RTO 91219, responsible for all training, assessment and certification.
Real workplace documents?	Yes. You build a full People and Culture Portfolio, including recruitment, onboarding, performance, employee relations and a workforce project, inside the Orion Consulting simulation.
Built around realistic scenarios?	Yes. The whole course runs through a simulated workplace, applying skills in context rather than in isolation.
Prefer a classroom?	Then we may not be your best fit. Vanguard Business Education is 100% online. If face-to-face matters most to you, a campus provider could suit you better.
Support outside office hours?	SmartCoach™ AI learning support is available 24/7, alongside qualified trainers. Email responses within 48 hours, assessments marked within 5 business days.
Full fee and funding?	Standard fee \$1,970. Flexible weekly or fortnightly payment plans. May be available under NSW Smart and Skilled for eligible learners.
Time allowed?	Up to 12 months, self-paced, with a free 12-month extension if you need it. No questions, no hidden fees.
Honest about outcomes?	Yes. We say the qualification may support roles such as HR Assistant or People and Culture Coordinator. We do not guarantee employment, because no course honestly can.

YOUR NEXT STEP

Compared us, and like what you see?

If Vanguard Business Education scores well against the criteria that matter to you, take a closer look. The BSB40420 Certificate IV in Human Resource Management is 100% online, with practical workplace-style assessment, flexible self-paced study and SmartCoach™ support.

Ready to take a closer look?

[Explore the Certificate IV in HR →](#)

or visit vanguardbusinesseducation.edu.au/certificate-iv-in-human-resource-management-bsb40420