

Take your next intake for a spin.

Explore CAQA RTO OS

Commercial student and quality management software for Australian training providers. Follow a fictional learner from first enquiry to class allocation in an open, guided demonstration.

Open the public demonstration

<https://rtoos.caqa.com/demo>

No login required • Allow 8-12 minutes
Three sample training contexts • Start fresh on every visit

A CONNECTED LEARNER JOURNEY

- 1 Enquiry**
Capture interest before enrolment.
- 2 Admissions & LLND**
Collect information and identify support.
- 3 Combined review**
Make an authorised staff decision.
- 4 Enrolment, fees & offer**
Carry the checked information forward.
- 5 Class & delivery**
Connect the learner and training team.

A short demonstration agenda

1. Introduce the journey (1 minute)

Open the demo centre. Explain that Maya is fictional and this is a guided interface simulation. Select Business, Individual Support or Leadership.

2. Explore the decisions (6-8 minutes)

Follow the eight stages below. At LLND, use **Fill sample answers** if you are presenting. Pause at the combined review to show that staff still make the decision.

3. Discuss the fit (2-3 minutes)

Open the platform overview. Discuss the RTO's modules, reporting pathways, migration, implementation and support. Agree a configured walkthrough and a written quotation.

01 Enquiry



02 Admissions + LLND



03 Combined staff review



04 Prefilled enrolment



05 Fees + receipt



06 Learner offer



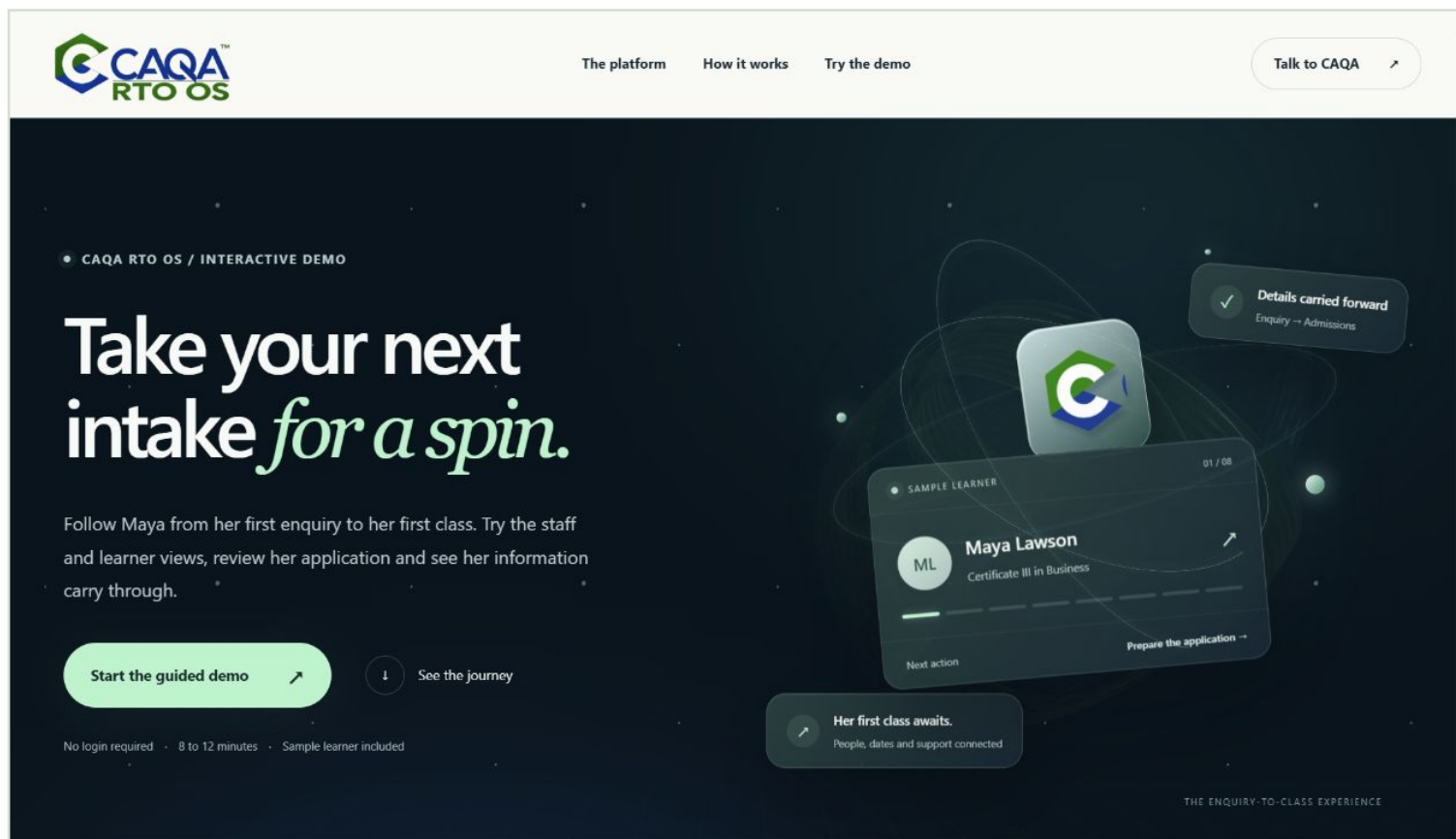
07 Class + training team



08 Delivery handover

Review can pause for more evidence.
Approval is not automatic.

Open the demo centre



SCREEN EXCERPT · FICTIONAL DEMONSTRATION

01 · Open the demo centre

Select **Start the guided demo**, or scroll to **Which intake would you like to explore?**. No staff account is needed.

02 · Share with a colleague

Use **Copy demo link** near the bottom of the page. The link opens a fresh tour; it does not share entries or your progress.

Record the interest



Guided product demo
Synthetic information only

Demo centreContact salesRestart demo

YOUR SAMPLE INTAKE

1 Enquiry

2 Admissions & LLND

3 Admin review

4 Enrolment

5 Fees

6 Offer

7 Class

8 Ready for training

Explore with the fictional learner provided.
No emails, payments or real identity uploads take place.

A new conversation

Use the fictional details provided. This saves an enquiry, not an enrolled student.

Learner name

Maya Lawson

Email address

maya.lawson@example.invalid

Phone

0400 000 000

Training product

BSB30120 · Certificate III in Business

What would the learner like to achieve?

Build confidence and practical skills for a new role.

The next view represents the secure admissions link sent by staff.
No email is sent here.

Save enquiry & preview invitation →

ML

Maya Lawson

Certificate III in Business

● Enquiry in progress

Training product

BSB30120 · AQF 3

Delivery

Blended delivery

Evidence

Awaiting sample application

Staff decision

Review still to come

Watch this record update as you move through the sample intake.

01 / 08

Enable motion

SCREEN EXCERPT · FICTIONAL DEMONSTRATION

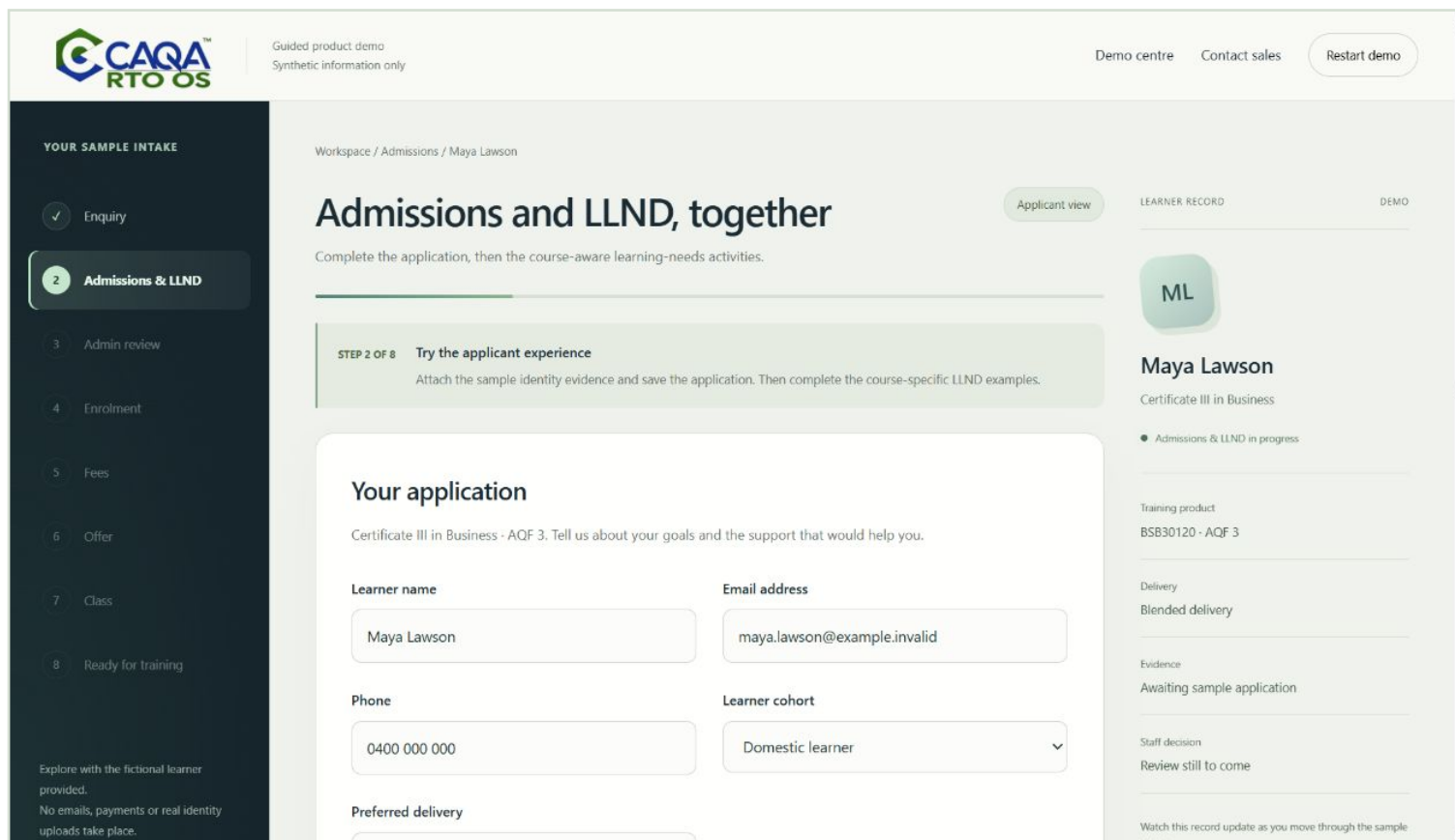
01 · Record the interest

Keep the fictional contact details. Choose the training product and review the learner's goal.

02 · Start admissions

Select **Save enquiry & preview invitation**. The next screen represents the applicant link; no email is sent.

Complete the application



The screenshot displays the 'Admissions and LLND, together' section of the CAQA RTO OS application. The interface includes a sidebar with a progress bar showing steps from Enquiry to Ready for training, with 'Admissions & LLND' currently selected. The main content area features a breadcrumb trail 'Workspace / Admissions / Maya Lawson', a title 'Admissions and LLND, together', and a sub-header 'STEP 2 OF 8 Try the applicant experience'. Below this, a form titled 'Your application' contains fields for Learner name (Maya Lawson), Email address (maya.lawson@example.invalid), Phone (0400 000 000), and Learner cohort (Domestic learner). A 'Preferred delivery' field is also present. The right sidebar shows a learner profile for 'Maya Lawson' with a 'Certificate III in Business' and a status of 'Admissions & LLND in progress'.

SCREEN EXCERPT · FICTIONAL DEMONSTRATION

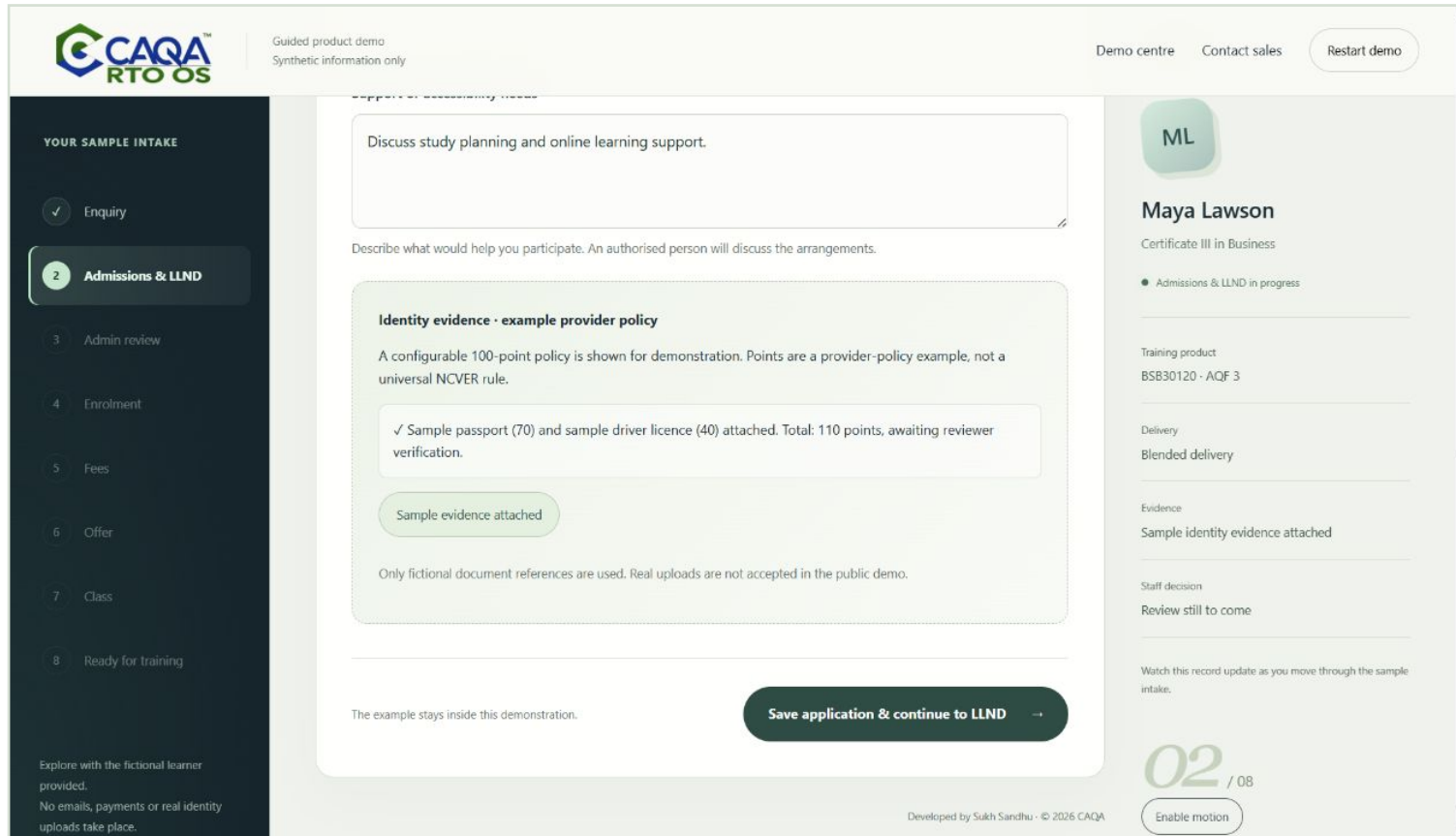
01 · Complete the application

Review the cohort, delivery preference, experience and support needs. Scroll through the form to the identity section.

02 · Keep one connected record

Name and contact information came from the enquiry. Use fictional details throughout this public demonstration.

Attach the sample evidence



YOUR SAMPLE INTAKE

- 1 Enquiry
- 2 **Admissions & LLND**
- 3 Admin review
- 4 Enrolment
- 5 Fees
- 6 Offer
- 7 Class
- 8 Ready for training

Explore with the fictional learner provided.
No emails, payments or real identity uploads take place.

Guided product demo
Synthetic information only

Demo centre Contact sales Restart demo

Discuss study planning and online learning support.

Describe what would help you participate. An authorised person will discuss the arrangements.

Identity evidence - example provider policy

A configurable 100-point policy is shown for demonstration. Points are a provider-policy example, not a universal NCVER rule.

✓ Sample passport (70) and sample driver licence (40) attached. Total: 110 points, awaiting reviewer verification.

Sample evidence attached

Only fictional document references are used. Real uploads are not accepted in the public demo.

The example stays inside this demonstration.

Save application & continue to LLND →

ML

Maya Lawson

Certificate III in Business

- Admissions & LLND in progress

Training product
BSB30120 - AQF 3

Delivery
Blended delivery

Evidence
Sample identity evidence attached

Staff decision
Review still to come

Watch this record update as you move through the sample intake.

02 / 08

Enable motion

Developed by Sukh Sandhu · © 2026 CAQA

SCREEN EXCERPT · FICTIONAL DEMONSTRATION

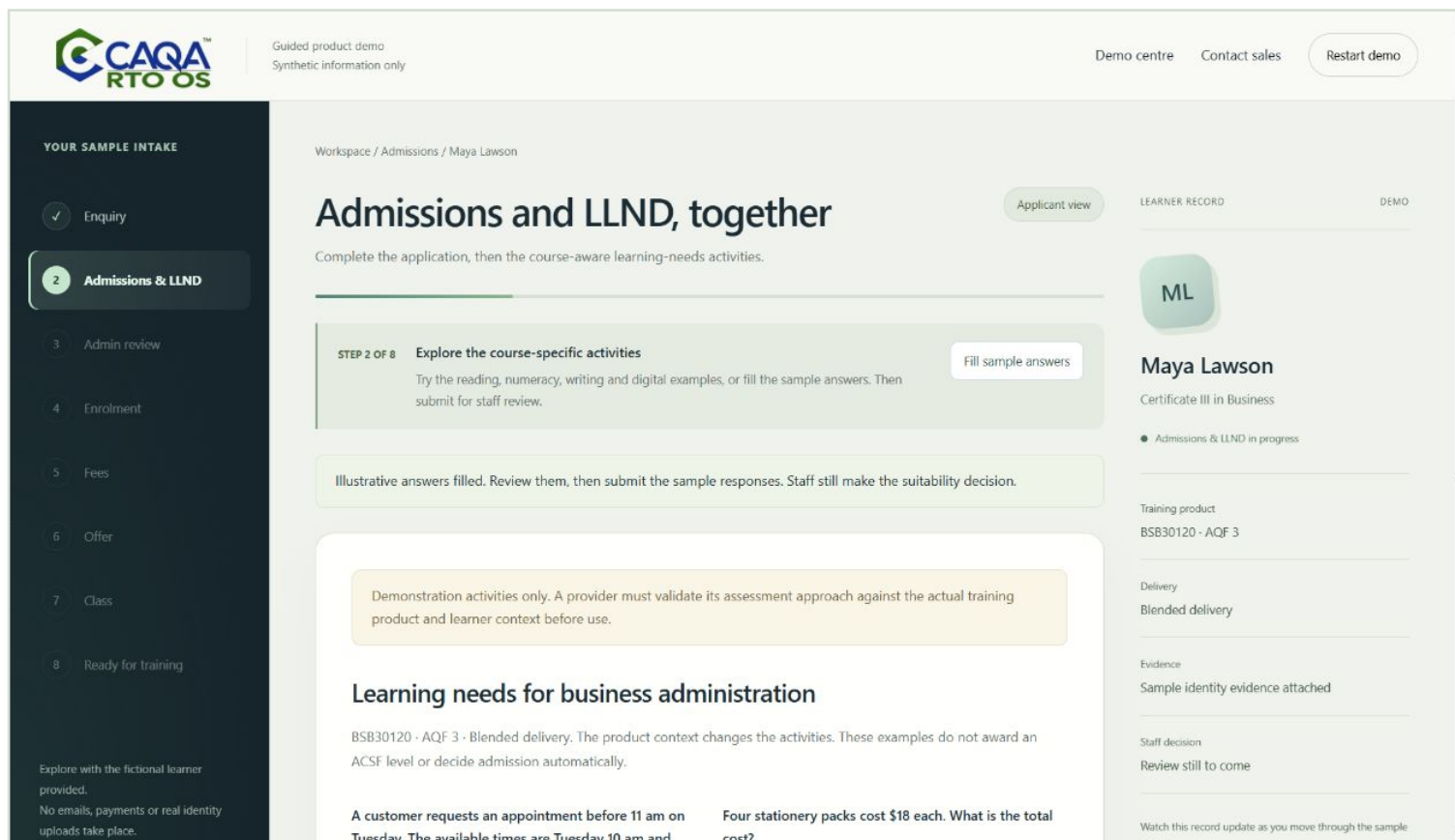
01 · Attach the sample evidence

Select **Attach the sample identity evidence**. The example passport and licence total 110 points, pending staff verification.

02 · Continue to LLND

Select **Save application & continue to LLND**. These are fictional document references. A 100-point threshold is a provider-policy example.

Try the learning-needs examples



Guided product demo
Synthetic information only

Demo centre Contact sales Restart demo

YOUR SAMPLE INTAKE

- ✓ Enquiry
- 2 Admissions & LLND**
- 3 Admin review
- 4 Enrolment
- 5 Fees
- 6 Offer
- 7 Class
- 8 Ready for training

Explore with the fictional learner provided.
No emails, payments or real identity uploads take place.

Workspace / Admissions / Maya Lawson

Admissions and LLND, together

Complete the application, then the course-aware learning-needs activities.

STEP 2 OF 8 **Explore the course-specific activities**

Try the reading, numeracy, writing and digital examples, or fill the sample answers. Then submit for staff review.

Fill sample answers

Illustrative answers filled. Review them, then submit the sample responses. Staff still make the suitability decision.

Demonstration activities only. A provider must validate its assessment approach against the actual training product and learner context before use.

Learning needs for business administration

BSB30120 - AQF 3 - Blended delivery. The product context changes the activities. These examples do not award an ACSF level or decide admission automatically.

A customer requests an appointment before 11 am on Tuesday. The available times are Tuesday 10 am and

Four stationery packs cost \$18 each. What is the total cost?

Applicant view

LEARNER RECORD DEMO

ML

Maya Lawson

Certificate III in Business

- Admissions & LLND in progress

Training product
BSB30120 - AQF 3

Delivery
Blended delivery

Evidence
Sample identity evidence attached

Staff decision
Review still to come

Watch this record update as you move through the sample

SCREEN EXCERPT · FICTIONAL DEMONSTRATION

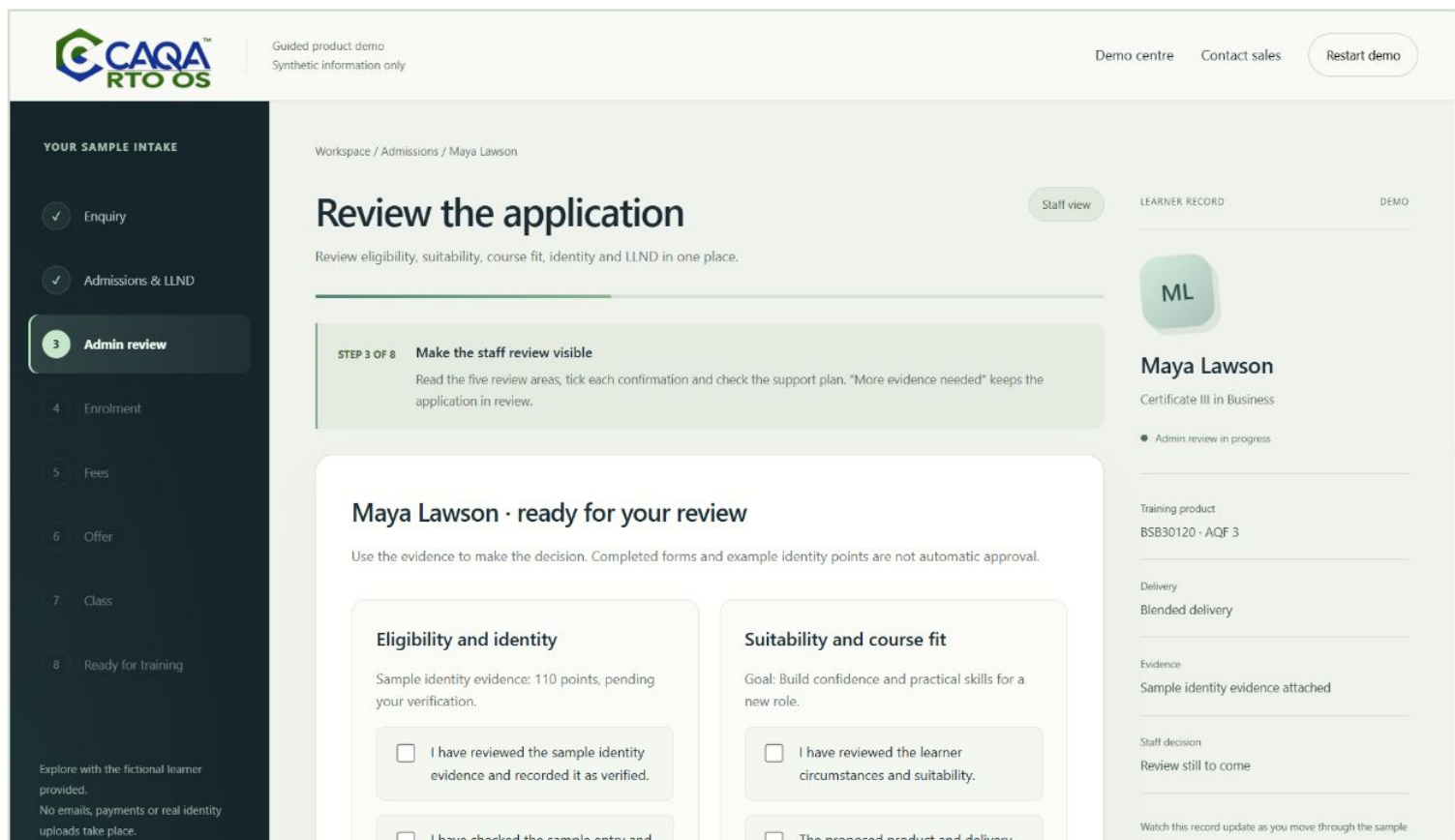
01 · Try the learning-needs examples

The illustration shows the Business intake, AQF 3. Reading, writing, numeracy and digital activities change with the training product.

02 · Present without completing a quiz

Select **Fill sample answers**, review them, then **Submit for the combined review**. Examples need trainer validation; they do not assign an ACSF level.

Review five areas together



The screenshot displays the 'Review the application' interface for Maya Lawson. The left sidebar shows a progress list with 'Admin review' selected. The main content area includes a 'STEP 3 OF 8' instruction to 'Make the staff review visible'. Below this, a section titled 'Maya Lawson · ready for your review' provides instructions and two review areas: 'Eligibility and identity' and 'Suitability and course fit'. Each area contains a goal statement and a checkbox for confirmation. The right sidebar shows learner details for Maya Lawson, including her certificate and training product.

YOUR SAMPLE INTAKE

- ✓ Enquiry
- ✓ Admissions & LLND
- 3 Admin review**
- 4 Enrolment
- 5 Fees
- 6 Offer
- 7 Class
- 8 Ready for training

Explore with the fictional learner provided.
No emails, payments or real identity uploads take place.

Guided product demo
Synthetic information only

Demo centre Contact sales Restart demo

Workspace / Admissions / Maya Lawson

Review the application

Review eligibility, suitability, course fit, identity and LLND in one place.

STEP 3 OF 8 **Make the staff review visible**

Read the five review areas, tick each confirmation and check the support plan. "More evidence needed" keeps the application in review.

Maya Lawson · ready for your review

Use the evidence to make the decision. Completed forms and example identity points are not automatic approval.

Eligibility and identity

Sample identity evidence: 110 points, pending your verification.

☐ I have reviewed the sample identity evidence and recorded it as verified.

☐ I have checked the sample entry and

Suitability and course fit

Goal: Build confidence and practical skills for a new role.

☐ I have reviewed the learner circumstances and suitability.

☐ The proposed product and delivery

ML

Maya Lawson

Certificate III in Business

● Admin review in progress

Training product
BSB30120 - AQF 3

Delivery
Blended delivery

Evidence
Sample identity evidence attached

Staff decision
Review still to come

Watch this record update as you move through the sample

SCREEN EXCERPT · FICTIONAL DEMONSTRATION

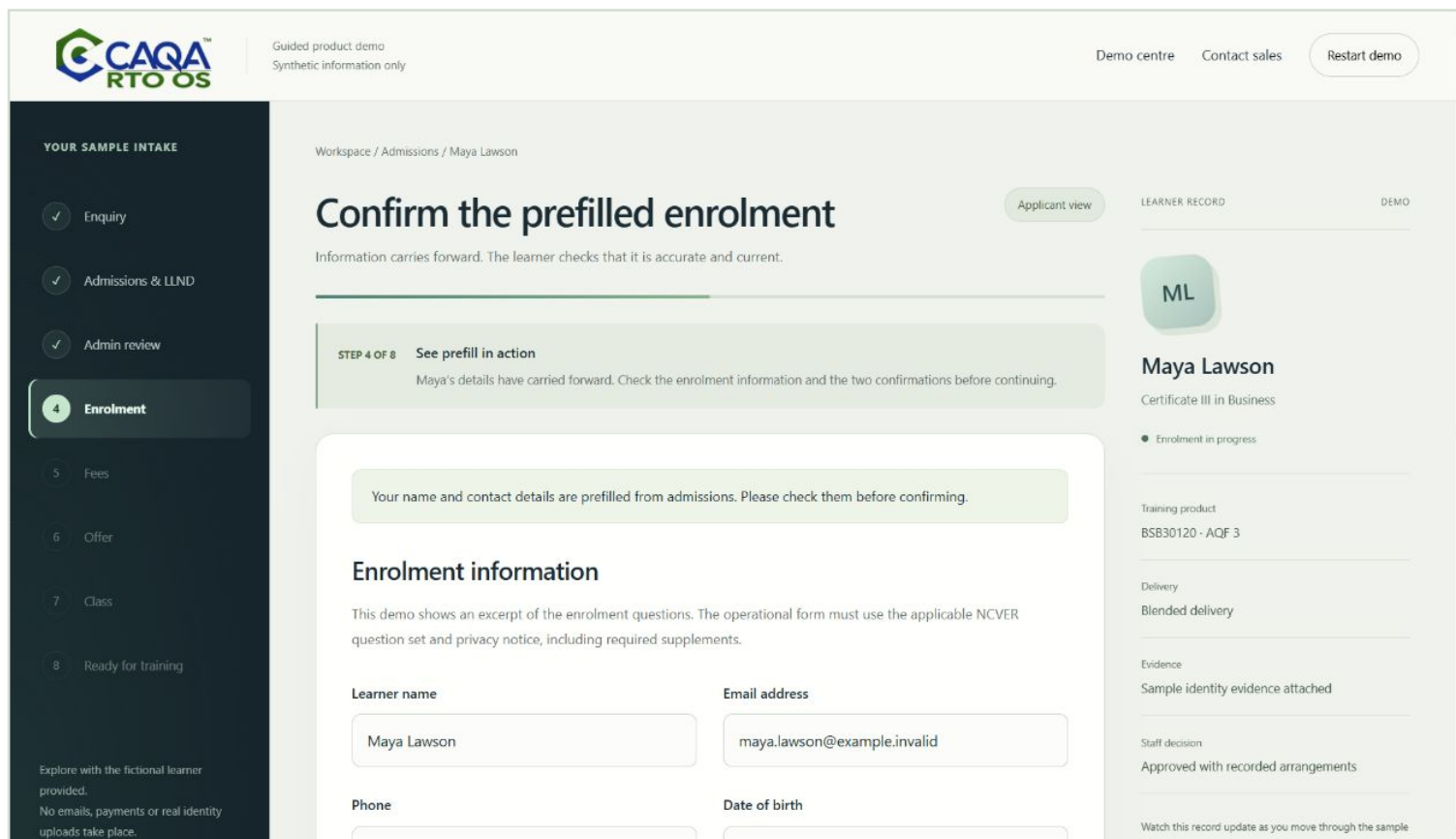
01 · Review five areas together

Check identity, eligibility, suitability, course fit and LLND evidence. Tick each confirmation and review the support plan.

02 · Make the decision

More evidence needed keeps the application in review. For this fictional tour choose a suitable outcome, then approve the enrolment invitation.

Check the prefilled information



Guided product demo
Synthetic information only

Demo centre Contact sales Restart demo

YOUR SAMPLE INTAKE

- Enquiry
- Admissions & LLND
- Admin review
- 4 Enrolment**
- 5 Fees
- 6 Offer
- 7 Class
- 8 Ready for training

Explore with the fictional learner provided.
No emails, payments or real identity uploads take place.

Workspace / Admissions / Maya Lawson

Confirm the prefilled enrolment

Information carries forward. The learner checks that it is accurate and current.

Applicant view

LEARNER RECORD DEMO

ML

Maya Lawson
Certificate III in Business

- Enrolment in progress

Training product
BSB30120 - AQF 3

Delivery
Blended delivery

Evidence
Sample identity evidence attached

Staff decision
Approved with recorded arrangements

Watch this record update as you move through the sample

STEP 4 OF 8 **See prefill in action**
Maya's details have carried forward. Check the enrolment information and the two confirmations before continuing.

Your name and contact details are prefilled from admissions. Please check them before confirming.

Enrolment information

This demo shows an excerpt of the enrolment questions. The operational form must use the applicable NCVER question set and privacy notice, including required supplements.

Learner name
Maya Lawson

Email address
maya.lawson@example.invalid

Phone

Date of birth

SCREEN EXCERPT · FICTIONAL DEMONSTRATION

01 · Check the prefilled information

Review the carried-forward details and the sample enrolment questions. Leave the example USI blank.

02 · Confirm and continue

Scroll to the privacy and information confirmations, then select **Confirm enrolment information**. The public form is an excerpt, not the full NCVER question set.

Review the example fee



Guided product demo
Synthetic information only

Demo centre
Contact sales
Restart demo

YOUR SAMPLE INTAKE

Workspace / Admissions / Maya Lawson

Review fees and the receipt

Staff view
LEARNER RECORD
DEMO

STEP 5 OF 8
Record a fictional receipt

Review the example fee and tick both checks. This records a sample receipt without taking a payment.

Fees and payment record

An illustrative amount is used. Production fees come from the approved schedule and agreed terms.

Item	Amount	Status
Example initial course fee	\$1,250.00	Awaiting receipt

☐ The example suitability decision, fee terms, agreement timing and applicable prepaid-fee protection have been checked.

☐ Record the fictional receipt DEMO-RECEIPT-001 for this demonstration.

ML

Maya Lawson

Certificate III in Business

Fees in progress

Training product
BSB30120 - AQF 3

Delivery
Blended delivery

Evidence
Sample identity evidence attached

Staff decision
Approved with recorded arrangements

Watch this record update as you move through the sample

SCREEN EXCERPT · FICTIONAL DEMONSTRATION

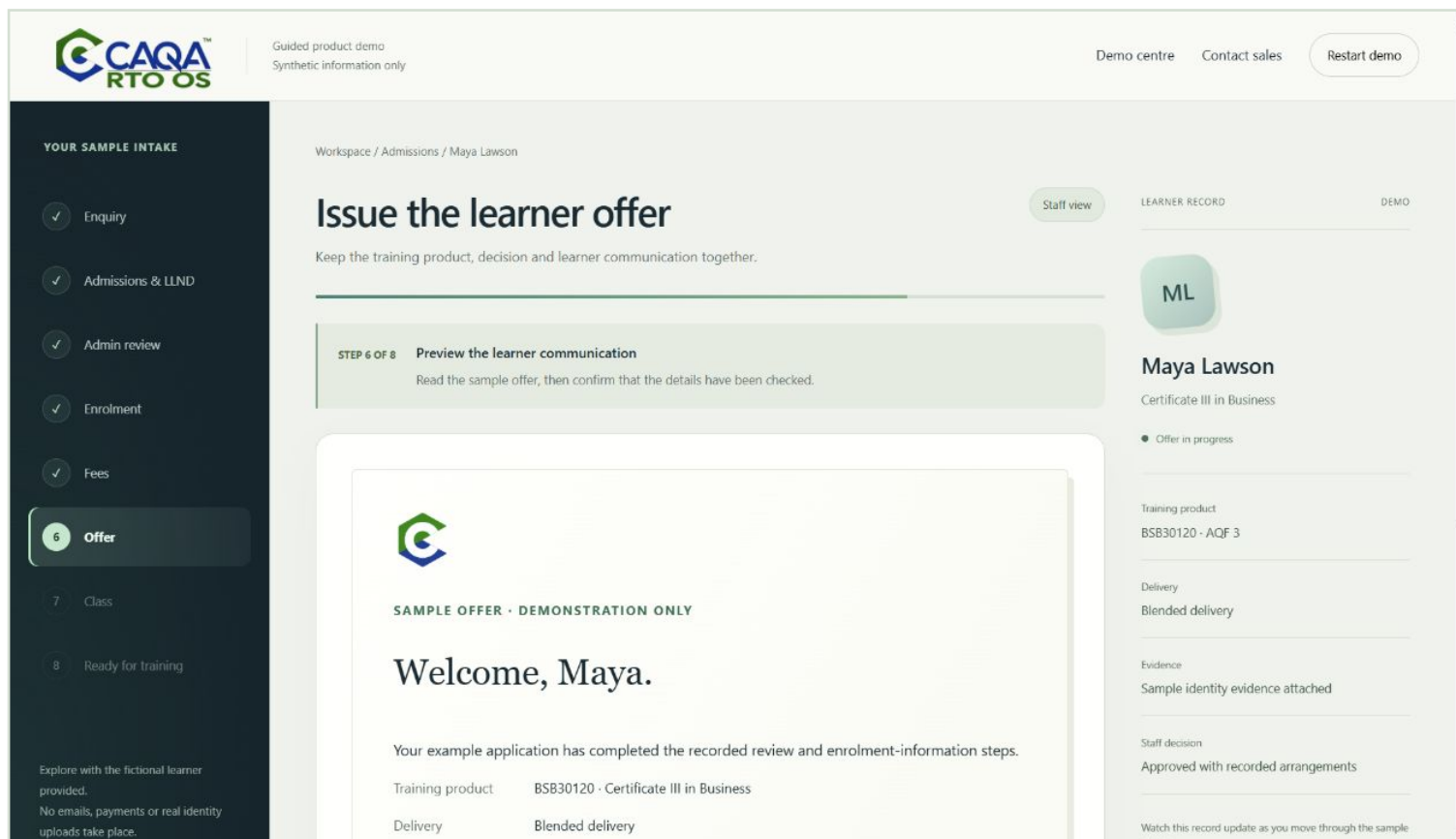
01 · Review the example fee

Check the illustrative fee and agreement/fee-protection confirmations. For an overseas-student example, the earlier agreement step must be completed.

02 · Record the fictional receipt

Tick the receipt confirmation and select **Record sample receipt & continue**. The public demo takes no payment.

Read the offer



Guided product demo
Synthetic information only

Demo centre Contact sales Restart demo

YOUR SAMPLE INTAKE

- Enquiry
- Admissions & LLND
- Admin review
- Enrolment
- Fees
- 6 Offer**
- 7 Class
- 8 Ready for training

Explore with the fictional learner provided.
No emails, payments or real identity uploads take place.

Workspace / Admissions / Maya Lawson

Issue the learner offer

Keep the training product, decision and learner communication together.

STEP 6 OF 8 Preview the learner communication
Read the sample offer, then confirm that the details have been checked.

SAMPLE OFFER · DEMONSTRATION ONLY

Welcome, Maya.

Your example application has completed the recorded review and enrolment-information steps.

Training product BSB30120 · Certificate III in Business

Delivery Blended delivery

LEARNER RECORD DEMO

ML

Maya Lawson
Certificate III in Business

- Offer in progress

Training product
BSB30120 · AQF 3

Delivery
Blended delivery

Evidence
Sample identity evidence attached

Staff decision
Approved with recorded arrangements

Watch this record update as you move through the sample

SCREEN EXCERPT · FICTIONAL DEMONSTRATION

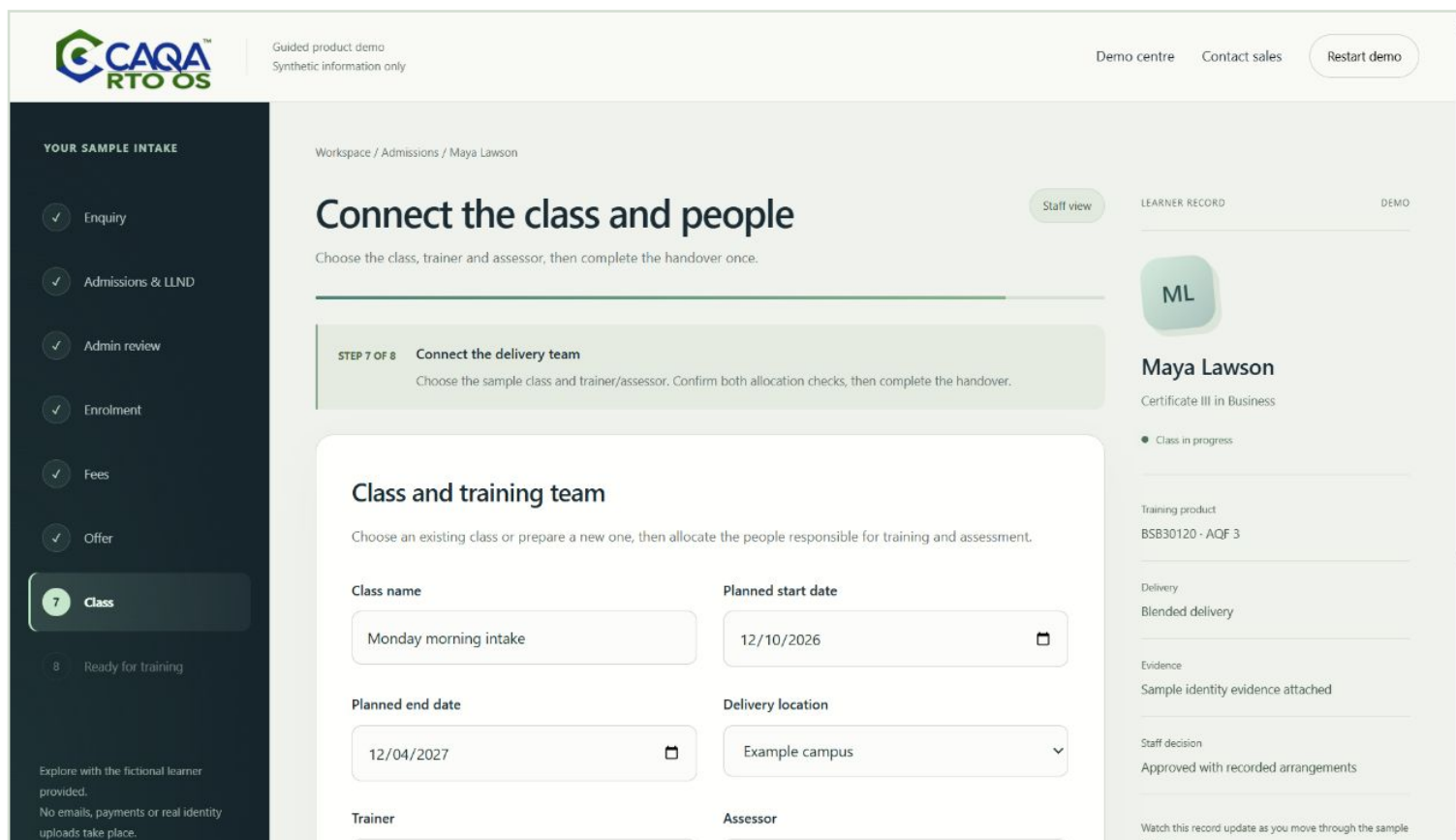
01 · Read the offer

Review the training product, delivery, support plan and sample receipt. The next step is class allocation.

02 · Confirm the communication

Tick the offer confirmation and select **Issue the sample offer**. This is an illustrative offer; no email or contract is issued.

Allocate the class and team



The screenshot shows the CAQA RTO OS interface. On the left is a dark sidebar with a 'YOUR SAMPLE INTAKE' menu containing steps: Enquiry, Admissions & LLND, Admin review, Enrolment, Fees, Offer, **7 Class**, and 8 Ready for training. The main area is titled 'Connect the class and people' with a subtitle 'Choose the class, trainer and assessor, then complete the handover once.' Below this is a progress bar and a section 'STEP 7 OF 8 Connect the delivery team' with the instruction 'Choose the sample class and trainer/assessor. Confirm both allocation checks, then complete the handover.' The main form is titled 'Class and training team' with the instruction 'Choose an existing class or prepare a new one, then allocate the people responsible for training and assessment.' The form has fields for: Class name (Monday morning intake), Planned start date (12/10/2026), Planned end date (12/04/2027), Delivery location (Example campus), Trainer, and Assessor. On the right, there's a 'LEARNER RECORD' section for 'Maya Lawson' (Certificate III in Business) with a 'Class in progress' status and training product 'BSB30120 - AQF 3'. A 'Demo centre' and 'Contact sales' link are at the top right, along with a 'Restart demo' button.

SCREEN EXCERPT · FICTIONAL DEMONSTRATION

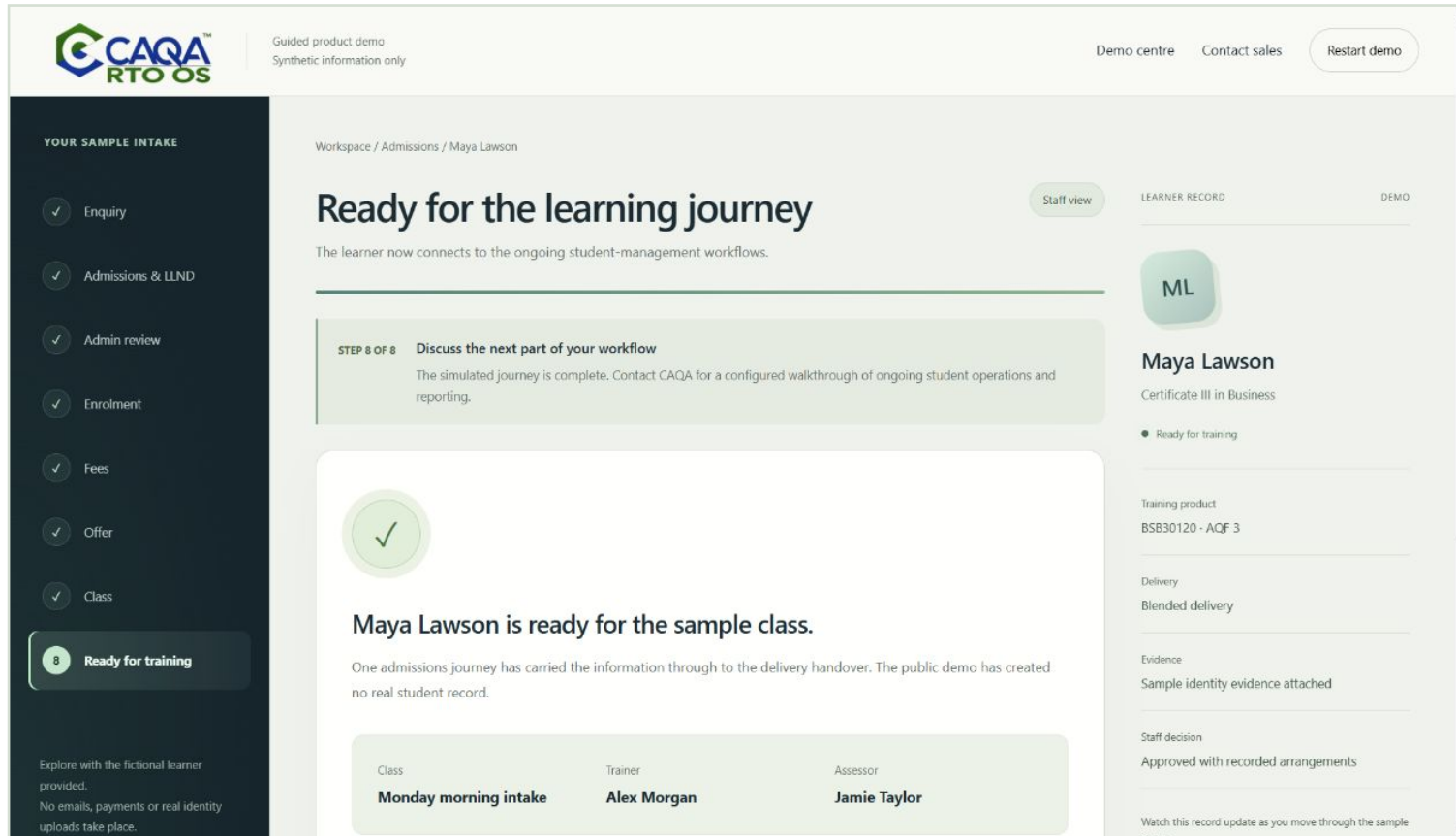
01 · Allocate the class and team

Review class name, dates and location. Choose the fictional trainer and assessor.

02 · Complete the handover

Tick the staff-scope and class checks. Select **Create the sample class & enrol once**. The public tour creates no operational student record.

Review what comes next



Guided product demo
Synthetic information only

Demo centre Contact sales Restart demo

YOUR SAMPLE INTAKE

- Enquiry
- Admissions & LLND
- Admin review
- Enrolment
- Fees
- Offer
- Class
- 8 Ready for training**

Explore with the fictional learner provided.
No emails, payments or real identity uploads take place.

Workspace / Admissions / Maya Lawson

Ready for the learning journey

The learner now connects to the ongoing student-management workflows.

STEP 8 OF 8 Discuss the next part of your workflow

The simulated journey is complete. Contact CAQA for a configured walkthrough of ongoing student operations and reporting.

ML

Maya Lawson
Certificate III in Business

- Ready for training

Training product
BSB30120 - AQF 3

Delivery
Blended delivery

Evidence
Sample identity evidence attached

Staff decision
Approved with recorded arrangements

Watch this record update as you move through the sample

Class	Trainer	Assessor
Monday morning intake	Alex Morgan	Jamie Taylor

SCREEN EXCERPT · FICTIONAL DEMONSTRATION

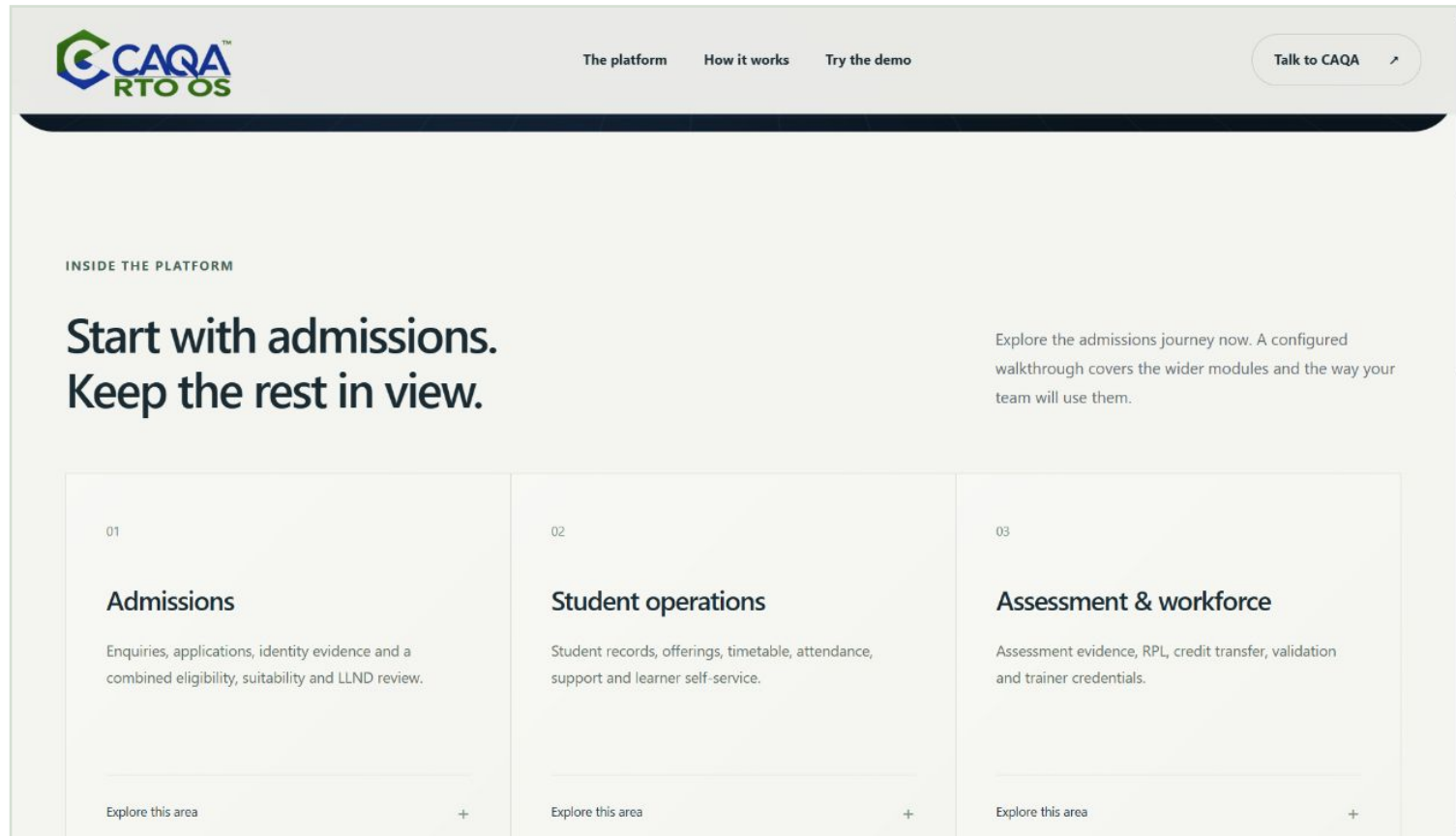
01 · Review what comes next

The summary shows the class, trainer and assessor. Timetable, attendance, assessment, support, finance, credentials and reporting are the next discussion areas.

02 · Continue the commercial conversation

Request a configured product walkthrough. Use **Restart demo** to clear the fictional journey and begin again.

The work beyond admissions



SCREEN EXCERPT · PLATFORM OVERVIEW

01 · Explore the wider modules

Open **The platform** in the header. Expand each capability to see the areas to cover in a configured walkthrough: student operations, assessment, workforce, finance, quality and reporting.

02 · Bring your workflow

Use **Talk to CAQA** to arrange a demonstration for your organisation. Discuss users, modules, migration, integrations, reporting pathways and support before agreeing the written scope.

Let's explore the fit for your RTO.

A useful first conversation

Bring your current admissions process, learner cohorts, delivery model, reporting requirements and migration needs. We can walk through the configuration and scope that your organisation needs.

Arrange a configured walkthrough

sukh@caqa.com

Explore and share
<https://rtoos.caqa.com/demo>

01 Your people

Users, roles, training team and learner support.

02 Your workflow

Admissions, delivery, finance, quality and reporting.

03 Your implementation

Data migration, integrations, setup and staff training.

04 Your commercial scope

Licensing, support and written implementation terms.

This guide covers the public simulated admissions tour. Operational modules and external reporting acceptance should be reviewed separately for the proposed scope. Pricing is provided in a written quotation.