



AUDIT REPORT

2014

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AQTF or VET Quality Framework audit information

One of our organisation's obligations as a Pre-qualified Supplier is to publish on Academy of Training's website, the outcome of your most recent Australian Quality Training Framework (AQTF) or VET Quality Framework audit.

The specifications for publishing audit information are contained in the *Pre-qualified Supplier Policy and the Pre-qualified Supplier Policy, Performance Standard 1 for Queensland Government subsidized training places*. These policies state:

Pre-qualified Suppliers to publish audit information

Pre-qualified Suppliers must publish a summary of their latest audit results in an easy-to-access location on its website, as per the information required below.

The PQS must publish the following minimum audit information:

The minimum AQTF or VET Quality Framework audit information to be published are:

- audit date
- qualifications audited (*i.e. list all of the qualifications audited on the above date*)
- audit Outcomes:
 - a) audit non-compliance identified: Yes or No
 - b) a summary of significant and/or critical non-compliances (if applicable) and actions taken to rectify
 - c) non-compliances rectified: Yes or No or Not applicable.

Non-compliances are categorised as minor, significant or critical as follows:

Minor: minimal or no serious adverse impact on students and/or persons affected by the outcomes of the training and assessment services provided

Significant: serious or potentially serious adverse impact on students and/or persons affected by the outcomes of the training and assessment services provided

Critical: an actual or potential critical adverse impact on students and/or persons affected by the outcomes of the training and assessment services provided.



Summary of AQF or VET Quality Framework audit information

Audit Date: 11/06/2014 and 12/06/2014

Qualifications audited	
Qualification code	Qualification name
BSB30112	Certificate III in Business
BSB40212	Certificate IV in Business
CHC30113	Certificate III in Early childhood Education and Care
CHC50113	Diploma of Early childhood Education and Care

Audit Outcome			Rectification	
Was non-compliance identified?	If 'Yes', non-compliance type	Summary of non-compliance	Actions taken to rectify the non-compliance	Has the non-compliance been rectified?
Yes/No	Minor, Significant, Critical			Yes/No
Yes	Significant	Selected Standards for Continuing Registration: 15.1, 15.2, 15.3, 15.4, 15.5, 16.1, 16.2, 16.3, 16.4, 16.5, 16.6, 16.7, 17.1, 17.2, 17.3, 17.4, 18.1, 18.2, 20.2, 22.2, 22.3, 23.1, 24.1, 25.1	Academy of Training took immediate action rectify the non-compliances identified and provided detailed evidence to ASQA. All areas of non-compliance have been addressed which resulted to renewal of registration for the RTO.	Yes
Yes SNR 15	Critical	CHC30113 Certificate III in Early Childhood Education and Care and CHC50113 Diploma of Early Childhood Education and Care The RTO has not provided evidence of availability of identified resources for children's services qualifications: BSB30112 Certificate III in Business and BSB40212 Certificate IV in Business The RTO has not provided evidence of a simulated office environment for the delivery and assessment of Business qualifications for the face to face delivery mode.	Academy of Training took immediate action rectify the non-compliances identified and provided detailed evidence to ASQA. All areas of non-compliance have been addressed at a subsequent site audit in September 2014 which resulted to renewal of registration for the RTO.	Yes
Yes SNR 15.4	Critical	CHC30113 Certificate III in Early Childhood Education and Care CHC50113 Diploma of Early Childhood Education and Care The evidence for both qualifications has not addressed previously identified non-compliances and has not demonstrated that assessments are conducted in accordance with principles of assessment, including reliability, validity, and flexibility, or that they meet training package requirements. BSB30112 Certificate III in Business The evidence has not demonstrated that assessment is conducted in accordance with the reliability and fairness principles of assessment. BSB40212 Certificate IV in Business The evidence has not demonstrated that assessment is conducted in accordance with the principles of assessment, including validity, reliability and fairness. Validation The evidence provided for validation does not demonstrate a systematic and valid approach to validation.	Academy of Training took immediate action rectify the non-compliances identified and provided detailed evidence to ASQA. All areas of non-compliance have been addressed at a subsequent site audit in September 2014 which resulted to renewal of registration for the RTO.	YES

Audit Outcome			Rectification	
Yes SNR16	Minor	<p>Evidence provided included the Student Handbook and marketing material. The evidence does not demonstrate that clients are provided with sufficient and clear information about their rights and obligations prior to enrolment.</p> <p>While the evidence has addressed non-compliances in relation to fees and refunds, complaints and appeals and support services, no further evidence was provided regarding the non-compliance regarding the external delivery of the First Aid unit, other than a separate fee for that unit in the fee listing.</p>	The RTO has demonstrated at subsequent audit that it provides prospective students with information regarding the external delivery of the First Aid unit of competency.	Yes
Yes SNR 17.4	Minor	Revise and submit a records management policy that supports a consistent approach to the management of records and which ensures their accuracy and integrity.	The RTO has demonstrated at subsequent audit	Yes
Yes SNR 22	Minor	Evidence provided included the Student Handbook, marketing material, Staff Handbook. The evidence does not demonstrate that the provider provides clear information to clients in relation to disclosure of fees, payment terms and refunds.	The RTO has demonstrated at subsequent audit that the RTO meets the requirements of SNR 22.2 (a), that is, the provision of clear information on fees payable for materials and equipment, and fees payable by those in government funded courses.	Yes

Explanatory notes:

- Minor: minimal or no serious adverse impact on students and/or persons affected by the outcomes of the training and assessment services provided
- Significant: serious or potentially serious adverse impact on students and/or persons affected by the outcomes of the training and assessment services provided.
- Critical: an actual or potential critical adverse impact on students and/or persons affected by the outcomes of the training and assessment services provided