

AQTF or VET Quality Framework audit information

One of your organisation's obligations under the Program is to publish on your organisation'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 *Registered Training Organisation User Choice Pre-qualified Supplier Policy and the Certificate 3 Guarantee Pre-qualified Supplier (PQS) Policy 2013–2014*. These policies state:

Pre-qualified Suppliers to publish audit information

Pre-qualified Suppliers must publish a summary of their latest audit information in prominent place on their own website (linked directly from their homepage).

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

- Audit date
- Qualifications audited (*List all of the qualifications that were audited as the date listed above*)
- Audit Outcomes
- Audit non-compliance identified: Yes / No
- A summary of significant and/or critical non-compliances and actions taken to rectify: Non-compliances rectified: Yes / No / Not Applicable
- Explanatory notes:
Non-compliances are categorised as minor, significant or critical.
Minor: No, or minor, adverse impact on learners with no serious breakdown of provision of quality training and assessment
Significant: Significant adverse impact on learners with insufficient focus on quality training and assessment outcomes
Critical: Critical adverse impact on learners with widespread or persistent dissatisfaction with services and outcomes.

In order to verify your organisation's compliance with this requirement, the Department requires you to send the URL address where the latest AQTF or VET Quality Framework audit information for your organisation is published. This URL address must be sent via email to vetinvest@dete.qld.gov.au.

It is important to note that failure to adhere to the terms and conditions of your *VET Pre-qualifier Supplier Agreement* could lead to a termination of your contract with the Department.

If you require further information regarding your obligations, please contact VET Investment on telephone 07 3227 6271 or via email at vetinvest@dete.qld.gov.au.

Summary of AQTF or VET Quality Framework audit information

As part of the application process to become a Pre-qualified Supplier under the User Choice 2010 – 2015 program and/or the Certificate 3 Guarantee, Worklinks Inc. is required to publish audit information in relation to its compliance with the Australian Quality Training Framework (AQTF) or VET Quality Framework.

The User Choice program provides public funding paid directly to Pre-qualified Suppliers for the delivery of accredited entry-level training to eligible Apprentices and Trainees. The Certificate 3 Guarantee provides public funding paid directly to Pre-qualified Suppliers for the delivery of accredited training to eligible participants to gain their first Certificate III qualification.

The AQTF or VET Quality Framework is the national set of standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training system.

An AQTF audit reviews evidence of an organisations' compliance with the requirements of the AQTF *Essential Conditions and Standards of Initial/Continuing Registration* to confirm that it is achieving quality training and assessment outcomes. The process also identifies opportunities for improvement on these outcomes.

A VET Quality Framework audit of a registered training organisation reviews evidence of compliance with the requirements of the VET Quality Framework to confirm that it is achieving quality training and assessment outcomes. The process also identifies opportunities for improvement on these outcomes.

This information is published to assist apprentices, trainees and their employers to make informed decisions regarding their selection of a Pre-qualified Supplier for the delivery of training and assessment services.

Audit Date: 27 - 29/4/10

Qualifications audited	
Qualification code	Qualification name
SIT20207	Certificate II in Hospitality
CPCCOHS1001A	Work safely in the construction industry (white card)
CHC42407	Certificate IV in Career Development
BSB20107	Certificate II in Business
TAA40104	Certificate IV in Training and Assessment
30626QLD	Certificate I in Work Education

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	Minor	Insufficient evidence was provided to demonstrate that teachers delivering assessment on behalf of the RTO through local High Schools had the necessary training	Teachers delivering on behalf of RTO now required to complete HR template annually. Since that time this service is no longer offered to schools.	YES

<p>1 Yes</p>	<p>Minor</p>	<p>and assessment competencies and relevant vocational competencies.</p> <p>CPCCOHS1001A Work safely in the construction industry (white card). Insufficient evidence was provided to demonstrate the assessment tools address the required knowledge, the range statement and critical aspects of evidence, in particular the meaning of safety signs and symbols.</p>	<p>Assessment revised to meet all the requirements.</p> <p><i>As stated by the auditor</i></p> <p>“It must be noted that during the audit the organisation updated its assessment tools to now meet all assessment requirements”</p>	<p>YES</p>
<p>Yes</p>	<p>Minor</p>	<p>SIT20207 Certificate II in Hospitality Insufficient evidence of benchmark criteria and clear information for assessors and learners about assessment requirements for the practical assessment tasks to ensure that assessment judgements are consistent and reliable. Insufficient evidence was provided to demonstrate students were provided with objective assessment feedback at the completion of each assessable task.</p> <p>TAA40104 Certificate IV in Training and assessment</p>		
<p>Yes</p>	<p>Minor</p>	<p>TAAASS403B Develop assessment tools Insufficient evidence provided to demonstrate the organisation has developed assessment tools that meet all requirements of the unit of competency in particular required knowledge and skills and critical aspects of evidence. There was insufficient evidence of benchmark criteria to ensure reliable and consistent assessment judgement. Insufficient evidence was provided to demonstrate the considered analysis of evidence by the assessor to deem competence.</p>		

Explanatory notes:

Non-compliance with the AQTF or VET Quality Framework means that requirements of the have not been met based on the evidence reviewed. Non-compliances are categorised as minor, significant or critical. For the purposes of the User Choice 2010 – 2015 program and the Certificate 3 Guarantee, only significant and Critical non-compliances need to be published.

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