

Last Audit Report Summary

Date Audited: 10th and 11th December 2013

Auditing bodies: AQTF and VRQA

Qualifications and units audited:

- CHC50908 Diploma of Children's Services
- CHC42608 Certificate IV in Celebrancy
- TAE40110 Certificate IV in Training and Assessment
- 22099VIC Course in First Aid Management of Anaphylaxis
- CHC40312 Certificate IV in Disability
- BSB20112 Certificate II in Business
- BSB30112 Certificate III in Business
- BSB40812 Certificate IV in Frontline Management
- CHC30212 Certificate III in Aged Care
- CHC30712 Certificate III in Children Services
- SIT20212 Certificate II in Hospitality
- SIT30712 Certificate III in Hospitality
- CPCOHS1001A Work safely in the construction industry

Audit Details/Summary

Part 1 – Renewal of Registration

Conditions audited	1,3,4,6,7,8,9 (2 and 5 are not required to be audited)
Standards audited	1.1,1.2,1.3,1.4,1.5,2.1,2.2,2.3,2.4,2.5,2.6,2.7,3.1,3.2,3.3,3.4
Non compliances	Standard 1.5 – Student files were not consistently maintained and did not include evidence that the required assessments for units had been completed.
Rectifications	Reviewed assessment requirements for all units in the qualifications and ensured that master assessments identified had required assessment tasks and include instruments. Ensure that assessments are retained on student files.

Part 2 – Extension to scope

Conditions audited	3,7,8
Standards audited	1.2,1.3,1.4,1.5,2.3,2.4,3.2
Non compliances	NIL
Rectifications	NO rectifications required

Part 3 – Extension to scope (cont)

Guidelines audited	1.3.4, 2.1.1, 2.2, 2.3, 4.1,4.2, 4.4, 5.1
Non compliances	NIL
Rectifications	NO rectifications required

Part 4 – Renewal of Registration (cont)

Guidelines audited	1.2.3, 1.3.3, 1.3.4, 1.4.1, 1.5, 2.1, 2.2, 2.3, 3.4, 4.1, 4.2, 4.4, 5.1
Non compliances	Guideline 5
Rectifications	Reviewed assessment requirements for all units in the qualifications and ensured that master assessments identified had required assessment tasks and include instruments. Ensure that assessments are retained on student files.