

Summary of VRQA Audit Report

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers

Audit Date: 9th and 10th April 2014

RTO: Employ-Ease Pty Ltd

Written notification from the VRQA dated 7th July 2014 advised that appropriate rectification measures met requirements for compliance with the AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers.

| QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE AUDITED | | |
|--|---|---------------|
| TGA Code | Qualification/Unit of Competence/Accredited Course (as per TGA) | Delivery Site |
| 22129VIC | Certificate I Transition Education | VIC |
| CHC60112 | Advanced Diploma of Disability | VIC |
| CHC40608 | Certificate IV in Leisure and Health | VIC |
| CHC30108 | Certificate III in Aged Care | VIC |
| TAE40110 | Certificate IV in Training and Assessment | VIC |
| Summary of Non-Compliance | | |
| AQTF Conditions | | |
| <p>CF6.1 The Record of Results does not meet the requirements of the Australian Qualifications Framework (AQF) Handbook. The Issuance Policy and the Student Handbook do not provide any information about re-issue of a certificate or statement of attainment</p> | | |
| AQTF Standards | | |
| <p>SF 1.3.1 Critical facilities, equipment used by the RTO are not sufficiently documented to demonstrate consistency with the requirements of the Training Package and the RTO's own training and assessment strategies</p> <p>SF 1.4.1 PD records do not clearly demonstrate that trainers are continuing to develop their Vocational Education and Training (VET) knowledge and skills. Otherwise Staff files meet the requirements of this element.</p> <p>SF 1.5.1 Assessment including RPL is not conducted in accordance with the principles of assessment and the rules of evidence for the Certificate IV in Leisure and Health, Advanced Diploma of Disability and Certificate III in Aged Care.</p> | | |
| Strengths | | |
| <p>All Trainers also work in the industry and provided extensive evidence of the maintenance of vocational currency.</p> | | |
| VRQA Guidelines | | |
| <p>GF 5.1.1 The RTO did not have:</p> <ul style="list-style-type: none"> • Training and assessment materials, resources and equipment for all units of competency necessary for the award of all qualifications requested. • Assessment tasks for the unit(s) that are consistent with and meet the requirements of the unit(s) of competency • A clear set of assessment criteria/model answers for each assessment task • An assessment records sheet for each assessment task – Competent/Not yet competent at the element and task level • For the Certificate IV in Leisure and health, Advanced Diploma of Disability and Certificate III in Aged Care <p>GF 5.1.2</p> <ul style="list-style-type: none"> • Verified evidence that all proposed training and assessing staff meet NQC requirements | | |