

Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, Rii Skills Centre is required to publish audit information in relation to its compliance with the Australian Quality Training Framework (AQTF).

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 AQTF 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.

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: Initial Audit 31/01 & 01/02/2011

| Qualifications audited | |
|------------------------|--|
| Qualification code | Qualification name |
| BSB41407 | Cert IV in Occupational Health and Safety |
| TDM20307 | Cert II in Transport & Distribution (Coastal Maritime Operations – Coxswain) |

| Audit Outcome | | | Rectification | |
|--|---|--|--|--|
| Was non-compliance identified? Yes/No | If 'Yes', non-compliance type Minor, Significant, Critical | Summary of non-compliance | Actions taken to rectify the non-compliance | Has the non-compliance been rectified? Yes/No |
| Yes | Minor | The organisation did not provide sufficient evidence to demonstrate that each training and assessment strategy provided for all qualifications audited were informed by information collected on industry requirements and learners' needs through effective consultation with the relevant industry | Letter collated to reflect consultation with industry | Yes |
| Yes | Minor | The training and assessment strategies provided for TDM20307 Certificate II in Transport and Distribution (Coastal Maritime Operations – Coxswain) and TDM40207 Certificate IV in Transport and Distribution (Marine Engine Driving – Grade 1) did not clearly specify the physical resources that will be used to | Developed resource listings for marine courses as attachment to T&A Strategy | Yes |

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| | | meet the resource requirements of the training package, qualifications and units of competency | | |
| Yes | Minor | In addition the strategy includes a generalised statement regarding learners with special needs will be identified; however, no methods were detailed on how this will occur, in particular, for assessing LLN. | Refined statement in T&A Strategy Refined statement in Coxswains Flyer Derived basic LLN "test" for use if and when required | Yes |
| Yes | Minor | 'the organisation shall utilise simulated workplaces where a real work environment cannot be utilised' no further detail was provided on where or how these simulated workplaces will be accessed and what checks are required to ensure their suitability for the purposes of training and assessment | Amended wording in T&A Strategy to reflect what will take place | Yes |
| Yes | Minor | The strategy does not specify the physical resources that will be used to meet the resource requirements of the training package, qualification and units of competency. | Amended T&A Strategy to be inclusive of resource identification | Yes |
| Yes | Minor | The organisation was unable to provide evidence to demonstrate that it has ready access to resources for the maritime qualifications audited that are consistent with current industry standards and Training Package, qualification and unit of competency requirements. For example, no evidence of access to appropriate equipment, ships and shipyards for practical training and assessment. | Amended T&A Strategy to be inclusive of resource identification | Yes |
| Yes | Minor | The organisation provided insufficient evidence to demonstrate that its nominated trainer/assessor Mr Peter Bachelor (TDM20307 Certificate II in Transport and Logistics (Coastal Maritime Operations – Coxswain) has current industry skills directly relevant to the training/assessment being undertaken. There was no evidence of Mr Bachelor's industry currency past 2007 | Peter Bachelor provided supporting documentation | Yes |
| Yes | Minor | The organisation provided insufficient evidence to demonstrate that its nominated trainer/assessor Mr Peter Cramp (TDM20307 Certificate II in Transport and Logistics (Coastal Maritime Operations – Coxswain) has relevant vocational competency at least to the level being | Peter Cramp provided copies of Master ticket and TAA (BSZ) | Yes |

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| | | delivered or assessed. Further, no evidence was provided to demonstrate Mr Cramp has current industry skills directly relevant to the training/assessment being undertaken | | |
| Yes | Minor | In addition, no evidence was provided to demonstrate that the organisation has developed an appropriate strategy to ensure that its nominated trainers/assessors are supported in the on-going development of their VET knowledge and skills, industry currency and trainer/assessor competence | Trainer profile document developed to record activities | Yes |
| Yes | Minor | The assessment tools provided by the organisation for unit of competency BSBOHS406C Use equipment to conduct workplace monitoring of the qualification BSB41407 Certificate IV in Occupational Health and Safety did not address all of the requirements of the unit including the required knowledge, skills and critical aspects of evidence. | VET training matrix developed for all trainers | Yes |
| Yes | Minor | The organisation is required to provide sufficient evidence to demonstrate that each training and assessment strategy for all qualifications audited have been informed by information collected on industry requirements and learners' needs through effective consultation with the relevant industry. | Review map created and amended assessment tool | Yes |

Explanatory notes:

Non-compliance with the AQTF 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, only significant and Critical non-compliances need to be published

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.