

Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, **Equalis Pty Ltd** 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:	21 st and 22 nd January 2009
Qualifications audited	
Qualification code	Qualification name
Focus of Audit	
CHC30402	Certificate III in Children's Services
CHC40302	Certificate IV Disability Work
CHC50502	Diploma of Youth Work
All other qualifications	
CHC10102	Certificate I in Work Preparation (Community Services)
CHC20202	Certificate II in Community Services Work
CHC30102	Certificate III in Aged Care
CHC30302	Certificate III in Disability Work
CHC30502	Certificate III in Employment Services
CHC30202	Certificate III in Home and Community Care
CHC30602	Certificate III in Youth Work
CHC40102	Certificate IV in Aged Care Work
BSB41004	Certificate IV in Business (Frontline Management)
BSB40807	Certificate IV in Frontline Management
CHC41102	Certificate IV in Mental Health (non- clinical)
CHC40602	Certificate IV in Youth Work
BSB51004	Diploma of Business (Frontline Management)
CHC50302	Diploma of Children's Services
CHC50102	Diploma of Disability Work
BSB51107	Diploma of Management



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 information related to assessment expectations and requirements for students	Additions to student training plans and use of Wisenet student administration system	YES
YES	minor	Insufficient information in student handbook re access and equity principles	Additions made to student handbook to address this gap.	YES
YES	minor	Need for further evidentiary source of onsite monitoring visit for traineeships contained within student files	Implementation of new Wisenet student administration system	YES
YES	minor	Need for certified copies of staff qualifications	Certified qualifications provided	YES
YES	minor	Incomplete documentation on sample file for RPL process	All required documentation complete and provided	YES
YES	minor	Certificates sampled were missing some VETAB information	Correct certificate template submitted for both qualification and statement of attainments'	YES
YES	minor	Mutual recognition of qualification sstated in policy but not student handbook	Required information added to student handbook	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.