

Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, <RTO name> 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: 29 & 30 July 2010

Qualifications audited	
Qualification code	Qualification name
CHC60208	Advanced Diploma of Children's Services
CHC30708	Certificate III in Children's Services
HLT32807	Certificate III in Health Support Services (partial delivery)

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	<p>Standard 1 CHC60208 Advanced Diploma of Children's Services <i>CHCPR613C Facilitate the development of programs for children with additional needs</i> <i>CHCORG624C Provide leadership in community services delivery</i> CHC30708 Certificate III in Children's Services <i>CHCCN305A Provide care for babies</i> <i>CHCPR301A Provide experiences to support children's play and learning</i> <i>HLT32807 Certificate III in Health Support Services</i> HLTFS310B Apply and monitor food safety requirements <i>HLTFS309B Oversee the day-to-day implementation of food safety in the workplace</i></p> <p>The organisation's training and assessment strategies for the qualifications provided at audit do not clearly articulate the assessment process intended to be implemented by the organisation to ensure training package requirements are met. The strategies do not indicate how the supervisor's report will be verified by the assessor before determination of satisfactory performance is made against the relevant training package. The documented strategies did not articulate this arrangement for the workplace visit by the supervisor. Modes of delivery do not specify delivery via online methods.</p> <p>Regarding the assessment tools for the above units of competency, the benchmark criteria developed were insufficient to ensure consistent and reliable judgements of competency across a range of learners and assessors. Some discrepancies were noted in the assessment tools for CHCPR613C, HLTFS310B and HLTFS309B</p> <p>Standard 2 The pre-enrolment information for the qualifications provided at audit did not clearly outline the number of core and elective units to be completed for successful completion of each qualification.</p>	<p>Standard 1 The organisation provided evidence of the following:</p> <ul style="list-style-type: none"> • Training and assessment strategies that clearly articulate the assessment process (in particular verification of assessment arrangements where supervisors provide third party reports of evidence gathered in the workplace) and identify the modes of delivery intended for the purpose of training and assessment. • Sufficient benchmark criteria for the entire range of assessment tools for all units of competency that were examined at audit. • For HLTFS310B and HLTFS309B, assessment tools containing clear instructions to students regarding the purpose and context of assessment. <p>Standard 2 The organisation provided evidence of pre-enrolment information that clearly defines the training package requirements including core and elective to be completed for completion of the qualification/s.</p>	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.