

AQTF or VET Quality Framework audit information

One of your organisation's obligations under the Program is to publish on your organisation's website, the outcome of your most recent Australian Quality Training Framework (AQTF) or VET Quality Framework audit.

The specifications for publishing audit information are contained in the *Registered Training Organisation User Choice Pre-qualified Supplier Policy and the Certificate 3 Guarantee Pre-qualified Supplier (PQS) Policy 2013–2014*. These policies state:

Pre-qualified Suppliers to publish audit information

Pre-qualified Suppliers must publish a summary of their latest audit information in prominent place on their own website (linked directly from their homepage).

The minimum AQTF or VET Quality Framework audit information to be published are:

- Audit date
- Qualifications audited (*List all of the qualifications that were audited as the date listed above*)
- Audit Outcomes
- Audit non-compliance identified: Yes / No
- A summary of significant and/or critical non-compliances and actions taken to rectify: Non-compliances rectified: Yes / No / Not Applicable
- Explanatory notes:
Non-compliances are categorised as minor, significant or critical.
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.

In order to verify your organisation's compliance with this requirement, the Department requires you to send the URL address where the latest AQTF or VET Quality Framework audit information for your organisation is published. This URL address must be sent via email to vetinvest@dete.qld.gov.au.

It is important to note that failure to adhere to the terms and conditions of your *VET Pre-qualifier Supplier Agreement* could lead to a termination of your contract with the Department.

If you require further information regarding your obligations, please contact VET Investment on telephone 07 3227 6271 or via email at vetinvest@dete.qld.gov.au.

Summary of AQTF or VET Quality Framework audit information

As part of the application process to become a Pre-qualified Supplier under the User Choice 2010 – 2015 program and/or the Certificate 3 Guarantee, Elite Earthmoving Machinery Training Services North Queensland Pty Ltd is required to publish audit information in relation to its compliance with the Australian Quality Training Framework (AQTF) or VET Quality Framework.

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 Certificate 3 Guarantee provides public funding paid directly to Pre-qualified Suppliers for the delivery of accredited training to eligible participants to gain their first Certificate III qualification.

The AQTF or VET Quality Framework 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.

A VET Quality Framework audit of a registered training organisation reviews evidence of compliance with the requirements of the VET Quality Framework 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: 22 January 2013

Qualifications audited	
Qualification code	Qualification name
AHC32810	Certificate III in Rural Operations
CPC20211	Certificate II in Construction
RII20712	Certificate II in Civil Construction
RII30112	Certificate III in Surface Extraction
RII30709	Certificate III in Mine Emergency Response and Rescue
TAE40110	Certificate IV in Training and Assessment
CPCCOHS1001A	Work safely in the construction industry
HLTFA412A	Apply advanced first aid
MSAPMOHS217A	Gas test atmospheres
PUAOPE010C	Operate an external defibrillator in an emergency

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	<p>AHC32810 Certificate III in Rural Operations <i>Transport, handle and store chemicals</i> <i>Prepare for and implement natural mating of livestock</i></p> <p>Had a third party observation checklists for a supervisor; yet did not have assessment tools/processes for an assessor to assess competency of skills and practical aspects of the units of competency</p>	Updated practical observation assessor assessment tools/process provided	Yes
Yes	Minor	<p>CPC20211 Certificate II in Construction <i>Use bricklaying and blocklaying tools and equipment</i></p> <p>The critical aspects of the unit not included in the practical assessment. Insufficient instructions to assessor and student to ensure the specifications in the critical aspects would be addressed.</p>	Practical assessment / instructions updated to include critical aspects specifications for constructing a brick wall and using a jig, brick and block saw	Yes
Yes	Minor	<p>R1120712 Certificate II in Civil Construction <i>Identify, locate and protect underground services</i></p> <p>The practical assessment tool did not specify that all tasks were to be demonstrated. The organisation identified all tasks were required to be demonstrated however this was not clearly articulated in the instructions or the tool.</p> <p><i>Drain and dewater civil construction site</i></p> <p>The assessment tool/instructions indicate assessment was to be undertaken on one project only instead of two separate projects</p>	<p><i>Identify, locate and protect underground services –</i> Practical assessment instruction clearly articulated to clarify all tasks to be demonstrated</p> <p><i>Drain and dewater civil construction site -</i> The assessment tool/instructions clearly articulated to reflect two separate projects being assessed to meet all aspects of the unit</p>	Yes

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	<p>RII30709 Certificate III in Mine Emergency Response and Rescue <i>RIIERR309A Establish and operate from fresh air base</i> <i>RIIERR307A Extricate casualties from underground incident</i></p> <p>The individual unit assessments did not address all the unit of competency requirements. The training and assessment strategy for RII30709 Certificate III in Mine Emergency Response Rescue did not meet the qualification packaging rules.</p>	<p>Updated assessment tools and supporting instructions provided to meet unit of competency requirements</p> <p>RII30709 Training and Assessment Strategy was provided</p>	Yes

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
		<p>addressed in the assessment of the other units of competency within the qualification; however this was not confirmed.</p> <p>The trainer and assessor was not available on the day of the audit and the organisation was not able to demonstrate that it had undergone a validation of its assessment tools for the qualification to ensure all of the unit of competency requirements were addressed.</p> <p>The training and assessment strategy for RII30709 Certificate III in Mine Emergency Response Rescue did not meet the qualification packaging rules. The organisation's strategy did not include HLTF301B Apply first aid which is a core unit required by the qualification packaging rules. It was noted the organisation had included HLTF311A Apply first aid as an addition elective unit to be offered in addition to the qualification with a statement of attainment to be issued.</p>		

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
			<p>RIIWMG203A Drain and dewater civil construction site The organisation is required to provide assessment tools and supporting instructions ensure all the requirements of the unit of competency regarding the critical aspects are addressed.</p> <p>RII30709 Certificate III in Mine Emergency Response and Rescue <i>RIIERR309A Establish and operate from fresh air base</i> <i>RIIERR307A Extricate casualties from underground incident</i> The organisation is required to provide assessment tools and supporting instructions that ensure all the unit of competency requirements will be addressed. Should the organisation choose to rely on assessment items/tasks from other units of competency, this is to be clearly referenced.</p> <p>The organisation is required to provide a training and assessment strategy for RII30709 Certificate III in Mine Emergency Response Rescue that meets the qualification packaging rules.</p>	

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