

## Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, King's International College 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: 20<sup>th</sup> and 21<sup>st</sup> October 2010

Qualifications audited	
Qualification code	Qualification name
AUR10105	Certificate I in Automotive
AUR20705	Certificate II in Automotive Mechanical
CHC30208	Certificate III in Aged Care Work
CHC30708	Certificate III in Children's Services
CHC40608	Certificate IV in Leisure and Health
CHC50908	Diploma of Children's Services (Early Childhood Education and Care)
HLT51607	Diploma of Nursing (Enrolled/Division 2 nursing)
SIT30807	Certificate III in Hospitality (Commercial Cookery)
SIT50307	Diploma of Hospitality

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 update the process to ensure its training and assessment strategies are reviewed to align to the delivery with regard to the target market, units of competency to be delivered, forms of assessment to ensure that a systematic approach is implemented across the schools within the organisation.	Update assessment procedure and create separate strategies for assessment procedure  Review all current strategies	Yes
Yes	Minor	Update validation process to ensure all teams use the appropriate quality documents such as the form to validate assessment tools – Education Strategies and Tools Validation form.	Update validation procedure  Train education staff in updated procedure	Yes
Yes	Minor	To develop evidence criteria defining acceptable performance for assessment instruments that will ensure reliability and consistency of assessment judgement across a range of assessors and learners for the AUR10105 Certificate I in Automotive and the AUR20705 Certificate II in Automotive Mechanical	Create evidence criteria for all assessments	Yes
Yes	Significant	To develop practical observation checklists for the CHC40608 Certificate IV in Leisure and Health which contain sufficient evidence gathering components to ensure all required observable behaviours are recorded for the purpose of satisfactory assessment and that student assessment responses reflect the relevant AQF level.	Update Moderation procedures  Review assessment items  Update assessment procedure  Train education staff in updated procedures	Yes
Yes	Minor-Significant	To provide the practical observation checklist/s for CHC30208 Certificate III in Aged Care Work it will implement for the purpose of recording student's practical tasks which evidence satisfactory/not satisfactory outcome for the student's observable	Update and review practical assessments and evidence criteria	Yes

		behaviour. The practical observation should include clear instructions for both assessor and student for the above units of competency.		
Yes	Minor	To update the SITXMGT002A Develop and implement operational plans unit in the SIT50307 Diploma of Hospitality Management as the assessment is conducted by a group use project, to provide evidence to demonstrate how it verifies that only learners who hold the requisite skills and knowledge are certified as competent. In particular, for assessment of the critical aspects and skills concerning implementation and monitoring.	Update and review assessments and evidence criteria for SITXMGT002A Develop and implement operational plans	Yes
Yes	Minor	To provide an amended research project for the unit of competency <i>HLTEN514A Apply research skills within a contemporary health environment</i> which has been broadened to meet the requirements of the range statements and to provide assessment instruments which meet all requirements of the required knowledge and skills, including model answers and the third party report which has been expanded to reflect the actual tasks. Further, the organisation is to provide the strategy it will implement to conduct assessment validation for the Diploma of Nursing (Enrolled/Division 2 nursing), in accordance with the organisation's processes.	Update research project for HLTEN514A Apply research skills within a contemporary health environment  Schedule validation meeting for HLTEN514A Apply research skills within a contemporary health environment and update unit if applicable  Create validation schedule for the Diploma of Nursing (Enrolled/Division 2 nursing) qualification	Yes
Yes	Minor-Significant	To provide evidence of a supervisor report and practical observation checklists which include clear instructions for assessors and students for this unit of competency CHCCN302A Provide care for children from the CHC30708 Certificate III in Children's Services.	Update supervisor report  Create practical assessment recording tools	Yes
Yes	Minor	To provide evidence to demonstrate it has developed evidence criteria defining acceptable performance for assessment instruments that will ensure reliability and consistency of assessment judgement across a range of assessors and learners for the CHCFC504A Support emotional and psychological development in early childhood	Create evidence criteria for all assessment items for CHCFC504A Support emotional and psychological development in early childhood	Yes
Yes	Minor	To update our processes to provide a systematic	Create File audit matrix	Yes

		<p>approach to ensuring records management is consistently implemented across all of the RTO.</p> <ul style="list-style-type: none"> <li>• all practical observations and assessments are recorded and retained on file to evidence competence</li> <li>• the management and monitoring of unit completions prior to the issuance of awards</li> </ul>	<p>Update retention process Update issuance process</p>	
Yes	Minor	<p>To provide evidence of the process and commitment it will implement to ensure all assessment files are complete before submitting competency and that correct postcodes are identified within its AVETMISS data.</p>	<p>Create File audit matrix</p>	<p>Yes</p>

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.