

Summary of AQTF audit information

Nationwide Training Solutions is required to publish audit information in relation to its compliance with the Australian Quality Training Framework (AQTF).

User Choice programs provide public funding paid directly to Registered Training Organisations for the delivery of accredited 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 Registered Training Organisation for the delivery of training and assessment services.

Audit Date: 11/11/2009

Qualifications audited	
Qualification code	Qualification name
TAA40104	Certificate IV in Training & Assessment
CHC30308	Certificate III in Home and Community Care
SIR20207	Certificate II in Retail
SIR30207	Certificate III in Retail

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	(1.2) Training & Assessment Strategies (TAS) contained errors in the core and elective units.	All TAS reviewed and errors corrected	Yes 01/02/10
Yes	Minor	(2.6) Inconsistent implementation with complaints and appeals policy.	Revise the wording in the complaints and appeals policy to reflect the actual process and implementation.	Yes 01/02/10
Yes	Minor	(3.1) The structure of the 'Training Committee' does not reflect the policy. The corrective action reports (CAR) should be linked to continuous improvement. Internal audits focused on GFTP auditing not AQTF, conduct annual AQTF internal audits.	Revise the structure of the 'Training Committee' Conduct annual internal audits Review current policy & procedure for appropriateness and incorporate in Worksmart Systems	Yes 01/02/10

Explanatory notes:

Nationwide Training Solutions is registered in the state of Victoria and delivers training under User Choice funded contracts.

All non compliances must be addressed and reported to the Auditing Body and rectified within the timelines as outlined on the Audit Rectification Plan.

Copies of the audit report may be made available on request by phoning our office on 03 50330561.