

# Appendix 2: Audit Report



Australian Government  
Australian Skills Quality Authority

## VET Quality Framework audit report

### Continuing registration as a national VET regulator (NVR) registered training organisation (RTO)

Legal name of organisation	Affordable Driving School
Date of audit	28 February 2013

ORGANISATION DETAILS			
RTO legal name	Jason Alexander Vinter		RTO ID number 31660
Registered business trading name	Affordable Driving School		ABN 60225720181
Address	19 Rosemount Place CARSELDINE QLD		Postcode 4034
Phone	07 3863 1399	Fax	07 3312 699
E-mail	vinter7@bigpond.com.au		Website http://www.affordabledrivingschool.com.au
Registration contact	Name Jason Alexander Vinter	Position	Owner

AUDIT TEAM			
Lead auditor	Daniel Taylor	Technical adviser/s	N/A
Audit team members	N/A		

ASQA CONTACT DETAILS			
Phone	1300 701801 (ASQA Info line)	E-mail	daniel.taylor@asqa.gov.au

AUDIT DETAILS	
Audit type	<input type="checkbox"/> Renewal of registration <input type="checkbox"/> Extension to scope of registration <input checked="" type="checkbox"/> <b>Compliance monitoring</b> <input type="checkbox"/> Other:
Scope of audit	<input checked="" type="checkbox"/> <b>Standards for NVR Registered Training Organisations</b> <input type="checkbox"/> Australian Qualifications Framework (AQF) <input type="checkbox"/> Data Provision Requirements <input type="checkbox"/> Fit and Proper Person Requirements <input type="checkbox"/> Financial Viability Risk Assessment Requirements
Date/s of site visit/s	28 February 2013
Site/s visited	19 Rosemount Place CARSELDINE QLD
Standards audited	Essential Standards for Continuing Registration 15, 16, 17, 18, 20, 22.2

ORGANISATION
<ul style="list-style-type: none"> <li>• First registered 1<sup>st</sup> May 2008</li> <li>• Core clients - Construction workers wishing to upgrade, and job seekers.</li> <li>• Majority of Job seekers coming from Serina Russo are looking to obtain a forklift ticket.</li> <li>• Organisational Structure comprises:               <ul style="list-style-type: none"> <li>○ Jason Vinter – Owner</li> <li>○ Jayne Kersnovske – Office Manager</li> </ul> </li> <li>• Training facility is located at Racecourse road, Deagon. The site contains Training rooms and equipment, amenities, mixed soil type pad for machine operator training etc.</li> <li>• At time of audit the RTO had approximately 20-25 students at various stages of training.</li> <li>• Currently has no partnering arrangement.</li> </ul>

**FOCUS OF AUDIT**

Code	Qualification / Accredited course name	Mode(s) of delivery &/or assessment
RII30809	Certificate III in Civil Construction Plant Operations	
RIIMPO320B	Conduct civil construction excavator operations	
RIIMPO318B	Conduct civil construction skid steer loader operations	
CPC10111	Certificate I in Construction	
CPCCOHS1001A	Work safely in the construction	
CPCCCM2005B	Use construction tools and equipment	
<b>Individual Units</b>		
MSAPMPER300C	Issue work permits	

**INTERVIEWEES**

Staff (name and position)

Name	Position	Program (qualification, course, etc)
Jason Vinter	Owner	
Jayde Kersnovske	Office Manager	
Allan Quinn	Trainer/Supervisor	

**SUMMARY OF AUDIT OUTCOME**

This audit was conducted under the *National Vocational Education and Training Regulator Act 2011* (the Act) to assess compliance with requirements of the VET Quality Framework as identified under the Scope of Audit section above.

**AUDIT OUTCOME**

**Audit status as at 28 February 2013**

- The organisation **has not demonstrated compliance** with all compliance requirements reviewed for the audit.

The level of non-compliance is considered to be minor when considering the potential for adverse impact on the quality of training and assessment outcomes for students.

The audit report describes evidence of non-compliance identified. Each issue referenced must be rectified by the organisation with evidence provided to ASQA within **20 working days** of the date of the letter accompanying this audit report to demonstrate corrective actions implemented.

<b>Auditor's Name</b>	Daniel Taylor		<b>Date of Report</b>	19/03/2012
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**AUDIT RECTIFICATION**

**Audit status following additional evidence received 4 April 2013**

- The organisation **has demonstrated compliance** with all compliance requirements reviewed for the audit.

Auditor's Name	Daniel Taylor		Date of Report	22/04/2013
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### AUDIT SUMMARY OF VET QUALITY FRAMEWORK REQUIREMENTS

VET QUALITY FRAMEWORK COMPONENT		STATUS*
<b>Financial Viability Risk Assessment Requirements</b>		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
<b>Fit and Proper Person Requirements</b>		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
<b>Data Provision Requirements</b>		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
<b>Australian Qualifications Framework (AQF) Requirements</b>		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
<b>Standards for NVR Registered Training Organisations 2011 - Essential Standards for Continuing Registration</b>		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
15	The NVR registered training organisation provides quality training and assessment across all of its operations	<input type="checkbox"/> C <input checked="" type="checkbox"/> NC <input type="checkbox"/> NA
16	The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
17	Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
18	The NVR registered training organisation has governance arrangements in place	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
19	<del>Interactions with the National VET Regulator</del>	<input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
20	Compliance with legislation	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
21	Insurance	<input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
22	Financial management	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
23	Certification, issuing and recognition of qualifications and statements of attainment	<input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
24	Accuracy and integrity of marketing	<input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
25	Transition to training packages/expiry of VET accredited courses	<input type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA

\*STATUS: Status of audit findings when audit was conducted      C = Compliant      NC = Not Compliant      NA = Not audited

#### Audit Findings

The organisation was identified as compliant with the Standards for NVR Registered Training Organisations 2011 (SNR) Essential Standards for Continuing Registration 16, 17, 18, 20, 22.2.

The organisation was identified as not compliant with SNR 15. The level of non-compliance was considered to be minor when considering the potential for adverse impact on the quality of training and assessment outcomes for students.

#### Non-compliances:

##### SNR 15

**RIIMPO320B Conduct civil construction excavator operations**

**RIIMPO318B Conduct civil construction skid steer loader operations**

**MSAPMPER300C Issue work permits**

- For the above, the RTO did not provide assessment tools that met all the unit of competency requirements, specifically the critical aspects of assessment and required skills and knowledge.

**CPCCCM2005B Use construction tools and equipment**

- No assessment materials were provided by the RTO as it only delivers selected units from the qualification.

The RTO stated it would relinquish the full qualification, CPC10111 Certificate I in Construction, and retain only units of competency it currently delivers/plans to deliver.

### Rectification requirements – evidence of rectification to be submitted within 20 working days

SNR 15

**RIIMPO320B Conduct civil construction excavator operations**

**RIIMPO318B Conduct civil construction skid steer loader operations**

**MSAPMPER300C Issue work permits**

- For the above, the RTO is required to provide assessment tools that address all the unit of competency requirements specifically the critical aspects of assessment and required skills and knowledge.

**CPCCCM2005B Use construction tools and equipment**

- The RTO is to provide evidence that it has contacted ASQA to have CPC10111 Certificate I in Construction removed from its scope or
- that CPC10111 Certificate I in Construction has been removed from its scope, or
- provide training and assessment strategies and a full suite of assessment tools for CPC10111 Certificate I in Construction.

### Rectification received

SNR 15

**RIIMPO320B Conduct civil construction excavator operations**

**RIIMPO318B Conduct civil construction skid steer loader operations**

**MSAPMPER300C Issue work permits**

- For the above, the RTO has provided amended assessment tools that met unit requirements.

**CPCCCM2005B Use construction tools and equipment**

The RTO has relinquished the full qualification, CPC10111 Certificate I in Construction, and retained only units of competency it currently delivers.