

Summary of AQTF audit information

As a requirement of receiving Government Funding to deliver traineeships in various states of Australia, SELMAR Institute of Education is required to publish audit information in relation to its compliance with the Australian Quality Training Framework (AQTF).

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 organisation’s 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 students, trainees and their employers in selecting a Registered Training Organisation for the delivery of training and assessment services.

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.

A summary of SELMAR Institute of Education’s most recent AQTF audit is detailed below:

Audit Date: 28 June 2010	
Qualifications audited:	
Qualification code	Qualification name
BSB30407	Certificate III Business Administration
BSB40507	Certificate IV Business Administration
Was non-compliance identified?	No non-compliances were identified

<p>Audit Comments</p>	<p>Standard 1: The RTO provides quality training and assessment across all of its operations</p> <p>1.2 Strategies for training and assessment</p> <p>The training and assessment strategies identified the qualifications, the selection of core and elective units, the target group, delivery and assessment arrangements, evidence gathering techniques, risk assessment and control strategies, the proposed trainer, validation proposed, consultation processes completed, RTO response to suggestions arising from consultation, resources required and pathways.</p> <p>The contextualisation guide and sample contextualisation documents provided information for trainers on the appropriate use of and adjustments to resources for different client groups.</p> <p>The assessment mapping detailed the way the assessment tools assessed all requirements of the units sampled</p> <p>1.3 Staff, facilities, equipment and training and assessment materials</p> <p>The trainer file included a validated copy of the training qualification (Certificate IV in Training and Assessment), vocational qualifications, competency mapping and a verified copy of a current working with children card. There is no resume, however the competency map, which is detailed, includes a summary of employment experience, closely maps each unit to be trained and assessed to the trainers qualifications and experience, and is signed by the trainer and the RTO. The combination of qualifications and experience is suitable for a trainer/assessor for the Certificate III and IV in Business Administration</p> <p>The learning materials and assessment tools for the Certificate III in Business Administration have been purchased from Small Print. Contextualisation has been addressed by a contextualisation guide and unit samples of actual contextualisation. The learning material is comprehensive and covers the requirements of each unit</p> <p>1.5 Assessment including Recognition of Prior Learning (RPL);</p> <p>This is an application for an extension to scope and no assessments have yet been conducted. The sample learning materials and assessment tools reviewed indicate that SELMAR Institute of Education has the resources and capability to conduct assessments in accordance with the requirements of the training package and the AQTF standards. SELMAR Institute of Education has sufficient resources to undertake assessments in accordance with the requirements of the training packages, the units of competency sampled and the requirements of the AQTF</p> <p>Opportunities for Improvement</p> <p>As part of their continuous improvement activity SELMAR Institute of Education should schedule a review of the assessment mapping documented by the Precision Group Australia Pty Ltd for their assessment tools.</p>
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