

Queensland Department of Education & Training

Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, **Esset Australia** 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: 15th – 16th June 2010

Qualifications audited			
Qualification code	Qualification name	Qualification code	Qualification name
CHC40102	Certificate IV in Aged Care Work	BSB30907	Certificate III in Business Administration
HLT52007	Diploma of Practice Management	TLI31107	Certificate III in Transport & Logistics (Logistics & Operations)
HLT32907	Certificate III in Health Administration	BSB60807	Advanced Diploma of Recordkeeping
FNS30107	Certificate III in Financial Services	FDF20103	Certificate II in Food Processing
BSB30107	Certificate III in Business	BSB40607	Certificate IV in Business Sales
CHCCS305A	Assist clients with medication		

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	Evidence of verification of trainer/assessor competence not always available at audit in staff files.	<ul style="list-style-type: none"> Audit of all HR files and all competency evidence obtained & filed. Verification of competency procedures updated Training & Assessment Policy revised. 	YES

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.