AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 25−26 November 2019   **RTO:** Inclusion Training

Inclusion Training was audited by Victorian Registration and Qualifications Authority on 25th and 26th November 2019.

Inclusion Training has completed the rectifications required and submitted them to VRQA.

On 23rd April 2020 the rectifications have been approved and Inclusion Training received the VRQA Registration until May 2024.

Applicant Details			
Applicant Name	Inclusion Melbourne Inc. t/a Inclusion Training	TOID	6406
Address	67 Sutherland Rd, Armadale		
		Website	https://inclusionmelbourne.org.au/
Registration Contact	Ms. Judith Price, Manager		
Phone Number	9576 0378	Email	Judith@inclusiontraining.org.au
Audit Team			
Audit Firm	Quorum QA Australia Pty Ltd	Auditor/s	Carol Macreadie
Auditor/s	Lesley Shaw	Other Attendees	
Registering Body Details			
Contact Person	Julie Florence		
Phone Number	9032 1560	Email	vet.audit@edumail.vic.gov.au
Audit Details			
Type of Audit	**Re-registration Audit**		
Conditions Audited	3, 6, 7, 8, 9		
Standards Audited	1.1, 1.2, 1.3, 1.4, 1.5	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7	3.1, 3.2, 3.3, 3.4
2016 VRQA Guidelines Audited	1.3	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 (If applicable)	
	3.1, 3.2, 3.3, 3.4, 3.5	4.1, 4.2, 4.3 to 4.6 (If applicable)	
Audit Date/s	25−26 November 2019		

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Audit Summary - AQTF Conditions of Registration			
AQTF Conditions **Place an X in the appropriate column**	**Compliant**	**Non-Compliant**	**Not audited**
1 Governance			X
2 Interactions with the Registering Body			X
3 Compliance with Legislation		X	
4 Insurance			X
5 Financial Management			X
6 Certification and Issuing of Qualifications and Statements of Attainment	X		
7 Recognition of Qualifications Issued by other RTOs	X		
8 Accuracy and Integrity of Marketing	X		
9 Transition to Training Packages/Expiry of Accredited Courses	X		
Audit Summary - AQTF Standards			
AQTF Standards/Elements	**Compliant**	**Non-Compliant**	**Not audited**
Standard 1			
1.1 – Continuous Improvement Strategy		X	
1.2 – Training and Assessment Strategies		X	
1.3 – Training and Assessment Resources	X		
1.4 – Trainer and Assessor Competency		X	
1.5 – Assessment Strategies		X	
Standard 2			
2.1 – Meeting the Needs of Clients		X	
2.2 – Continuous Improvement of Client Services	X		
2.3 – Provision of Information to Clients	X		
2.4 – Third-Party Engagement in Training and Assessment	X		
2.5 – Provision of Support Services to Clients		X	
2.6 – Learner Access to Records of Participation	X		
2.7 – Complaints and Appeals Strategy	X		
Standard 3			
3.1 – Operations Management	X		
3.2 – Continuous Improvement of Operations	X		
3.3 – Third-Party Training and/ or Assessment Services			X
3.4 – Records Management		X	

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Audit Summary – 2016 VRQA Guidelines for VET Providers			
2016 VRQA Guidelines	**Compliant**	**Non-Compliant**	**Not audited**
1. Governance, Financial viability and Management systems			
1.1 – Strategic Plan and Business Plan			X
1.2 – Financial Viability			X
1.3 – Management Systems			X
1.4 – Governance			X
2. Transparency and oversight of third parties			
2.1 – Third party agreement			X
2.2 – Co-operation with VRQA			X
2.3 – Notifying VRQA of third party agreements			X
2.4 – Information - Disclosure of third party services			X
2.5 – Pre-enrolment materials - Disclosure of third party services			X
2.6 – Changes to third party services			X
2.7 – Complaints - Third party services			X
2.8 – Appeals - Third party services			X
3. Trainer and assessor qualification (including individuals working under the supervision of a trainer			
3.1 – Vocational and Industry skill requirements		X	
3.2 – Training and Assessment (TAE) skill requirements	X		
3.3 – Assessment only skill requirements			X
3.4 – Supervision arrangement requirements			X
3.5 – Trainer under supervision skill requirements			X
4. Delivery of training and assessment services			
4.1 – Training and assessment practices		X	
4.2 – Amount of training		X	
4.3 – TAE - Independent validation of assessment system, tools, processes and outcomes			X
4.4 – TAE – Trainer and Assessor skills (1 January 2016 to 31 December 2016)			X
4.5 – TAE – Trainer and Assessor skills (1 January 2017 onwards)			X
4.6 – TAE – Trainer under supervision requirements			X

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4.7 – TAE – Registration requirements			X
5. Annual Declaration of Compliance			
5.1 – Annual Declaration of Compliance			X