

OUTCOMES OF EXTERNAL AQTF/ AUDITS

Following is a summary of the most recent findings from the *Australian Quality Training Framework* (Essential Conditions and Standards for Continuing Registration) and the *Standards for NVR Registered Training Organisations* audits conducted at **Tropical North QLD Institute of TAFE** by subsequent regulating bodies, TIQ and ASQA. A brief summary of any non-compliances and actions taken to rectify these issues has been included.

Audit Date	Qualification Code	Qualification Name	Non-compliances identified	Rating*	Brief summary of non-compliances identified	Brief summary of actions taken	Non compliance rectified	Outcome following rectifications
March 2013	CHC30208 & CHC30212	Certificate III in Aged Care	No	Compliant	No non-compliances were identified	No actions required	Not Applicable	Not Applicable
March 2013	CHC40108	Certificate IV in Aged Care	No	Compliant	No non-compliances were identified	No actions required	Not Applicable	Not Applicable
October 2008	39241QLD	Diploma of Education (ATSI)	Yes	Significant	<ul style="list-style-type: none"> • 3 Staff profiles did not provide sufficient information regarding training and assessment competence and currency. • Assessment tools analysed did not address all the required knowledge and skills and critical aspects. Sufficient benchmarks and assessor instructions were not provided. 	<ul style="list-style-type: none"> • Staff profiles were updated with data and/or action plans. • Revised and amended assessment tools were developed to address all non-conformances. 	Submitted to TIQ	Audit closed
October 2008	BCG30203	Certificate III in Carpentry	Yes	Significant	<ul style="list-style-type: none"> • Assessment tools analysed did not address all the required knowledge and skills and critical aspects. Sufficient benchmarks and assessor instructions were not provided. 	<ul style="list-style-type: none"> • Revised and amended assessment tools and the Training Record and Work Diary were developed to address all non-conformances. 	Submitted to TIQ	Audit closed
October 2008	FNS30304	Certificate III in Financial Services	Yes	Significant	<ul style="list-style-type: none"> • The Training and Assessment Strategy did not identify a systematic approach for delivery and assessment. • One staff profile did not provide sufficient information regarding vocational competence and currency. • Assessment tools analysed did not address all the required knowledge and skills, critical aspects of assessment, and the required physical resources were not verified. 	<ul style="list-style-type: none"> • A revised and amended Training and Assessment Strategy was developed to demonstrate a systematic approach. • Staff profile was updated with data and/or action plan. • Revised and amended assessment tools were developed to address all non-conformances. 	Submitted to TIQ	Audit closed

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October 2008	HLT51607	Diploma of Nursing (Enrolled/Division 2 Nursing)	Yes	Significant	<ul style="list-style-type: none"> Assessment tools analysed did not address all the required knowledge and skills, critical aspects, principles of assessment and rules of evidence. Sufficient benchmarks and assessor instructions were not provided. 	<ul style="list-style-type: none"> Revised and amended assessment tools and Clinical Skills Log Book were developed to address all non-conformances. 	Submitted to TIQ	Audit closed
October 2008	MEM30205	Certificate III in Engineering – Mechanical Trade	Yes	Significant	<ul style="list-style-type: none"> Assessment tools analysed did not address all the required knowledge and skills and critical aspects. Sufficient benchmarks and assessor instructions were not provided. 	<ul style="list-style-type: none"> Revised and amended assessment tools and the Training Record and Work Diary were developed to address all non-conformances. 	Submitted to TIQ	Audit closed
October 2008	SFI30104	Certificate III in Seafood Industry (Aquaculture)	Yes	Significant	<ul style="list-style-type: none"> No system was in place to verify that training and assessment systems, and resources were in place to meet course requirements. Two staff profiles did not provide sufficient information regarding vocational competence and currency. Student records of assessment were not maintained consistently. Assessment tools analysed did not address all the required knowledge and skills and critical aspects. Sufficient benchmarks and assessor instructions were not provided. 	<ul style="list-style-type: none"> Evidence supplied that verified the delivery team has implemented TNQT systems and processes for gathering stakeholder feedback and implementing improvements. Staff profiles were updated with data and/or action plans. Evidence that the process for retention of assessment evidence has been implemented in the delivery team. Revised and amended assessment tools were developed to address all non-conformances. 	Submitted to TIQ	Audit closed

Audit Date	Qualification Code	Qualification Name	Non-compliances identified	Rating*	Brief summary of non-compliances identified	Brief summary of actions taken	Non compliance rectified	Outcome following rectifications
October 2008	TAA40104	Certificate IV in Training and Assessment	Yes	Significant	<ul style="list-style-type: none"> There was insufficient evidence to verify that the training and assessment met the requirements of the training package, the principles of assessment and the rules of evidence. Assessment tools analysed did not address all the required knowledge and skills and critical aspects. Sufficient benchmarks and assessor instructions were not provided. 	<ul style="list-style-type: none"> A revised strategy (Assessment Matrix) was developed to demonstrate compliance to the requirements of the training package, the principles of assessment and the rules of evidence. Revised and amended assessment tools were developed to address all non-conformances. 	Submitted to TIQ	Audit closed
October 2008	TDM20207	Certificate II in Transport and Distribution (Marine Engine Driving)	Yes	Minor	Not applicable	Not applicable	Not applicable	Not applicable
October 2008	UTE31199	Certificate III in Electrotechnology Systems Electrician	Yes	Minor	Not applicable	Not applicable	Not applicable	Not applicable

***Rating Legend:**

Compliant with the requirements of the *Australian Quality Training Framework – Essential Conditions and Standards for Continuing Registration/Standards for NVR Registered Training Organisations (SNR)*.

Non-compliances are categorised as minor, significant or critical:

Minor: The evidence reviewed indicates that the requirements of the VET Quality Framework have not been met but there is minimal or no serious adverse impact on learners and/or persons affected by the outcomes of the training and assessment service provided;

Significant: The evidence reviewed indicates that the requirements of the VET Quality Framework have not been met and there are indications of a serious or potentially serious adverse impact on learners and/or persons affected by the outcomes of the training and assessment service provided;

Critical: The evidence reviewed indicates that the requirements of the VET Quality Framework have not been met and there is an actual or potential critical adverse impact on learners and/or persons affected by the outcomes of the training and assessment service provided.