

23 January 2014



Australian Government

Australian Skills Quality Authority

Ms Mary Campbell
Institute Director
VOCATIONAL EDUCATION AND TRAINING (STA)
247 Bradman Street
ACACIA RIDGE QLD 4110

File No: 31396 / 02014M
Ref No: 1002031

Dear Ms Campbell

Re: Audit finalised

This notice is to advise that the recent monitoring audit conducted on VOCATIONAL EDUCATION AND TRAINING (STA) has been finalised and that your registered training organisation (RTO) has been noted for its ongoing compliance with the Standards for NVR Registered Training Organisations and the Education Services for Overseas Students Act 2000 (ESOS Act), including the requirements of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code).

The findings of this audit will contribute to the records retained of your RTO's compliance history and to the risk rating assigned to your organisation.

A copy of the final audit report is attached for your reference.

Thank you for your organisation's cooperation throughout this audit activity. An invoice for this compliance audit will soon be issued.

You are reminded that an ongoing condition of your registration is compliance with the Standards for NVR Registered Training Organisations.

Further information and assistance

If you require further information or assistance in relation to this matter, please contact the ASQA Info Line on telephone 1300 701 801.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jane Connellan'.

JANE CONNELLAN
A/Regional Manager Compliance - Brisbane

SkillsTech Australia – Continuing Registration Audit against the Vet Quality Framework

1. Audit Date: 18-21 March 2013

2. Qualifications Audited:

- AUM30212 Certificate III in Automotive Manufacturing Technical Operations - Bus, Truck and Trailer (with AUM35108)
- AUR30211 Certificate III in Bicycles (with AUR30205)
- AUR30405 Certificate III in Automotive Mechanical Technology
- CPC30211 Certificate III in Carpentry (with CPC30208)
- CPC32311 Certificate III in Stonemasonry (Monumental/Installation) (with CPC32308)
- CPC50210 Diploma of Building and Construction (Building) (with CPC50208)
- ICT20310 Certificate II in Telecommunications Cabling
- LMF10108 Certificate I in Furnishing
- MEM10105 Certificate I in Engineering
- MEM30305 Certificate III in Engineering - Fabrication Trade
- MEM50211 Diploma of Engineering - Technical
- MEM60111 Advanced Diploma of Engineering
- MSA30208 Certificate III in Manufacturing Technology
- NWP30107 Certificate III in Water Operations
- SISCAQU201A Monitor pool water quality/SISCAQU303A Operate aquatic facility plant and equipment
- TAE40110 Certificate IV in Training and Assessment
- TLI21311 Certificate II in Rail Infrastructure
- UEE22011 Certificate II in Electrotechnology (with UEE22010)
- UEE30811 Certificate III in Electrotechnology Electrician (with UEE30807)
- UEE50711 Diploma of Renewable Energy Engineering (with UEE50710)
- UEE62011 Advanced Diploma of Engineering Technology - Renewable Energy
- UET30612 Certificate III in ESI - Power Systems - Distribution Overhead (with UET30209)
- 39278QLD Certificate I in Plumbing Services
- 40357SA Certificate IV in Residential Drafting

3. Audit Outcomes

- Audit non-compliances identified: Yes
- Summary of significant and/or critical non-compliances and actions taken to rectify those non-compliances:

Qualification	Non-compliance	Summary	Rectification Actions	Compliant
LMF10108 Certificate I in Furnishing	Significant	Co-provider: 15.2 DAS does not contain co-provider verification. 15.4 Co-provider staff profiles lack evidence. 15.5 Lack of evidence that assessment covers all requirements of qualification. 15.5 RPL student files lack evidence of assessment. 16.3 No evidence of qualification information made available to students. 17.3 No evidence of co-provider monitoring.	15.2 Revised QF107 including co-provider verification 15.4 Staff profiles updated 15.5 Assessments reviewed, updated and validated 15.5 RPL tools revised. 16.3 Provision of Information provided to students on qualification 17.3 Provision of information supporting co-provider monitoring processes.	Yes 23 January 2014
MEM10105 Certificate I in Engineering	Significant	Co-provider: 15.4 Co-provider staff profiles lack evidence. 17.3 No evidence of co-provider monitoring. 17.4 Offshore student records not returned to Institute.	15.4 Staff profiles updated 17.3 Provision of information supporting co-provider monitoring processes. 17.4 Student file administration process updated.	Yes 23 January 2014
MEM30305 Certificate III in Engineering - Fabrication Trade	Critical	Co-provider: 15.2 No DAS available. 15.3 Unable to provide evidence of resources used by the co-provider. 15.4 No co-provider staff profiles available. 15.5 Assessment does not cover all requirements of qualification. 16.3 No evidence of qualification information made available to students. 16.4 Evidence unclear as to whether co-provider is engaging employers in each learner's training and assessment. 17.3 No evidence of co-provider monitoring. 17.4 Student records not returned to Institute.	Co-provider contract ceased. Arrangements made for all impacted students.	Yes 23 January 2014

		24.1 Insufficient evidence of information used by co-provider to market qualification.		
MEM50211 Diploma of Engineering – Technical	Significant	Co-provider: 15.4 Co-provider staff profiles lack evidence. 15.5 Assessment tools not compliant. 17.3 No evidence of co-provider monitoring.	Co-provider contract ceased.	Yes 23 January 2014
MEM60111 Advanced Diploma of Engineering	Significant	Co-provider: 15.4 Co-provider staff profiles lack evidence. 15.5 Lack of evidence that assessment covers all requirements of qualification. 17.3 No evidence of co-provider monitoring. In-house: 15.5 Lack of evidence that assessment covers all requirements of qualification.	Co-provider contract ceased 15.5 Assessments reviewed and updated.	Yes 23 January 2014
SISCAQU201A Monitor Pool Water Quality SISCAQU303A Operate aquatic facility plant and equipment	Significant	Co-provider: 15.5 Assessment tools to be developed for units. 17.3 No evidence of co-provider monitoring.	15.5 Assessments tools developed. 17.3 Co-provider contract ceased.	Yes 23 January 2014
UEE50710/50711 Diploma of Renewable Energy Engineering & UEE62011 Advanced Diploma of Engineering Technology - Renewable Energy	Significant	In-house: 15.2 DAS does not reflect what organisation is registered to provide. 15.4 Insufficient evidence of teacher vocational competencies. 15.5 Lack of evidence that assessment covers all requirements of qualification. 17.4 Students files incomplete.	15.2 Scope amended 15.4 Teacher competency evidence provided. 15.5 Assessments reviewed and updated. 17.4 Student file administration process updated	Yes 23 January 2014