

Integrated User Choice/AQTF Audit Report

Training Quality

Date: 26 June 2008

Confidential

Version 5

Swift Australia Pty Ltd

| RTO DETAILS | | | |
|--|---|---|--|
| NTIS number | 5397 | | |
| Address | 1 Lock Way, Dinmore, 4303 | | |
| Audit venue | Cockburn Road, Toowoomba, 4350 | | |
| Contact person | Geoff Yarham | Web site | n/a |
| Phone number | 3810 2204 | E-mail | Geoff.yarham@jbsswift.com.au |
| Student numbers | Current student numbers: 877 | | |
| AUDIT TEAM | | | |
| Lead Auditor | Anthony Barkey | Auditor/s | n/a |
| Phone | 3280 1095 | Adviser/s | n/a |
| E-mail | Anthony.Barkey@deta.qld.gov.au | Observer/s | n/a |
| AUDIT DETAILS | | | |
| Type of audit | Integrated | | |
| Standards audited | 1.2, 1.3, 1.4, 1.5, 2.2, 2.3, 3.2. | | |
| Conditions audited | n/a | | |
| Clauses audited | 3(h), 6(a), 7(b), 18 | | |
| Audit date/s | 12 and 13 May 2009 | | |
| Audit outcome on day of audit | Compliant <input checked="" type="checkbox"/> Significant non-compliance <input type="checkbox"/> Minor non-compliance <input type="checkbox"/> Critical non-compliance <input type="checkbox"/> | | |
| Other audit notes | Swift Australia Pty Limited is an employer based RTO in meat processing. From an employer's perspective, the training is to multi-skill staff in ongoing knowledge in safety, environmental considerations, food handling, animal welfare legislation, quality control and assurance. Current contract value is \$900,000 which is approximately 1% of the organisation's annual business | | |
| FOCUS OF AUDIT | | | |
| NTIS code | Qualification/Unit of Competence/Accredited Course | Licensed outcome | Delivery site |
| MTM20100 | Certificate II in Meat Processing (Abattoirs) | No | Toowoomba Dinmore Townsville Rockhampton |
| MTM20107 | Certificate II in Meat Processing (Abattoirs) | No | |
| INTERVIEWEE/S | | | |
| Geoff Yarham – Safety and Technical Training Manager | | Les Anderson – Toowoomba Training Manager | Debbie Hardke – Dinmore Training Manager |
| Rebecca Gibson – Observer from RTO | | | |

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Standard 1: The RTO provides quality training and assessment across all of its operations.

| | | |
|--|--|--|
| 1.2: | Strategies for training and assessment meet the requirements of the relevant training package or accredited course and are developed in consultation with industry stakeholders. | |
| <i>Intent:</i> | <i>Industry engagement and support is evident in the development of all training and assessment strategies. All training and assessment strategies meet the requirements of the training package or accredited course.</i> | At time of audit: <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Audited |
| <p>The organisation develops training and assessment strategies and training programs that:</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> provide sufficient information regarding delivery and assessment methods</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> ensure that learners receive training and assessment that meets the needs of their identified target group</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> show evidence of industry engagement and support</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> meet all requirements of the training package qualification or accredited course, including identifying units of competency.</p> | | |

| | | |
|--|---|---|
| 1.3: | Staff, facilities, equipment and training and assessment materials used by the RTO are consistent with the requirements of the training package or accredited course and the RTO's training and assessment strategies. | |
| <i>Intent:</i> | <i>The resources used by the RTO across all of its operations are consistent with current industry standards.</i> | At time of audit: <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant |
| <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> The organisation has access to suitable facilities for its training and assessment activities.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> The organisation has access to suitable equipment meeting the requirements of industry and the training package or accredited course.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> The organisation has access to training materials that meet the requirements of industry stakeholders and the training package or accredited course and which adequately support the learner in achieving the required level of competence.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> The organisation has access to suitable human resources (refer to element 1.4).</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> The organisation has access to suitable assessment materials (refer to element 1.5).</p> | | |

| | | |
|---|---|--|
| 1.4: | Training and assessment are conducted by trainers and assessors who: | |
| | <ul style="list-style-type: none"> • have the necessary training and assessment competencies as determined by the National Quality Council or its successors • have the relevant vocational competencies at least to the level being delivered or assessed, and continue developing their vocational and training and assessment competencies to support continuous improvements in the delivery of the RTO's services. | |
| <i>Intent:</i> | <i>All trainers and assessors of nationally recognised training meet national benchmark competency requirements and continue to develop their competence.</i> | At time of audit: <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Audited |
| <p>The organisation verifies that trainers and assessors:</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> meet national benchmark competency requirements (as detailed below)</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> continue to develop their competency by:</p> <ul style="list-style-type: none"> • supporting them in meaningful engagement with industry and relevant | | |

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professional bodies

- supporting their professional development in teaching and learning methods
- fostering a culture of critical evaluation and innovation.

Les Anderson

MTM20100 Certificate II in Meat Processing (Abattoirs)

MTM20107 Certificate II in Meat Processing (Abattoirs)

- TAA40104 Certificate IV in Training and Assessment issued by Training Australia Unlimited Pty Ltd, August 2006
- BSZ40198 Certificate IV in Assessment and Workplace Training or equivalent competencies
- Trainer does not hold training and/or assessment competencies, but acts within suitable partnership or supervision arrangements.

Relevant vocational qualifications

- Certificate II in Meat Processing (Abattoirs) issued November 1998 (Traineeship) from Vocational Education, Training and Employment Commission VETEC

Relevant vocational experience

- 1997 to current – Various meat processing positions with Swift Australia Pty Limited
- 1997 to current – Trainer/assessor, Swift Australia Pty Limited
- Registered with National Meat Industry Training Advisory Council Ltd MINTRAC as an overseas skilled meat worker assessor

Relevant professional development

- Currently completing Certificate IV in Frontline Management BSB01 with Southern Queensland Institute of TAFE
- Currently working on meat processing floor
- Constantly upgrades processing knowledge and skills when new technology and techniques are introduced by the company. For example, he received training in use of machinery, tools and techniques when the new tripe room was installed
- Attends monthly WTA (Workplace Trainer/Assessor) meetings (moderations and validations of assessment tools, benchmark criteria and assessment decisions)
- Member of (MINTRAC)
- February 2009 – 'Competency based assessment advanced techniques' Department Education and Training
- February 2009 – Information session 'Central Approval System (CAS) Procedures and Stakeholder Services' Department of Education, Training and the Arts (DETA) Training Queensland Customer Centre (TQCC)
- February 2009 – In-house training (plant security, fire training/fire extinguisher trainer)
- Electronic subscriptions to RTO Mail, Licensing Line News, MINTRAC, Workplace Health and Safety Queensland 'SAFE' newsletter.

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Tanya Beard

MTM20100 Certificate II in Meat Processing (Abattoirs)

MTM20107 Certificate II in Meat Processing (Abattoirs)

TAA40104 Certificate IV in Training and Assessment or equivalent competencies (Statement of Attainment) issued by Training Australia Ltd, November 2006 (*TAADEL401A Plan and organise group-based delivery, TAADEL404A Facilitate work-based learning, TAADEL403A Facilitate individual learning, TAAASS401A Plan and organise assessment, TAAASS402A Assess competence, TAAASS404A Participate in assessment validation, TAADEL301A Contribute to assessment and TAADEL402A Facilitate group based learning*).

BSZ40198 Certificate IV in Assessment and Workplace Training or equivalent competencies

Trainer does not hold training and/or assessment competencies, but acts within suitable partnership or supervision arrangements.

Relevant vocational qualifications

- MTM20100 Certificate II in Meat Processing (Abattoirs) issued by Australia Meat Holdings Pty Limited, May 2005

Relevant vocational experience

- 2006 to current – Workplace trainer/assessor, Swift Australia Pty Limited
- 2006 to current – Works in various meat processing stations, Swift Australia Pty Limited
- 2004 to 2006 – Packer and slicer, JBS Friboi Australia Beef City
- 2002 to 2004 – Meat packer, Coles Supermarket.

Relevant professional development

- Currently working on various meat processing stations
- Attends monthly WTA (Workplace Trainer/Assessor) meetings (moderations and validations of assessment tools, benchmark criteria and assessment decisions)
- Attends substantial in-house company training
- Electronic subscriptions to RTO Mail, Licensing Line News, MINTRAC, Workplace Health and Safety Queensland 'SAFE' newsletter.

1.5: Assessment:

- meets the requirements of the relevant training package or accredited course
- is conducted in accordance with the principles of assessment and the rules of evidence
- meets workplace and, where relevant, regulatory requirements.

Intent: Assessment ensures that only learners who hold the requisite skills and knowledge are certified as competent.

At time of audit:

- Compliant
 Not Compliant

MTM20100 Certificate II in Meat Processing (Abattoirs)

MTMP2074A Identify cuts and specifications

Assessment tools consist of:

- Summative assessment of underpinning knowledge - verbal questioning with required responses

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- Formative assessment - practical observation - task based and procedural statement
- Third party (workplace supervisor) supplementary evidence
- Prior requisite competency.

For this unit, the organisation's assessment materials:

- | Y | N | N/A | |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | sufficiently address performance criteria |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | sufficiently address critical aspects of evidence |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | sufficiently address required knowledge |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | sufficiently address required skill |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | sufficiently address context and consistency of assessment requirements |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | provide for valid, reliable, flexible and fair assessment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | provide for judgement to be made on basis of sufficient, valid, authentic and current evidence |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | include workplace requirements as suggested in the range of variables |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | align assessment methods to the training and assessment strategy. |

The organisation has:

- | Y | N | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | developed suitable benchmarking information for all assessment tools |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | provided information to students about the context and purpose of assessment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | developed and, where appropriate, implemented mechanisms to provide feedback to learners on assessment outcomes. |

- | Y | N | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | For this unit, the organisation has gathered sufficient evidence to make a valid judgement of competence (including RPL outcomes) for the following students: <ul style="list-style-type: none">• Kayeleen Death• Alan Rabjohns |

MTMP2075A Pack meat product

Assessment tools consist of:

- Summative assessment of underpinning knowledge - verbal questioning with required responses
- Formative assessment - practical observation - task based and procedural statement
- Third party (workplace supervisor) supplementary evidence
- Prior requisite competency.

For this unit, the organisation's assessment materials:

- | Y | N | N/A | |
|-------------------------------------|--------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | sufficiently address performance criteria |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | sufficiently address critical aspects of evidence |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | sufficiently address required knowledge |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | sufficiently address required skill |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | sufficiently address context and consistency of assessment requirements |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | provide for valid, reliable, flexible and fair assessment. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | provide for judgement to be made on basis of sufficient, valid, authentic and current evidence |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | include workplace requirements as suggested in the range of variables |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | align assessment methods to the training and assessment strategy. |

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The organisation has:

Y N

- developed suitable benchmarking information for all assessment tools
- provided information to students about the context and purpose of assessment
- developed and, where appropriate, implemented mechanisms to provide feedback to learners on assessment outcomes.

Y N

- For this unit, the organisation has gathered sufficient evidence to make a valid judgement of competence (including RPL outcomes) for the following students:
 - Scott Fleming
 - Sandy Wandrey

MTM20107 Certificate II in Meat Processing (Abattoirs)

MTMP2052B Trim forequarter to specification

Assessment tools consist of:

- Summative assessment – verbal questions of underpinning knowledge with benchmark criteria
- Formative assessment – two practical task assessments
- Third party – supplementary evidence.

For this unit, the organisation's assessment materials sufficiently address:

Y N N/A

- sufficiently address performance criteria
- sufficiently address critical aspects of evidence
- sufficiently address required knowledge
- sufficiently address required skill
- sufficiently address context and consistency of assessment requirements
- provide for valid, reliable, flexible and fair assessment
- provide for judgement to be made on basis of sufficient, valid, authentic and current evidence
- include workplace requirements as suggested in the range of variables
- assessment methods which align to the training and assessment strategy.

The organisation has:

Y N

- developed suitable benchmarking information for all assessment tools
- provided information to students about the context and purpose of assessment
- developed and, where appropriate, implemented mechanisms to provide feedback to learners on assessment outcomes.

Y N

- For this unit, the organisation has gathered sufficient evidence to make a valid judgement of competence (including RPL outcomes) for the following students:
 - Selwyn Domic
 - Troy Dougan

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MTMP2074B Identify cuts and specifications

Assessment tools consist of:

- Summative assessment – verbal questions of underpinning knowledge with benchmark criteria
- Formative assessment – two practical task assessments
- Third party – supplementary evidence.

For this unit, the organisation's assessment materials sufficiently address:

Y N N/A

- sufficiently address performance criteria
- sufficiently address critical aspects of evidence
- sufficiently address required knowledge
- sufficiently address required skill
- sufficiently address context and consistency of assessment requirements
- provide for valid, reliable, flexible and fair assessment
- provide for judgement to be made on basis of sufficient, valid, authentic and current evidence
- include workplace requirements as suggested in the range of variables
- assessment methods which align to the training and assessment strategy.

The organisation has:

Y N

- developed suitable benchmarking information for all assessment tools
- provided information to students about the context and purpose of assessment
- developed and, where appropriate, implemented mechanisms to provide feedback to learners on assessment outcomes.

Y N

- For this unit, the organisation has gathered sufficient evidence to make a valid judgement of competence (including RPL outcomes) for the following students:
 - Philip Deng
 - Catherine Lorian

Standard 1 - Strengths

- The organisation has developed good assessment tools that effectively gather required evidence for its workplace assessors to make consistent judgments of competence backed up with good benchmark criteria.
- The organisation is involved with a number of peer network meetings and also with MINTRAC where training and assessment processes and tools are moderated and the training package is consistently reviewed and information provided when techniques and legislations change.

Standard 1 - Opportunities for improvement

- Nil identified.

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Standard 2: The RTO adheres to principles of access and equity and maximises outcomes for its clients.

2.2: Before clients enrol or enter into a contract, the RTO informs them about the training, assessment and support services to be provided and about their rights and obligations.

Intent: Clients are provided with accurate and sufficient information to make an informed choice about their enrolment and/or contractual agreement.

At time of audit:
 Compliant
 Not Compliant
 Not Audited

The organisation:

Y N

- provides appropriate information to prospective clients and learners
 ensures the information is accurate, current and not misleading
 provides the information systematically.

2.3: Employers and other parties who contribute to each learner's training and assessment are engaged in the development, delivery and monitoring of training and assessment.

Intent: Learners, including apprentices and trainees, receive support from all parties engaged in their training and assessment.

At time of audit:
 Compliant
 Not Compliant
 Not Audited

The organisation:

Y N

- involves workplace personnel in planning relevant workplace programs
 ensures that the training and assessment program makes full use of opportunities at the workplace
 monitors each learner's progress and the support provided to them by the workplace.

Standard 2 - Strengths

- Nil identified.

Standard 2 - Opportunities for Improvement

- Nil identified.

Standard 3: Management systems are responsive to the needs of clients, staff and stakeholders and the environment in which the RTO operates.

3.2: The RTO monitors training and/or assessment services provided on its behalf to ensure that they comply with all aspects of the AQTF 2007 Essential Standards for Registration.

Intent: Services delivered under partnership arrangements comply with the AQTF 2007 Essential Standards for Registration.

At time of audit:
 Compliant
 Not Compliant
 Not Audited

The organisation:

Y N

- manages training and assessment provided on its behalf by documenting or recording agreements that cover the responsibilities of both parties
 monitors the implementation of these agreements
 makes improvements where required.

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| |
|---|
| Standard 3 - Strengths |
| • Nil identified. |
| Standard 3 - Opportunities for Improvement |
| • Nil identified. |

| Clause 3 (h) The Supplier must comply with the User Choice Fees and Charges requirements set out in Appendix 3. | |
|---|---|
| <p>Appendix 3: Fees and charges</p> <p>Part 1 – Tuition Fees</p> <p>Part 2 – Partial Exemption – Tuition Fees</p> <p>Part 3 – Student support services fees for Participants</p> <p>Part 4 – Fee exemption on grounds of extreme hardship or other special circumstances</p> <p>Part 5 – When should tuition fees be charged?</p> <p>Part 7 – Refund policy</p> <p>The Supplier must have a refund policy that meets the requirements of the AQTF. This policy must also include:</p> <p>(a) the provision for full refunds to Participants for tuition and student support services fees charged for training delivery that has not commenced at the time of the cancellation of enrolment; and</p> <p>(b) the provision of proportionate refunds where the Participant has withdrawn from a Unit of Competency/Module.</p> <p>Part 8 – Additional Charges</p> <p>Part 9 – No charges</p> | <p>At time of audit:</p> <p><input type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not Compliant</p> <p><input type="checkbox"/> Not Audited</p> <p><input checked="" type="checkbox"/> Not Applicable</p> |
| <p>As the organisation is an ESRTO it is exempt from charging its trainees student contribution fees as per the special condition 12 of its User Choice Contract.</p> | |

| Clause 6 (a) The Supplier must fully and correctly provide to the Department the reports set out in Item 1 of Appendix 5 in accordance with the timeframes set out in Item 2 of that Appendix. | |
|---|---|
| <p>Appendix 5 – Reporting requirements</p> <p>Item 1 – AVETMISS reporting requirements</p> <p>(d) Delivery Type Identifier specified in AVETMISS for the relevant mode of delivery</p> <p>(e) Outcome Identifier specified in AVETMISS and in Table 4 of Appendix 6</p> <p>(f) Training location postcode of where the Participant undertakes Training</p> | <p>At time of audit:</p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not Compliant</p> <p><input type="checkbox"/> Not Audited</p> <p><input type="checkbox"/> Not Applicable</p> |
| <p>The organisation has:</p> <p>Y N NA</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> correctly reported the delivery identifier code</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> retained sufficient evidence to support the outcome of the assessment (AVETMISS Outcome Identifier Code 20)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> retained sufficient evidence to support that students have attempted all assessments and failed in at least one method (AVETMISS Outcome Identifier Code 30)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> retained sufficient evidence to support the student's participation in the learning activity prior to withdrawing</p> | |

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| | |
|---|---|
| (AVETMISS Outcome Identifier Code 40) | |
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | retained sufficient evidence to support recognition of prior learning (AVETMISS Outcome Identifier (Code 51)) |
| <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | retained sufficient evidence to support that an application for recognition of prior learning was assessed and not approved (AVETMISS Outcome Identifier Code 52) |
| <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | retained sufficient evidence to support recognition of current competencies (AVETMISS Outcome Identifier Code 53) |
| <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | retained sufficient evidence to support that an application for recognition of current competencies was assessed and not approved (AVETMISS Outcome Identifier Code 54) |
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | retained sufficient evidence to support credit transfers (AVETMISS Outcome Identifier Code 60) |
| <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | retained sufficient evidence that an induction was conducted and training plan developed prior to the student's training contract being cancelled or the student changing SRTOs (SRTO 1 Administration Payment) |
| <input checked="" type="checkbox"/> <input type="checkbox"/> | submitted AVETMISS postcodes that accurately reflect the location in which the majority of training has been undertaken |

Clause 7 (b) Unless otherwise specified, the Department will not pay, without limitation, the Supplier for the provision of the Services set out in Item 5 of Appendix 6.

Appendix 6 – Financial Matters

Item 5 – Service provision that will not be funded

The Department will not fund/pay (ie Administration Payment or Payable Value), without limitation, for the following unless otherwise specified:

- (b) delivery of any Unit of Competency or Module through RPL where the effect would be that the participant has completed the entire Qualification by way of RPL
- (i) provision of services to a Participant in excess of the Competency Count, Module Count or Points Count specified in QTIS
- (l) services provided to a Participant who has been previously assessed as competent for the same Unit of Competency or Module
- (p) provision of the Services to apprentices or trainees who are employed in the Cape York Region.

At time of audit:

- Compliant
- Not Compliant
- Not Audited
- Not Applicable

The organisation has:

Y N

- not been funded in any instances where the entire qualification has been achieved through RPL
- not submitted claims for payment for units in excess of the competency count for that qualification
- not submitted claims for payment for units of competency previously assessed as competent
- not, unless approved by the department, provided services to apprentices/trainees employed within the Cape York Region

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| Clause 18: The Supplier must collect and retain documents, records and information in accordance with Appendix 2. | |
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| <p>Appendix 2: Program specification</p> <p>3. <i>Documentation And Record Keeping.</i></p> <p>(1) Data recording the eligibility of Participants in Priority Population Groups</p> <p>(2) In relation to each participant:</p> <p>(a) the assessor's completed marking guide/criteria/observation checklists for each Unit of Competency/Module; or</p> <p>(b) the completed paper-based assessment items for each Unit of Competency/Module.</p> <p>(3) Documents, records, and all information necessary to substantiate, to the reasonable satisfaction of the Department, compliance with the terms and conditions of this Contract, including:</p> <p>(a) full and complete records establishing, to the reasonable satisfaction of the Department, each Participant's participation (including, demonstrating the commencement of educational content and demonstrating educational progression as per AVETMISS) in each Unit of Competency/Module enrolment in accordance with the Training Plan</p> <p>(b) evidence that the on-the-job training component has been achieved for each Unit of Competency/Module per each individual Participant prior to submission of claims for payment</p> <p>(c) evidence to support the accuracy and validity of AVETMISS start and end dates for each Participant in relation to each Unit of Competency/Module undertaken</p> | <p>At time of audit:</p> <p><input checked="" type="checkbox"/> Compliant</p> <p><input type="checkbox"/> Not Compliant</p> <p><input type="checkbox"/> Not Audited</p> <p><input type="checkbox"/> Not Applicable</p> |
| <p>The organisation has:</p> <p>Y N NA</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> a process in place to determine the eligibility of trainees (priority population group 3)</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> retained sufficient evidence to substantiate the eligibility of all trainees</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <u>implemented</u> and <u>retained</u> the full range of assessment evidence as per assessment master versions</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> retained full and complete records of each participant's participation</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> a process in place to capture the employer's verification regarding the on-the-job component</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> consistently retained evidence to support that the on-the-job training component has been achieved for each Unit of Competency/Module per each individual Participant prior to submission of claims for payment</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> accurately submitted AVETMISS end dates.</p> | |