

Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, Australian Child Care Career Options 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: 08/05/2007

Qualifications audited	
Qualification code	Qualification name
CHC20202	Certificate II in Community Services Work
CHC40402	Certificate IV in Outside School Hours Care
CHC60202	Advanced Diploma of Children's Services

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	Legislative information in student handbooks were inconsistent. RTO to amend all instances referring to DET to DETA.	Student induction manuals were updated for each client group to ensure Legislative information across all handbooks was consistent. Changed all instances of DET to DETA	Yes
Yes	Minor	There was no documented procedure to ensure records are transferred to DETA in the event of the organisation ceasing to be an RTO	Handbooks, Trainer Manuals and Operations manuals were updated to include this information	Yes

Overall Strengths

- The RTO appears to have sound and extensive quality procedures in place with strong procedures linked to other quality systems, along with evidence of implementation across operations
- It is clear that the organisation is committed to continued compliance and providing high quality training and assessment and client services

Overall Weaknesses

- No weaknesses identified

Minor/Major non-compliances

- All non-compliances identified are considered minor as while the requirements of the standards are not fully met, there is no immediate impact on students and no serious consequences resulting from the non compliance

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.