

Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, CADET Training and Employment 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: 29th, 30th June and 1st July, 2009

Qualifications audited	
Qualification code	Qualification name
BSB20101	Certificate II in Business
BSB30201	Certificate III in Business Administration
BSB30407	Certificate III in Business Administration
BSB40807	Certificate IV in Frontline Management
FNS30107	Certificate III in Financial Services
THH33002	Certificate III Hospitality (Operations)
SIR20207	Certificate II in Retail
RTF20103	Certificate II in Horticulture
RTF30103	Certificate III in Horticulture
TAA40104	Certificate IV in Training and Assessment

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	Significant	<ul style="list-style-type: none"> • Specific Assessment tools do not meet unit requirements against the Training Package. • Validation and moderation processes not evident. • Training and Assessment Strategies do not meeting Training Package requirements. • Industry consultation and engagement not evident in development of Training and Assessment Strategies • Professional development and currency of Trainer's qualifications not evident. 	<ul style="list-style-type: none"> • Assessment tools identified at Audit were rectified to meet training package requirements. • Third Party reports were rectified into observable workplace tasks. • Industry consultation sought and Training and Assessment Strategies rectified to include industry engagement and consultation. • Validation and moderation processes implemented to ensure assessment tools are relevant and robust against the Training Package requirements. • Process implemented to ensure Trainer's maintain currency of qualifications and receive professional development opportunities 	YES – 23/9/09

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.