



**VET (WA) Ministerial Corporation Purchase of Training Services General Provision (Conditions of Contract)**  
**Desktop audit report**

<b>Training provider legal name:</b>	Flexible Training Solutions Pty Ltd
<b>Date of audit:</b>	9/06/2015

Assessment criteria:

Contract condition		Assessment criteria
9.12	Evidence of participation	Western Australian Data Enrolment Standards: Section 5, Appendix A - Invalid Enrolment (IE) Audit Guidelines
9.4	Fees and Charges	Fees and Charges for Students undertaking VET must be collected in accordance with the then current provisions of the Corporation's VET Fees and Charges Policy.
9.5	Invoice or Receipt at Student's Enrolment	The Service Provider must provide Students with an itemised enrolment invoice or receipt for any units they have enrolled in from 1 January 2015.
14.1	Record Keeping	Proof of eligibility of concession or Fee waiver.
16	Regulatory Audit Outcomes	Provide the Department a copy of the regulator audit report along with any subsequent rectification reports within 10 days of receipt of the said reports from the Regulator

Ruling summary:

Assessment criteria	Compliant / Valid enrolment samples	Non-compliant / Invalid enrolment samples	Non-compliance rating
Evidence of Participation	10		0%
Fees and Charges	3		0%
Invoice or Receipt at Student's Enrolment	3		0%
Record Keeping	N/A		0%
Assessment criteria	Date of last AQTF/NVR Audit	Report provided if after 1/01/2014	Ruling
Regulatory Audit Outcomes	6/01/2014	Provided	Compliant

**Overall Comments (Systemic non-compliances & General issues)**

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Sample number	CPS	Student name	Qual ID	Qual	UOC	UOC code	Outcome code	UOC start date
1	20150181	Povse, Albert	TLI50410	Diploma of Logistics	Develop and maintain operational procedures for transport and logistics enterprises	TLIL5020A	5	02/03/2015
<b>Participation evidence supplied:</b>			Observation Checklist					
<b>Details:</b>		Documentation identifies participation has occurred in reported unit of competency.						
<b>Action required:</b>		N/A						
<b>Details:</b>								
<b>Action required:</b>								
<b>Participation ruling</b>		<b>Compliant</b>						

Sample number	CPS	Student name	Qual ID	Qual	UOC	UOC code	Outcome code	UOC start date
2	20150186	Scott, Shaun	BSB51107	Diploma of Management	Ensure a safe workplace	BSBOHS509A	5	16/03/2015
<b>Participation evidence supplied:</b>			Observation Checklist					
<b>Details:</b>		Documentation identifies participation has occurred in reported unit of competency.						
<b>Action required:</b>		N/A						
<b>Details:</b>								
<b>Action required:</b>								
<b>Participation ruling</b>		Compliant						

Sample number	CPS	Student name	Qual ID	Qual	UOC	UOC code	Outcome code	UOC start date
3	20150186	Velkoski, Stiven	BSB51107	Diploma of Management	Ensure a safe workplace	BSBOHS509A	5	16/03/2015
<b>Participation evidence supplied:</b>			Observation Checklist					
<b>Details:</b>		Documentation identifies participation has occurred in reported unit of competency.						
<b>Action required:</b>		N/A						
<b>Details:</b>								
<b>Action required:</b>								
<b>Participation ruling</b>		<b>Compliant</b>						

Sample number	CPS	Student name	Qual ID	Qual	UOC	UOC code	Outcome code	UOC start date
4	20146284	Adams, Maree	TLI50410	Diploma of Logistics	Develop and evaluate strategies for transport and logistics enterprises	TLIP5011A	1	30/09/2014
<b>Participation evidence supplied:</b>			Assessment Record					
<b>Details:</b>		Document does not clearly identify overall pass grade achieved for reported unit of competency.						
<b>Action required:</b>		RTO to review evidence of final pass grade and provide a clear outcome for UoC (this link must already exist, evidence created or edited after the training/assessment occurred can not be accepted in an audit situation). Where there is no additional evidence of final pass grade, the reported activity outcome is to be amended to 105 if student is still participating in studies or 100 if the student is not participating, unless subsequent evidence is obtained that meets the guidelines.						
<b>Details:</b>		Assessment Tool - Final pass grade supplied. Verified and dated by Assessor.						
<b>Action required:</b>		N/A						
<b>Participation ruling</b>		<b>Compliant</b>						

Sample number	CPS	Student name	Qual ID	Qual	UOC	UOC code	Outcome code	UOC start date
5	20146284	Adams, Maree	TLI50410	TLI50410	Develop and maintain operational procedures for transport and logistics enterprises	TLIL5020A	1	04/01/2014
<b>Participation evidence supplied:</b>			Assessment Record					
<b>Details:</b>		Document does not clearly identify overall pass grade achieved for reported unit of competency.						
<b>Action required:</b>		RTO to review evidence of final pass grade and provide a clear outcome for UoC (this link must already exist, evidence created or edited after the training/assessment occurred can not be accepted in an audit situation). Where there is no additional evidence of final pass grade, the reported activity outcome is to be amended to 105 if student is still participating in studies or 100 if the student is not participating unless subsequent evidence is obtained that meets the guidelines.						
<b>Details:</b>		Assessment Tool - Final outcome provided. Verified and dated by Assessor.						
<b>Action required:</b>		N/A						
<b>Participation ruling</b>		<b>Compliant</b>						

Sample number	CPS	Student name	Qual ID	Qual	UOC	UOC code	Outcome code	UOC start date
6	20145303	BURBRIDGE, CRAIG	TLI31210	Certificate III in Driving Operations	Estimate/calculate mass, area and quantify dimensions	TLIE3002A	5	28/10/2014
<b>Participation evidence supplied:</b>			Assessment Tool					
<b>Details:</b>		Evidence demonstrates final pass grade for unit of competency. Unit to be reported as outcome code 1.						
<b>Action required:</b>		N/A						
<b>Details:</b>								
<b>Action required:</b>								
<b>Participation ruling</b>		Compliant						

Sample number	CPS	Student name	Qual ID	Qual	UOC	UOC code	Outcome code	UOC start date
7	20145303	BURBRIDGE, CRAIG	TLI31210	Certificate III in Driving Operations	Follow occupational health and safety procedures	TLIF1001A	1	18/03/2014
<b>Participation evidence supplied:</b>			Assessment Tool					
<b>Details:</b>		Document identifies final pass grade supplied. Verified and dated by Assessor.						
<b>Action required:</b>		N/A						
<b>Details:</b>								
<b>Action required:</b>								
<b>Participation ruling</b>		Compliant						



Sample number	CPS	Student name	Qual ID	Qual	UOC	UOC code	Outcome code	UOC start date
8	20146284	Harrison, Joshua	TLI50410	Diploma of Logistics	Manage customer service	TLII5018A	6	18/09/2014
<b>Participation evidence supplied:</b>			No evidence supplied.					
<b>Details:</b>		Evidence supplied for incorrect unit.						
<b>Action required:</b>		RTO to supply evidence for the correct UoC.						
<b>Details:</b>		Assessment Tool - Evidence of RPL demonstrated through awarding of final pass grade. Verified and dated by Assessor.						
<b>Action required:</b>		N/A						
<b>Participation ruling</b>		<b>Compliant</b>						

Sample number	CPS	Student name	Qual ID	Qual	UOC	UOC code	Outcome code	UOC start date
9	20146289	Harrison, Joshua	BSB51107	Diploma of Management	Manage operational plan	BSBMGT515A	1	15/04/2014
<b>Participation evidence supplied:</b>			Assessment Tool					
<b>Details:</b>		Document identifies final pass grade supplied. Verified and dated by Assessor.						
<b>Action required:</b>		N/A						
<b>Details:</b>								
<b>Action required:</b>								
<b>Participation ruling</b>		Compliant						

Sample number	CPS	Student name	Qual ID	Qual	UOC	UOC code	Outcome code	UOC start date
10	20146284	WELLS, LENISHA	TLI50410	Diploma of Logistics	Manage projects	BSBPMG510A	6	07/04/2014
<b>Participation evidence supplied:</b>			Assessment Record					
<b>Details:</b>		Document does not clearly identify overall pass grade achieved for reported unit of competency.						
<b>Action required:</b>		RTO to review evidence of final pass grade and provide a clear outcome for reported UoC (this link must already exist, evidence created or edited after the training/assessment occurred can not be accepted in an audit situation). Where there is no additional evidence of final pass grade, the reported activity outcome is to be amended to 105 if student is still participating in studies or 100 if the student is not participating unless subsequent evidence is obtained that meets the guidelines.						
<b>Details:</b>		Assessment Tool - Evidence of RPL demonstrated through awarding of final pass grade. Verified and dated by Assessor.						
<b>Action required:</b>		N/A						
<b>Participation ruling</b>		<b>Compliant</b>						

Sample number	CPS	Student name	Fee Type
11	20150181	Povse, Albert	Z
<b>Evidence supplied:</b>		Invoice/Receipt	
<b>Details:</b>	Tax invoice provided. Correct calculation of fees and invoicing correct for 2015 CPS.		
<b>9.4 Fee Action Required</b>	N/A		
<b>9.5 Invoicing Action Required</b>	N/A		
<b>14.1 Concession action required</b>	N/A		
<b>Details:</b>			
<b>Action required:</b>			
<b>9.4 Fees and Charges</b>	Compliant		
<b>9.5 Invoicing</b>	Compliant		
<b>14.1 Concession</b>	N/A		

Sample number	CPS	Student name	Fee Type
12	20150186	Scott, Shaun	Z
<b>Evidence supplied:</b>		Invoice/Receipt	
<b>Details:</b>	Tax invoice provided. Correct calculation of fees and invoicing correct for 2015 CPS.		
<b>9.4 Fee Action Required</b>	N/A		
<b>9.5 Invoicing Action Required</b>	N/A		
<b>14.1 Concession action required</b>	N/A		
<b>Details:</b>			
<b>Action required:</b>			
<b>9.4 Fees and Charges</b>	Compliant		
<b>9.5 Invoicing</b>	Compliant		
<b>14.1 Concession</b>	N/A		

Sample number	CPS	Student name	Fee Type
13	20150186	Velkoski, Stiven	Z
<b>Evidence supplied:</b>		Invoice/Receipt	
<b>Details:</b>	Tax invoice provided. Correct calculation of fees and invoicing correct for 2015 CPS.		
<b>9.4 Fee Action Required</b>	N/A		
<b>9.5 Invoicing Action Required</b>	N/A		
<b>14.1 Concession action required</b>	N/A		
<b>Details:</b>			
<b>Action required:</b>			
<b>9.4 Fees and Charges</b>	Compliant		
<b>9.5 Invoicing</b>	Compliant		
<b>14.1 Concession</b>	N/A		