

AQTF 2007 AUDIT REPORT

RTO DETAILS			
RTO Name	Flexible Training Solutions	NTIS Number	6333
Address	4 Parkview Place DONCASTER, 3108		
	Website	http://www.flexibletrainingsolutions.com.au	
Registration Contact	Charles Wurth/ Pat Sincock		
Phone Number	9857 7852	E-mail	cwurth@bigpond.net.au
Student Numbers	Approx 1250 current enrolments		
AUDIT TEAM			
Lead Auditor	B.Delaney	Auditor/s	
Technical Advisor/s		Observer/s	
REGISTERING BODY DETAILS			
Contact Person	Jerzy Gill		
Phone Number	9637 2744	E-mail	gill.jerzy.j@edumail.vic.gov.au
AUDIT DETAILS			
Type of Audit	VERIFICATION for Re-registration and addition to scope		
Standards audited	1,2,3		
Conditions audited	6		
Audit Date/s	20/2/09		
Other audit notes	The RTO was also meant to have an extension to scope audit on the day of the re-registration verification audit but the former did not go ahead at the request of the RTO		
FOCUS OF AUDIT			
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE			
NTIS Code	Qualification/Unit of Competence/Accredited Course (as per NTIS)	Delivery Site	
TAA40104	Certificate IV in Training and Assessment	VIC, WA	
TLI50107	Diploma of Logistics	No delivery to date	
TDT30102	Certificate III Transport & Distribution (Warehousing and Storage)	NSW, VIC, QLD, SA, WA, TAS, NT	
BSB30301	Certificate III in Business (Sales)	VIC	

AQTF Verification for reregistration Audit

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INTERVIEWEE/S (Staff -name and position; employer name and position ; students (by program, do not list by name))	
Danny Smith: TAA40104 trainer	
Pat Sincock : Training Manager	
Anne Maree Wurth : Administration	

Audit Outcome

Audit recommendations addressed satisfactorily.

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Standard 1: The RTO provides quality training and assessment across all of its operations		
Audit conclusion	Result	✓
<u>Element 1.2: Strategies for training and assessment</u> Compliant	Compliant	✓
<u>Element 1.3 Resources</u> Compliant	Non-compliant	
<u>Element 1.4 Staffing</u> Compliant	Not audited	
<u>Element 1.5 Assessment</u> Compliant		
Strengths		
Opportunities for Improvement		
<ul style="list-style-type: none"> • Element 1.4 and 1.5 It was suggested and agreed at audit that RPL recording used with staff to grant qualifications would be reviewed and strengthened so that evidence would be recorded against the unit of competencies including performance criteria and evidence guide and authenticated through work references – all to be kept on file. It was proposed by the RTO and agreed in audit that RPL assessments for Lynette Jarczewski in FLM and in TAA for Pat Sincock and Charles Wurth were not acceptable and would be abandoned whereas those for Adam Peterson and Carl Bracewell for Cert III in Transport and Storage (Warehousing and Storage) were acceptable due to the credit transfer of transport units they had already acquired as well as the assessment they undertook. It was suggested in audit by the RTO that Pat Sincock and Charles Wurth would attain their TAA or work under a supervision agreement for training and team agreement for assessment according to AQTF guidelines. They were currently not training. • Element 1.5. It was suggested and agreed in audit by the RTO that for the TAA assessment resources from Western Australia would be used consistently by assessors in this course. 		

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Standard 3: Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the RTO operates		
Audit conclusion	Result	✓
<u>Element 3.3 Maintenance of quality records</u> Compliant	Compliant	✓
	Non-compliant	
	Not audited	
Strengths		
Opportunities for Improvement		
<ul style="list-style-type: none"> It is suggested that the RTO continually monitor consistency and updating of unit of competency codes 		

Condition 6 – Certification And Issuing Of Qualifications And Statements Of Attainment		
Audit conclusion	Result	✓
Compliant	Compliant	✓
	Non-compliant	
	Not audited	
Strengths		
Opportunities for Improvement		

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AQTF 2007 Essential Standards for Registration

Acceptance Form

RTO Name Flexible Training Solutions **TOID: 6333**

RTO Contact: Charles Wurth/ Pat Sincock **Contact Phone Number:** 9857 7852

Audit Type Re Registration Verification **Audit Date: 20.2.09**

Auditor's Name:

The RTO accepts the findings of the audit in full Yes / No *(select which one you agree with)*

OR

Where the RTO disputes the audit findings the reasons should be detailed in the "Provider Comments" document attached. This page together with any comments on the audit findings should be faxed or e-mailed back to the auditor within four days of the audit visit.

Auditor's Signature:

CEO's Signature:
(or authorised representative)

Name of Auditor:B.Delaney

Name of CEO:
(or authorised representative)

Date:24.2.09.....

Date:

