

| Verification Report | | | | |
|---|---|--|--|--|
| RTO Name: Vostro Institute of Training | | TOID: 22128 | | Date of Verification Audit: 17th August 2010 |
| Number | Key Area | Contract Compliance Audit Findings | Compliant at Verification Audit: Yes or No | Auditor's Verification Comments |
| 1 | PETP TRAINING DELIVERY | § Failure to provide evidence of participation to support delivery and match claims for 1 of the 13 units sampled. | yes | The RTO has reviewed all files and modified claims where appropriate. A reversal of 25 hours had been done prior to the audit. This was verified at the verification visit. |
| 2 | SFV NON-APPRENTICE/ TRAINEE TRAINING DELIVERY | § Failure to use a standard enrolment form for one of three students sampled; | yes | The RTO has revised and updated their enrolment form in line with the statistical guidelines. This is now version 7. Checking of the enrolment form for completeness, signatures and version has been added to the file checklist. |
| | | § Failure to conduct a Pre-Training Review for two of three students sampled; | yes | The RTO has reviewed the Pre- training review conducted and have moved to a different LL&N for each training package. It now contains a self assessment of speaking, writing, reading and numeracy as well as comprehension and numeracy exercises relevant to the training package area. Examples from the Home and Community Care and Health Services assistance were audited. |
| | | § Failure to prepare a compliant Training Plan, which included: o name and contact details of the RTO (and employer if applicable) for one of three students sampled; | yes | The RTO is moving towards using the same training plan for all students regardless whether they are apprentice/trainees or non apprentice/trainees. This training plan was audited and contained the name and contact details of the RTO (and employer if applicable). |
| | | o name of students for one of three students sampled; | yes | The training plan to be used for all students contains the name of the student. This training plan is generated from VET Trak and is audited on the main file checklist for signatures and completeness. |
| | | o title of the Qualification for one of three students sampled; | yes | The training plan to be used for all students contains the title of the qualification. This training plan is generated from VET Trak and is audited on the main file checklist for signatures and completeness. |
| | | o competencies/modules needed to be obtained for one of three students sampled; | yes | The training plan to be used for all students contains the competencies/modules needed to be obtained. |
| | | o nominal Schedule Contact Hours for competencies to be obtained for one of three students sampled; | yes | The training plan to be used for all students contains the nominal Schedule Contact Hours for competencies to be obtained. |
| | | o commencement date for achieving competencies for one of three students sampled; | yes | The training plan to be used for all students contains the proposed and actual commencement date |
| | | o completion date for achieving competencies for one of three students sampled; | yes | The training plan to be used for all students contains the proposed and actual completion date |
| | | o all training delivery methods used for one of three students sampled; | yes | The training plan to be used for all students contains the training delivery methods. |
| 3 | AQTF STANDARDS | o assessment details and arrangements for one of three students sampled; | yes | The training plan to be used for all students contains the assessment details and arrangements. |
| | | o record of RPL and Credit transfer granted for the one student sampled; and | yes | The training plan to be used for all students contains a record of RPL or CT assessments. |
| | | o the signatures (and date) of the RTO representative and student for all three students sampled. | yes | The training plan to be used for all students contains the signatures (and date) of the RTO representative and student. |
| | | § Failure to meet the requirements of the assessment guidelines of the Training Package or accredited course for both courses sampled; | yes | The RTO has reviewed their training and assessment for the Diploma of Logistics and the Certificate III in Health Services Assistance in line with the assessment guidelines of the Training Package. |
| | | § Failure to ensure that assessment, including RPL, is conducted in accordance with the Principles of Assessment, particularly that they are valid, reliable, flexible and fair; | yes | RPL assessment tools are in place with a Self Assessment and a Third Party report. In addition there is a competency conversation and demonstration/observation on the job. The RPL process is supported by an information pack which includes the supporting tools. All Assessments are supported by two key documents: * the Assessor guidelines * the Student/Trainee guidelines. These two documents contain instructions, assessment plan, a summary records sheet and assessment tasks. The RTO has mapped their assessments to the mandatory aspects of the units of competency. A signed student declaration confirms that they understand the assessment process and that the work submitted is original and their own work. |
| § Failure to ensure that assessment, including RPL, is conducted in accordance with the Rules of Evidence, particularly that they are sufficient, valid, authentic and current; | yes | All assessment tools and processes have been mapped to the mandatory requirements of the units - elements, performance criteria, essential skills and knowledge and critical aspects of evidence. | | |
| § Failure to meet all workplace and relevant regulatory requirements; and | yes | Both RPL and assessment candidates are encouraged to provide evidence of licensing and compliance with regulatory requirements. Knowledge and compliance with regulatory requirements are included in the assessment tasks. | | |
| § Failure of facilities and equipment to meet requirements as per Training Package, accredited course and RTO's training and assessment strategies. | yes | Documents that do not exist in the workplace; Facilities and equipment used must be relevant to the workplace for which the training is being delivered. The new assessment tools also provide guidance on modification of the tools to meet the workplace requirements. | | |

Outcome of Verification Audit with Government Funded Training Program

I can confirm that Vostro Institute of Training has rectified the findings identified in the audit report that relate to the RTO's contract compliance audit and the RTO is now compliant with the Government Funded Training Program.

Auditor: A Allen

Signature:

Date of Verification:

17th August 2010