

GOVERNMENT FUNDED TRAINING PROGRAM AUDIT REPORT

RTO Name:	Jetset Training College	TOID:	20864
Audit Type:	Contract Compliance	Auditor:	Adrian Boulton
Contact:	Mary Conway	Site Visited:	461 Bourke St MELBOURNE
Type of Review:	Skills for Victoria	Telephone:	9600 1811
		Years Audited	2010

Course/Qualifications Audited (Code and Title)

SIT30207 - Certificate IV in Tourism

Audit Summary

The RTO has excellent policies, procedures and documentation in place. All learning and assessment materials were developed by the RTO and have been fine-tuned over a number of years. The main area of concern was the training plan which was rectified at audit.

RTO Training Activity

Overview of Organisation	4 full-time and 2 part-time specialist trainers. Students attend classes at RTO and are drawn from all over Victoria.				
Training Overview	Students are school leavers or unemployed. All training is class room delivery. The RTO uses its own training and assessment materials.				
Number of SFV Apprentices/ Trainees	Nil.	Number of SFV Non Apprentices/ Trainees	Approximately 110	Number of ATTP Apprentices/ Trainees/ PETP or Submissions	Nil
Funded Scope Details	Certificate IV in Tourism				
Trainer Interviews	Confirmed audit findings				
Employer/ Supervisor Interviews	NA - training is not workplace based.				
Student Interviews	Confirmed audit findings				
	Version 2010_1				

Auditor signature:



Date:

2/09/2010

Quality Checked by:

Chloe Dyson

Contract Compliance Audit Worksheet

No	Minimum Performance Standards	Compliant	Findings	Comment
Internal Audit Assessment				
1	Has the internal audit been completed for each program and the findings are confirmed by the auditor (Skills for Victoria)?	YES	The RTO was compliant in this item.	SVF Internal Audit dated July, 2010 provided at audit. Next audit planned for December, 2010.
1.1				
1.2	Select 3 areas from the RTOs last SFV self assessment where they declared themselves compliant and audit their review process			
1.2.1	Item 11 - Are RTO memoranda promptly distributed to all staff for reference	YES	The RTO was compliant in this item.	Folder of relevant documents kept in Staff Room - staff to sign each document when they have read it. Folder sighted at audit.
1.2.2	Item 12 - Business financial viability statement	YES	The RTO was compliant in this item.	Valid Business Viability Statement dated September 2009 sighted.
1.2.3	Item 21 - Promotional materials - Government funded programs.	YES	The RTO was compliant in this item.	All marketing materials includes required wording.
1.2.4	Item 32 - Eligibility	YES	The RTO was compliant in this item.	Interview checklist covers all relevant eligibility tests. The enrolment form did not include a self-declaration regarding previous study, citizenship and date of birth. This was corrected at audit. No further action is required.
1.3	Select 3 areas from the RTOs last SFV self assessment where they declared themselves non compliant and audit the procedures that the RTO implemented to overcome the non compliance.		Two non compliances were identified in the internal audit, although the RTO had also identified some opportunities for improvement.	
1.3.1	Item 20 - Working with children	YES	The RTO was compliant in this item.	Improvement Plan shows 2 staff without Working with Children checks will do so by 16 September, 2010
1.3.2	Item 22 - People with disabilities encouraged to apply	YES	The RTO was compliant in this item.	Marketing materials do not include required wording. Not listed in Improvement Plan. This was corrected at audit. No further action is required.
1.4	Skills for Victoria Standard Questions	NA	Not Applicable	
2	SFV Apprentices/Trainees Training Matrix	NA	Not Applicable	
3	AITP Training Matrix	NA	Not Applicable	

4	SFV Non - Apprentices/Trainees Training Matrix	NO	Non Compliant	1. Enrolment form missing one response for one question (all files). This was corrected at audit. No further action is required. 2. Training Plan not compliant (all files). This was corrected at audit. No further action is required.
5	PEIP Training Matrix	NA	Not Applicable	
6	ACIF Standards			
6.1	Qualifications of Trainers and Assessors	NO	Non Compliant	Mapping had been undertaken, but was lacking in sufficient evidence for a few competencies.
6.2	Training and Assessment	YES	Compliant	
	Trainee Interviews		Findings validated	Students very happy with quality of service provided.
	Trainer Interviews		Findings validated	
	Employer Interviews			NA - All classroom-based delivery.

Government Funded Training Program Audit Report

Audit Acknowledgement

RTO Name: Jetset Training College

TOID: 20864

Contact: Mary Conway

Contact Phone Number: 9600 1811

Audit Type: Skills for Victoria

Audit Date: 2/09/2010

Auditor's Name: Adrian Boulton

The RTO accepts the findings of the audit in full Yes / No

OR

Where the RTO disputes the findings of the audit, the reasons are detailed in the "Provider Comments" section of the Audit Report
This page together with any comments on the audit findings should be emailed or faxed on 9497 1578 to the auditor within four days of receiving the audit report

Auditor's Signature:



CEO's Signature:

(or authorised representative)

Name of Auditor: Adrian Boulton

Name of CEO:

(or authorised representative)

Date: 2/09/2010

Date:

Please note:

If this acknowledgement and any provider comments are not received by the auditor within four working days of receiving the audit report, the auditor will provide a copy of the audit report to Skills Victoria for assessment.