

Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, Toowoomba Regional Group Apprenticeship Company Pty. Ltd. – Trading as Downs Group Training 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: 25th – 26th November 2010

Qualifications audited	
Qualification code	Qualification name
CPC30208	Certificate III in Carpentry
BSB30407	Certificate III in Business Administration
BSB40207	Certificate IV in Business

Audit Outcome			Rectification	
Was non-compliance identified?	If 'Yes', non-compliance type	Summary of non-compliance	Actions taken to rectify the non-compliance	Has the non-compliance been rectified?
Yes	Minor, Significant, Critical			Yes/No
CPC30208	Significant	<ul style="list-style-type: none"> T&A Strategies did not contain required information Insufficient evidence that Learning and Assessment Strategies meet the requirements of the CPC08 Training Package Training Facilities not completed to accommodate learners No Evidence provided that Trainer holds current industry skills 	<ul style="list-style-type: none"> Training & Assessment Strategies updated to include all AQTF required information Learning and Assessment Material updated to meet requirements of Training Package Training Facilities under construction Evidence provided as to industry currency of construction trainer 	Yes Yes Yes Yes

BSB30407 BSB40207	Minor	<ul style="list-style-type: none"> • T&A Strategies did not contain required information • Clearer Definition of Core and Elective Units to be included in T&A Strategy • T&A Strategy to include Additional methods of Evidence collection – explained by Down Group Training but not indicated in strategy 	<ul style="list-style-type: none"> • Training & Assessment Strategies updated to include all AQTF required information • T&A Strategy amended to include separate representation of core units and elective units • T&A Strategy amended to include all methods of evidence gathering required to ascertain competency 	Yes – all rectifications in place
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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.