

RE-REGISTRATION AUDIT 2015

The following is a summary of the latest registration audit undertaken for TOid 3704, Civil Train – Victoria. The audit took place on the 7 & 8 May 2015.

Rectifications of non compliance were carried out based on the final audit, with re-registration being approved for a further five years from 01 July 2015.



AQTF Essential Conditions and Standards for Initial Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 7/8 May 2015

Applicant: Civil Contractors Federation (Victorian Branch)

Audit Summary - AQTF Conditions of Registration

AQTF Conditions		Compliant	Non - Compliant	Not audited
1	Governance	X		
2	Interactions with the Registering Body	X		
3	Compliance with Legislation	X		
4	Insurance			X
5	Financial Management			X
6	Certification & Issuing of Qualifications & Statements of Attainment		X	
7	Recognition of Qualifications Issued by other RTOs	X		
8	Accuracy and Integrity of Marketing		X	
9	Transition to Training Packages/Expiry of Accredited Courses		X	
Summary of Non-Compliance				

AQTF Essential Conditions and Standards for Initial Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 7/8 May 2015

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Audit Summary - AQTF Standards

AQTF Standards/Elements	Compliant	Non - Compliant	Not audited
Standard 1	X		
1.1 – Continuous Improvement Strategy		X	
1.2 – Training and Assessment Strategies		X	
1.3 – Training and Assessment Resources		X	
1.4 – Trainer and Assessor Competency	X		
1.5 – Assessment Strategies		X	
Standard 2	X		
2.1 – Meeting the Needs of Clients	X		
2.2 – Continuous Improvement of Client Services		X	
2.3 – Provision of Information to Clients	X		
2.4 – Third-Party Engagement in Training and Assessment		X	
2.5 – Provision of Support Services to Clients	X		
2.6 – Learner Access to Records of Participation	X		
2.7 – Complaints and Appeals Strategy	X		
Standard 3	X		
3.1 – Operations Management	X		
3.2 – Continuous Improvement of Operations		X	
3.3 – Third-Party Training and/ or Assessment Services			X
3.4 – Records Management		X	
Summary of Non-Compliance			

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 7/8 May 2015

Applicant: Civil Contractors Federation (Victorian Branch)

Qualifications/Units Audited ¹		
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE		
TGA Code	Qualification/Unit of Competence/Accredited Course (as per TGA)	Delivery Site
RII30909	Certificate III in Civil Construction	Malvern (Theory) Altona (Practical)
RII30813	Certificate III in Civil Construction – Plant Operations	Malvern (Theory) Altona (Practical)
22195VIC	Course in Workplace Spotting for Service Assets	Malvern (Theory) Altona (Practical)
RIICWD503A	Prepare a work zone traffic management plan	Malvern (Theory) Altona (Practical)
CPCCOHS1001A	Work safely in the construction industry	Malvern (Theory)



AQTF Essential Conditions and Standards for Initial Registration & VRQA Guidelines for VET Providers - Audit Report

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Applicant: Civil Contractors Federation (Victorian Branch)

Audit Summary – VRQA Guidelines for VET Providers

VRQA Guidelines	Compliant	Non - Compliant	Not audited
1. Governance, Probity and Compliance	X		
1.1 – Strategic Plan and Business Plan			X
1.2 – Financial Viability			X
1.3 – Management Systems		X	
1.4 – Organisational Governance			X
1.5 – Academic/Educational Governance	X		
1.6 – Change Reporting			X
2. Quality Assurance, Review and Evaluation Processes	X		
2.1 – Course Quality	X		
2.2 – Cheating and Plagiarism		X	
2.3 – Quality Education and Training		X	
3. Student Enrolment Records and Certification	X		
3.4 – Provision of Courses to Domestic Students		X	
4. Student Learning Outcomes and Welfare Services	X		
4.1 – Maximum Daily Hours of Attendance	X		
4.2 – Out of Hours Attendance	X		
4.4 – Student Safety		X	
5. Teaching, Learning and Assessment	X		
5.1 – Capacity to Deliver Scope of Registration		X	

Complied by:

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Civil Train - Victoria