

Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, Civil Train 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: 29.9.10

Qualifications audited		Audit Outcome				
Qualification code	Qualification name	Was non-compliance identified?	If 'Yes', non-compliance type	Summary of non-compliance	Rectification	
		Yes/No	Minor, Significant, Critical		Actions taken to rectify the non-compliance	Has the non-compliance been rectified? Yes/No
30696QLD	Course in Operating Loadshifting Equipment (partial)	Yes	Significant	No evidence of analysis of data for continuous improvement processes	Civil Train provided evidence it has implemented a systematic approach to analysis of data,	Yes
30864QLD	Course in Implement Traffic Guidance Schemes	Yes	Significant	Training and assessment strategies did not demonstrate that they have been informed by advice collected through industry consultation.	Civil Train provided evidence to demonstrate how industry consultation has informed the development of training and assessment strategies for <u>all</u> qualifications and accredited courses with the exception of 30496QLD.	Yes
BCC30607	Certificate III in Civil Construction (Plant Operations)	Yes	Significant	Arrangements were not clearly articulated with regards to the evidence gathering process with on-site supervisors.	Discussions indicated that Civil Train intends to review and amend its assessment processes, including tools, to ensure the assessor conducts assessment	Yes
CPC10108	Certificate I in Construction (partial)	Yes	Significant	Insufficient evidence was provided to confirm that	Civil Train provided evidence to support that the national	Yes
RII10109	Certificate I in Resources and Infrastructure Operations					
RII40709	Certificate IV in Civil Construction Supervision					

		the RTO has a systematic approach to the review and validation of both purchased and in-house assessment tools.	company, CCF, has reviewed and validated training materials. Training Manager advised that from July 2010 assessment tools would be validated at monthly Training Meetings.	
Yes	Significant	30496QLD Some training materials provided are in breach of the Workplace Health and Safety Regulation 2008 Section 66, Part F.	Civil Train provided CCF Learning Guides, supplementary material and workplace assessment tools. These meet the current version of the relevant section of the Workplace Health and Safety Act.	Yes
Yes	Significant	30864QLD Resources did not clearly articulate the course's entry requirements and that Recognition of Prior Learning is not offered for this course. No evidence of industry consultation was provided. Review of DTMR tools had not taken place. DTMR have requested further development of tools. Benchmark criteria for the assessment did not demonstrate how the use of percentage (80% pass) mark ensure all essential knowledge requirements are satisfied. No evidence was provided to support that an assessor is involved in the gathering of evidence of a learner's practical ability.	Civil Train provided evidence that its training and assessment strategy: <ul style="list-style-type: none"> • Is reflective of this organisation's delivery and assessment of the course • Addresses and clearly articulates the course's specific entry and assessment strategy requirements The assessments tools provided detailed an assessment process that ensures Civil Train will collect current, sufficient and valid evidence to enable an assessor to determine competency decisions.	Yes
Yes	Significant	BCC30607 – 2 units of competency examined - Significantly large gaps identified in tools addressing all units requirements	Civil Train provided a Transition Advice Regarding RII09 Training Package that explained to students the smooth transitional arrangements.	Yes
Yes	Significant	RII10109 – 2 units of competency examined. Gaps exist in addressing all unit requirements.	Civil Train provided evidence of practical and theory assessment tools which address the units' requirements; meet the rules of evidence' include interpretation of unit requirements; and are supported by evidence criteria	Yes
Yes	Significant	RII40709 – No assessment tools have been developed.	Civil Train provided assessment evidence.	Yes

Strengths:

- The organisation provided evidence of detailed professional development logs for all trainers and assessors reviewed. In addition, the organisation advised of its internal undertaking to ensure staff who hold BSZ40198 Certificate IV in Assessment and Workplace Training upgrade to TAE40110 Certificate IV in Training and Assessment this year.
- The assessment instructions for the *RIICRC403A Apply the principles of the stabilisation of material* and *RIICBS401A Apply the principles of asphalt paving and compaction* units were extensive

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.