



Audit report – VET Quality Framework

Continuing registration as a national VET regulator (NVR) registered training organisation

ORGANISATION DETAILS

Organisation's legal name	Kreate Pty Ltd
Trading name/s	Ruralbiz Training, Kreate Pty Ltd
RTO number	90782
CRICOS number	n/a

AUDIT TEAM

Lead auditor	Mrs Karen Noble
Auditor/s	n/a
Technical adviser/s	n/a

AUDIT DETAILS

Application number/s	1003585, 1003586
Audit number/s	1041428, 1041439
Audit reason 1	Application - change
Audit reason 2	Application - renewal
Audit reason 3	n/a
Activity type	Site visit
Address of site/s visited	46 Wingewarra St, Dubbo NSW 2830
Date/s of audit	13 and 14 August 2013
Organisation's contact for audit	Mrs Kathleen Sims Director ksims@ruralbiztraining.com.au 0268848812
NVR standards audited	Selected Standards for Continuing Registration: SNR 15, 16, 17, 18, 20, 22.2, 23.1

BACKGROUND

- The organisation provides training and assessment to the rural sector through online and distance services, in the areas of Agriculture and Education Support.
- Although the organisation has *BSB40907 Certificate IV in Governance* on its scope of registration, this qualification was not sampled for the audit scope as no delivery has occurred.
- The organisation accesses funding through VET Fee help and Smart and Skilled program (NSW). The organisation also provides services through fee-for-service arrangements.
- The organisation does not hold partnership arrangements or provide workplace assessment.
- The organisation adopts a continuous improvement approach which is evident throughout its training and assessment services, its client services and the management of its operations.



- The organisation was proactive and provided evidence to rectify some identified non-compliances at the time of audit.
- The overall audit finding has been considered minor non-compliance. The organisation has significant systems in place to ensure compliance; however, it was not fully resourced for one qualification on its application to amend its scope. No students are affected.

Total number of current enrolments in RTO as at audit date:

- 33

AUDIT SAMPLE			
Code	Qualification/Course/Unit name	Mode/s of delivery/assessment*	Current enrolments (If not yet on scope, record N/A)
<i>Sampled for the <u>Renewal</u> application:</i>			
AHC50110	Diploma of Agriculture	Online, distance	11
AHC60310	Advanced Diploma of Agribusiness Management	Online, distance	9
<i>Sampled for the <u>application to amend scope of registration</u>:</i>			
AHC40910	Certificate IV in Conservation and Land Management	Online, distance	n/a
AHC60210	Advanced Diploma of Horticulture	Online, distance	n/a
CHC30812	Certificate III in Education Support	Online, distance, face to face	n/a
CHC51308	Diploma of Education Support	Online, distance, face to face	n/a

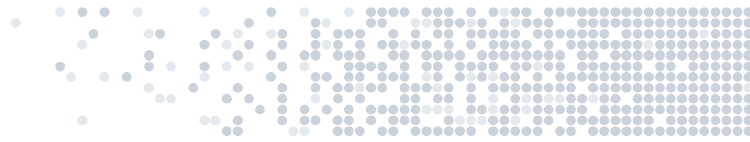
*Apprenticeship, Traineeship, Face to face, Distance, Online, Workplace, Mixed, Other (specify)

INTERVIEWEES		
Name	Position	Qualification/Course/Unit code/s
Ms Kathleen Sims	CEO	AHC50110, AHC60310, AHC60210
Ms Robyn Diamond	Administration & Marketing Manager	n/a
Ms Erin Mannix	E-learning and Compliance Manager	n/a

ORIGINAL AUDIT FINDING AT TIME OF AUDIT

Audit finding as at 14/08/2013: Minor non-compliance

- The level of non-compliance considers the potential for an adverse impact on the quality of training and assessment outcomes for students.
- If non-compliance has been identified, this audit report describes evidence of the non-compliance.
- Refer to notification of non-compliance for information on providing further evidence of compliance.



AUDIT FINDING FOLLOWING ANALYSIS OF RECTIFICATION EVIDENCE

Audit finding following analysis of additional evidence provided on dd/mm/yyyy: n/a

AUDIT FINDING BY STANDARD

Standard	Original finding	Finding following rectification
SNR 15	Not compliant	n/a
SNR 16	Compliant	n/a
SNR 17	Compliant	n/a
SNR 18	Not compliant	n/a
SNR 19	Not audited	n/a
SNR 20	Compliant	n/a
SNR 21	Not audited	n/a
SNR 22	Compliant	n/a
SNR 23/AQF	Compliant	n/a
SNR 24	Not audited	n/a
SNR 25	Not audited	n/a



SNR 15	The NVR registered training organisation provides quality training and assessment across all of its operations, as follows:		
15.1	The NVR registered training organisation collects, analyses, and acts on relevant data for continuous improvement of training and assessment.		
Original finding:	Compliant	Following rectification:	n/a
15.2	Strategies for training and assessment meet the requirements of the relevant Training Package or VET accredited course and have been developed through effective consultation with industry.		
Original finding:	Not compliant	Following rectification:	Compliant
<i>Reasons for finding of non-compliance:</i>			
<ul style="list-style-type: none">The organisation's training and assessment strategy for <i>CHC51308 Diploma of Education Support</i> did not reflect its intended delivery program.			
<i>In order to become compliant, the organisation is required to:</i>			
<ul style="list-style-type: none">Provide its amended strategy which describes a delivery program reflective of its intended operations.			
<i>Analysis of rectification evidence:</i>			
<ul style="list-style-type: none">At the time of audit, the organisation provided its amended strategy for training and assessment reflective of its intended operations.			
15.3	Staff, facilities, equipment and training and assessment materials used by the NVR registered training organisation are consistent with the requirements of the Training Package or VET accredited course and the NVR registered training organisation's own training and assessment strategies and are developed through effective consultation with industry.		
Original finding:	Not compliant	Following rectification:	n/a
<i>Reasons for finding of non-compliance:</i>			
<u>CHC51308 Diploma of Education Support</u>			
<ul style="list-style-type: none">For the above qualification, the organisation was unable to provide evidence it has access to assessment resources that are consistent with the requirements of the Training Package for all units of competency identified in its training and assessment strategy.Additionally, refer to SNR 15.5 for specific assessment gaps.			
<i>In order to become compliant, the organisation is required to:</i>			
<u>CHC51308 Diploma of Education Support</u>			
<ul style="list-style-type: none">For the above qualification, the organisation is required to demonstrate it has access to assessment resources that are consistent with the requirements of the Training Package for all units of competency identified in its training and assessment strategy.Successfully addressing the non-compliances identified in SNR 15.5 will confirm assessment materials used by the organisation are consistent with the requirements of the Training Package.			

Analysis of rectification evidence:

- Evidence yet to be supplied

Reasons for outstanding non-compliance:



- Not applicable at this time

15.4 Training and assessment is delivered by trainers and assessors who:
(a) have the necessary training and assessment competencies as determined by the National Skills Standards Council or its successors; and
(b) have the relevant vocational competencies at least to the level being delivered or assessed; and
(c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken; and
(d) continue to develop their vocational education and training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.

Original finding: Compliant

Following rectification: n/a

15.5 Assessment including Recognition of Prior Learning (RPL):
(a) meets the requirements of the relevant Training Package or VET accredited course; and
(b) is conducted in accordance with the principles of assessment and the rules of evidence; and
(c) meets workplace and, where relevant, regulatory requirements; and
(d) is systematically validated.

Original finding: Not compliant

Following rectification: n/a

Reasons for finding of non-compliance:

AHC60310 Advanced Diploma of Agribusiness Management

AHCAGB605A Manage business capital

- Assessment tools were not supported by criteria defining acceptable performance to ensure performance standards would be consistent with the requirements of the unit and that assessment would be conducted consistently across a range of assessors and students. It was noted the organisation provided evidence that assessment tools are supported by criteria defining acceptable performance at the time of audit. No further rectification is required.

CHC51308 Diploma of Education Support

CHCIC514B Support learning and implementation of responsible behaviour

CHCIC512A Plan and implement inclusion of children with additional needs

- Although the organisation provided its plan for development of assessment tools for this qualification, including the status of the development of each unit, it was unable to provide assessment tools for the above units of competency. Therefore it was unable to demonstrate it has access to sufficient, industry-relevant resources to assess all units as defined on its training and assessment strategy for this qualification.

In order to become compliant, the organisation is required to:

AHC60310 Advanced Diploma of Agribusiness Management

AHCAGB605A Manage business capital

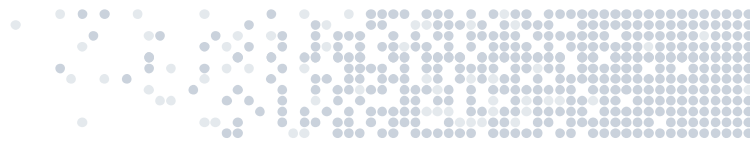
- Provide evidence assessment tools are supported by criteria defining acceptable performance to ensure performance standards will be consistent with the requirements of the unit and that assessment will be conducted consistently.

CHC51308 Diploma of Education Support

CHCIC514B Support learning and implementation of responsible behaviour

CHCIC512A Plan and implement inclusion of children with additional needs

- Provide a full suite of assessment tools that meet the requirements of the relevant Training Package, and are supported by criteria defining acceptable performance and instructions providing guidance on specific unit requirements for assessors.



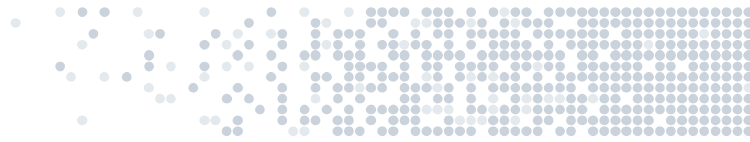
Analysis of rectification evidence:

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Reasons for outstanding non-compliance:

- Not applicable at this time

SNR 16	The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients, as follows:
16.1	The NVR registered training organisation establishes the needs of clients, and delivers services to meet these needs.
Original finding:	Compliant
Following rectification:	n/a
16.2	The NVR registered training organisation continuously improves client services by collecting, analysing and acting on relevant data.
Original finding:	Compliant
Following rectification:	n/a
16.3	Before clients enrol or enter into an agreement, the NVR registered training organisation informs them about the training, assessment and support services to be provided, and about their rights and obligations.
Original finding:	Compliant
Following rectification:	n/a
16.4	Employers and other parties who contribute to each learner's training and assessment are engaged in the development, delivery and monitoring of training and assessment.
Original finding:	Compliant
Following rectification:	n/a
16.5	Learners receive training, assessment and support services that meet their individual needs.
Original finding:	Compliant
Following rectification:	n/a
16.6	Learners have timely access to current and accurate records of their participation and progress.
Original finding:	Compliant
Following rectification:	n/a
16.7	The NVR registered training organisation provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.
Original finding:	Compliant
Following rectification:	n/a



SNR 17 Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates, as follows:

17.1 The NVR registered training organisation’s management of its operations ensures clients receive the services detailed in their agreement with the NVR registered training organisation.

Original finding: Compliant

Following rectification: n/a

17.2 The NVR registered training organisation uses a systematic and continuous improvement approach to the management of operations.

Original finding: Compliant

Following rectification: n/a

17.3 The NVR registered training organisation monitors training and/or assessment services provided on its behalf to ensure that it complies with all aspects of the VET Quality Framework.

Original finding: Not audited

Following rectification: n/a

17.4 The NVR registered training organisation manages records to ensure their accuracy and integrity.

Original finding: Compliant

Following rectification: n/a

SNR 18 The NVR registered training organisation has governance arrangements in place as follows:

18.1 The NVR registered training organisation’s Chief Executive must ensure that the NVR registered training organisation complies with the VET Quality Framework. This applies to all of the operations within the NVR registered training organisation’s scope of registration, as listed on the National Register.

Original finding: Not compliant

Following rectification: n/a

Reasons for finding of non-compliance:

- The non-compliances identified demonstrated the organisation’s Chief Executive had not ensured compliance with the VET Quality Framework across all of its operations.

In order to become compliant, the organisation is required to:

- Evidence provided to satisfactorily address the non-compliances identified at audit will demonstrate the organisation’s Chief Executive has ensured compliance with the VET Quality Framework across all of its operations.

Analysis of rectification evidence:

- Evidence yet to be supplied

Reasons for outstanding non-compliance:

- Not applicable at this time



18.2 The NVR registered training organisation must also explicitly demonstrate how it ensures the decision making of senior management is informed by the experiences of its trainers and assessors.

Original finding: Compliant

Following rectification: n/a

SNR 19 Interactions with the National VET Regulator

19.1 The NVR registered training organisation must co-operate with the National VET Regulator:
(a) in the conduct of audits and the monitoring of its operations;
(b) by providing accurate and timely data relevant to measures of its performance;
(c) by providing information about significant changes by its operations;
(d) by providing information about significant changes to its ownership; and
(e) in the retention, archiving, retrieval and transfer of records consistent with National VET Regulator's requirements.

Original finding: Not audited

Following rectification: n/a

SNR 20 Compliance with legislation

20.1 The NVR registered training organisation must comply with relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to its operations and its scope of registration.

Original finding: Compliant

Following rectification: n/a

20.2 The NVR registered training organisation must ensure that its staff and clients are fully informed of legislative and regulatory requirements that affect their duties or participation in vocational education and training.

Original finding: Compliant

Following rectification: n/a

SNR 21 Insurance

21.1 The NVR registered training organisation must hold public liability insurance throughout its registration period.

Original finding: Not audited

Following rectification: n/a

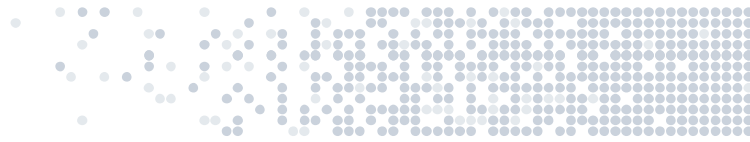
SNR 22 Financial management

22.1 The NVR registered training organisation must be able to demonstrate to the National VET Regulator, on request, that it is financially viable at all times during the period of its registration.

Original finding: Not audited

Following rectification: n/a

22.2 The NVR registered training organisation must provide the following fee information to



each client:

- (a) the total amount of all fees including course fees, administration fees, materials fees and any other charges;
- (b) payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee;
- (c) the nature of the guarantee given by the NVR registered training organisation to complete the training and/or assessment once the student has commenced study in their chosen qualification or course;
- (d) the fees and charges for additional services, including such items as issuance of a replacement qualification testamur and the options available to students who are deemed not yet competent on completion of training and assessment; and
- (e) the organisation's refund policy.

Original finding: Compliant

Following rectification: n/a

22.3 Where the NVR registered training organisation collects student fees in advance it must ensure it complies with one of the following acceptable options:

- (a) (Option 1) the NVR registered training organisation is administered by a State, Territory or Commonwealth government agency;
- (b) ~~(Option 2) the NVR registered training organisation holds current membership of an approved Tuition Assurance Scheme;~~ [option 2 not currently available]
- (c) (Option 3) the NVR registered training organisation may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, the NVR registered training organisation may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500;
- (d) (Option 4) the NVR registered training organisation holds an unconditional financial guarantee from a bank operating in Australia for no less than the full amount of funds held by the NVR registered training organisation which are prepayments from students (or future students) for tuition to be provided by the NVR registered training organisation to those students; or
- (e) ~~(Option 5) the NVR registered training organisation has alternative fee protection measures of equal rigour approved by the National VET Regulator.~~ [option 5 not currently available]

Original finding: Not audited

Following rectification: n/a

SNR 23 Certification, issuing and recognition of qualifications & statements of attainment

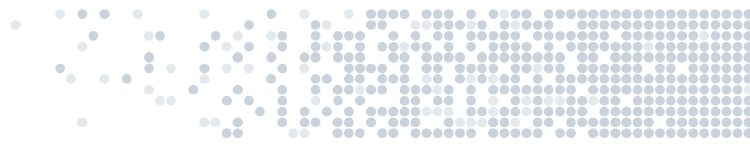
23.1 The NVR registered training organisation must issue to persons whom it has assessed as competent in accordance with the requirements of the Training Package or VET accredited course, a VET qualification or VET statement of attainment (as appropriate) that:

- (a) meets the Australian Qualifications Framework (AQF) requirements;
- (b) identifies the NVR registered training organisation by its national provider number from the National Register and
- (c) includes the NRT logo in accordance with its current conditions of use.

Original finding: Compliant

Following rectification: n/a

23.2 The NVR registered training organisation must recognise the AQF and VET qualifications and VET statements of attainment issued by any other RTO.



Original finding: Not audited

Following rectification: n/a

23.3 The NVR registered training organisation must retain client records of attainment of units of competency and qualifications for a period of 30 years.

Original finding: Not audited

Following rectification: n/a

23.4 The NVR registered training organisation must provide returns of its client records of attainment of units of competency and VET qualifications to the National VET Regulator on a regular basis, as determined by the National VET Regulator. [no requirements currently exist]

This element was not audited.

23.5 The NVR registered training organisation must meet the requirements for implementation of a national unique student identifier. [no requirements currently exist]

This element was not audited.

SNR 24 Accuracy and integrity of marketing

24.1 The NVR registered training organisation must ensure its marketing and advertising of AQF and VET qualifications to prospective clients is ethical, accurate and consistent with its scope of registration.

Original finding: Not audited

Following rectification: n/a

24.2 The NVR registered training organisation must use the NRT logo only in accordance with its conditions of use.

Original finding: Not audited

Following rectification: n/a

SNR 25 Transition to Training Packages/expiry of VET accredited courses

25.1 The NVR registered training organisation must manage the transition from superseded Training Packages within 12 months of their publication on the National Register so that it delivers only currently endorsed Training Packages.

Original finding: Not audited

Following rectification: n/a

25.2 The NVR registered training organisation must manage the transition from superseded VET accredited courses so that it delivers only currently endorsed Training Packages or currently VET accredited courses.

Original finding: Not audited

Following rectification: n/a