

AUDITS

Training and Education Programs Australia (TEPA) is compliant with the requirements of the Australian Quality Training Framework Essential Conditions and Standards for Continuing Registration (AQTF) and the VRQA Guidelines for VET Providers (VRQA Guidelines).

For full details of our last audit report please refer to the below:

AQTF Essential Conditions and Standards for Continuing Registration

RTO: Training and Education Programs Australia (TEPA)

Audit Date: 30/05/2013 – 21/06/2013

FOCUS OF AUDIT		
Qualification/Unit of Competence/Accredited Course		
NTIS Code	Qualification/Unit of Competence/Accredited Course	Delivery Site
SR030106	Certificate III in Sport and Recreation	A range of Victorian sites
SRO40106	Certificate IV in Sport and Recreation	A range of Victorian sites
SIS30510	Certificate III in Sport and Recreation	A range of Victorian sites
SIS40410	Certificate IV in Sport and Recreation	A range of Victorian sites

AUDIT SUMMARY				
Conditions of Registration		Compliant	Non-compliant	Not audited
1	Governance 1.1 CEO must ensure the RTO complies with relevant conditions, standards and guidelines 1.2 Fit & Proper Persons Tests 1.3 Input of Trainers and Assessors in senior management decision making		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
Non-compliances rectified - Conditions				
The RTO rectified all non-compliances with Conditions 1, 6, 7 and 8 at or post-audit.				

Standard 1: The RTO provides quality training and assessment across all of its operations	Result	X
	Compliant	
	Non-compliant	X
	Not audited	
Audit conclusion		
The RTO was non-compliant with Standard 1. Element 1.1 was not audited.		
Standard 2: The RTO adheres to principles of access and equity and maximises outcomes for its clients	Result	X
	Compliant	
	Non-compliant	X
	Not audited	
Audit conclusion		
The RTO was non-compliant with Standard 2. Element 2.2 was not audited.		
Standard 3: Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the RTO operates	Result	X
	Compliant	
	Non-compliant	X
	Not audited	
Audit conclusion		
The RTO is non-compliant with Standard 3. Elements 3.2 and 3.4 were not audited.		

Summary of significant and/or critical non-compliances

Critical non-compliance: SRO30106 Certificate III in Sport and Recreation; SRO40106 –Certificate IV in Sport and Recreation. Significant non-compliance: SIS30510 Certificate III in Sport and Recreation; SIS40410 – Certificate IV in Sport and Recreation

Actions taken to rectify

The RTO was critically non-compliant in the delivery and assessment of outdoor recreation units relating to SRO30106 Certificate III in Sport and Recreation and SRO40106 Certificate IV in Sport and Recreation delivered in 2012. Training and Education Programs Australia (TEPA) re-issued all affected students with an updated statement of attainment and/or qualification excluding the outdoor recreation units. Students were re-assessed in the First Aid units relating to these qualifications.

Non-compliances rectified

Training and Education Programs Australia (TEPA) completed the rectification of all non-compliances as verified by the VRQA. Training and Education Programs Australia (TEPA) is therefore compliant with the requirements of the *Australian Quality Training Framework Essential Conditions and Standards for Continuing Registration (AQTF)* and the *VRQA Guidelines for VET Providers (VRQA Guidelines)*. Some opportunities for improvement were noted as follows:

- The pathways information in the training and assessment strategies should be revised to ensure that they align with the units offered by Training and Education Programs Australia (TEPA)
- Assessment tasks would benefit from more specific benchmark answers in relation to the length of answer expected and number of points required to be satisfactory.