



## VET Quality Framework audit report

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

|                            |                              |
|----------------------------|------------------------------|
| Legal name of organisation | Gold Coast Institute of TAFE |
| Date/s of audit            | 11/01/2013                   |

| ORGANISATION DETAILS             |                                        |                  |                                      |                                      |      |
|----------------------------------|----------------------------------------|------------------|--------------------------------------|--------------------------------------|------|
| RTO legal name                   | Gold Coast Institute of TAFE           |                  | RTO ID number                        | 0083                                 |      |
| Registered business trading name | Gold Coast Institute of TAFE           |                  | ABN                                  | 16537255892                          |      |
| Address                          | 91-99 Scarborough Street SOUTHPORT QLD |                  |                                      | Postcode                             | 4215 |
| Phone                            | 07 5581 8200                           | Fax              | 07 5581 8853                         |                                      |      |
| E-mail                           | lauren.schneider@gcit.edu.au           | Website          | http://www.goldcoast.tafe.qld.gov.au |                                      |      |
| Registration contact             | Name                                   | Lauren Schneider | Position                             | Acting Manager, Quality & Legal Team |      |

| AUDIT TEAM         |                 |                     |     |
|--------------------|-----------------|---------------------|-----|
| Lead auditor       | Pauline Bowtell | Technical adviser/s | N/A |
| Audit team members | N/A             |                     | N/A |

| ASQA CONTACT DETAILS |                              |        |                                |
|----------------------|------------------------------|--------|--------------------------------|
| Phone                | 1300 701801 (ASQA Info line) | E-mail | Compliancebrisbane@asqa.gov.au |

| AUDIT DETAILS     |                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Audit type        | <input checked="" type="checkbox"/> Renewal of registration<br><input type="checkbox"/> Extension to scope of registration<br><input type="checkbox"/> Compliance monitoring (incl. post-initial registration)<br><input type="checkbox"/> Other:                                                                                                                 |
| Scope of audit    | <input checked="" type="checkbox"/> Standards for NVR Registered Training Organisations<br><input type="checkbox"/> Australian Qualifications Framework (AQF)<br><input type="checkbox"/> Data Provision Requirements<br><input type="checkbox"/> Fit and Proper Person Requirements<br><input type="checkbox"/> Financial Viability Risk Assessment Requirements |
| Date/s of audit   | 11/01/2013                                                                                                                                                                                                                                                                                                                                                        |
| Site/s visited    | N/A                                                                                                                                                                                                                                                                                                                                                               |
| Standards audited | Essential Standards for Continuing Registration 18, 19, 20, 21, 22.2, 22.3, 23.1, 23.2, 23.3, 24 & 25.                                                                                                                                                                                                                                                            |

| ORGANISATION                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The RTO: <ul style="list-style-type: none"> <li>operates in the Gold Coast region with five campuses</li> <li>enrols over 16,000 students annually</li> <li>offers training and assessment to domestic and CRICOS students</li> <li>is a statutory institute in Queensland's TAFE network</li> <li>is a publicly funded training provider</li> <li>operates under self-delegation.</li> </ul> |

| INTERVIEWEES              |                                                              |                                      |
|---------------------------|--------------------------------------------------------------|--------------------------------------|
| Staff (name and position) |                                                              |                                      |
| Name                      | Position                                                     | Program (qualification, course, etc) |
| Bernadette Favis          | Associate Director and In-House Lawyer, Quality & Legal Team | N/A                                  |
| Lauren Schneider          | Acting Manager, Quality & Legal Team                         | N/A                                  |

## SUMMARY OF AUDIT OUTCOME

This audit was conducted under the *National Vocational Education and Training Regulator Act 2011* (the Act) to assess compliance with requirements of the VET Quality Framework as identified under the Scope of Audit section above.

## AUDIT OUTCOME

### Audit status as at 25/01/2013

- The organisation **has demonstrated compliance** with all compliance requirements reviewed for the audit.

|                       |                 |                       |          |
|-----------------------|-----------------|-----------------------|----------|
| <b>Auditor's Name</b> | Pauline Bowtell | <b>Date of Report</b> | 25/01/13 |
|-----------------------|-----------------|-----------------------|----------|

## AUDIT SUMMARY OF VET QUALITY FRAMEWORK REQUIREMENTS

| VET QUALITY FRAMEWORK COMPONENT                                                                                             |                                                                                                                                                                   | STATUS*                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Financial Viability Risk Assessment Requirements                                                                            |                                                                                                                                                                   | <input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA |
| Fit and Proper Person Requirements                                                                                          |                                                                                                                                                                   | <input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA |
| Data Provision Requirements                                                                                                 |                                                                                                                                                                   | <input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA |
| Australian Qualifications Framework (AQF) Requirements                                                                      |                                                                                                                                                                   | <input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA |
| <b>Standards for NVR Registered Training Organisations 2011</b>                                                             |                                                                                                                                                                   |                                                                                               |
| <b>- Essential Standards for Continuing Registration</b>                                                                    |                                                                                                                                                                   |                                                                                               |
| 15                                                                                                                          | The NVR registered training organisation provides quality training and assessment across all of its operations                                                    | <input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA |
| 16                                                                                                                          | The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients                                         | <input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA |
| 17                                                                                                                          | Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates | <input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA |
| 18                                                                                                                          | The NVR registered training organisation has governance arrangements in place                                                                                     | <input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA |
| 19                                                                                                                          | Interactions with the National VET Regulator                                                                                                                      | <input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA |
| 20                                                                                                                          | Compliance with legislation                                                                                                                                       | <input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA |
| 21                                                                                                                          | Insurance                                                                                                                                                         | <input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA |
| 22                                                                                                                          | Financial management                                                                                                                                              | <input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA |
| 23                                                                                                                          | Certification, issuing and recognition of qualifications and statements of attainment                                                                             | <input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA |
| 24                                                                                                                          | Accuracy and integrity of marketing                                                                                                                               | <input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA |
| 25                                                                                                                          | Transition to training packages/expiry of VET accredited courses                                                                                                  | <input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA |
| *STATUS: Status of audit findings when audit was conducted      C = Compliant      NC = Not Compliant      NA = Not audited |                                                                                                                                                                   |                                                                                               |

### Audit Findings

Gold Coast Institute of TAFE, was found compliant against the following Standards for NVR Registered Training Organisations – Essential Standards for Initial Registration: SNR 18, 19, 20, 21, 22.2, 22.3, 23.1, 23.2, 23.3, 24 & 25.