

Audit Date: 27th & 28th October 2016 RTO: Ringwood Secondary College

Applicant Details			
Applicant Name	Ringwood Secondary College	TOID	22475
Address	Bedford Road RINGWOOD VIC 3134		
	Website		
Registration Contact	Joe Pollock		
Phone Number	9845 7561	Email	jpollock@ringwoodsc.vic.edu.au
Audit Team			
Audit Firm	ShineWing	Auditor/s	Anna-Louise Allen
Auditor/s		Other Attendees	Julie Florence
Registering Body Details			
Contact Person	Simon Thorn		
Phone Number	9032 1562	Email	vet.audit@edumail.vic.gov.au
Audit Details			
Type of Audit	Re-registration Audit		
Conditions Audited	6, 8, 9		
Standards Audited	1.2, 1.3, 1.4, 1.5	2.2, 2.4, 2.7	3.1, 3.4
2016 VRQA Guidelines Audited	2.1, 4.1, 4.2		
Audit Date/s	27 th and 28 th October 2016		
RTO Background			
<p>Ringwood Secondary College registered as an RTO to form an Australian Technical College, an initiative designed to bring together the school and post school sector together through training and work outcomes. The college build a facility designed to accommodate an automotive workshop and technology centre. With the change in government the school became the Ringwood Trade Training Centre.</p> <p>The school is integrated into Ringwood Secondary College with the CEO/Principal, Michael Phillips taking an active part in the management of the RTO. The School Council oversees decision making and a Steering Committee of the School Council, lead by Joe Pollock presents a monthly report to Council.</p> <p>The RTO receives Youth Guarantee Funding through HESG. The students range in age from 15 to 25 with about 1% of students over 25. All students have either disengaged from school or left school to undertake an apprenticeship.</p> <p>The RTO provides training to apprentices, School Based Apprentices, VET in Schools students and fee for service enrolments. It employs full time and sessional staff in order to be responsive to peaks in student numbers when block apprenticeship students are in the centre</p> <p>Fees are charge to attend the school. The external Schools who send VET in School Students pay the fee.</p> <p>The RTO is looking for future growth will an increase in numbers in the current programs – within capacity. The school applies a unique learning model with a heavy emphasis on practical applied learning, using high end equipment to facilitate learning. The students interviewed were students participating in VCE, VET, VCAL, apprentices and a mature age student. They stated that they did not have to leave school to do trade or higher</p>			

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end qualifications. They all stated that they felt at home in the RTO and that they had a much better experience than their experience at school.

The RTO has employer connections via apprenticeships plus contacts from the past. VACC come in daily looking for apprentices, engineering also gets approached for apprenticeships. The RTO is running an Employer Expo to celebrate the graduation of this year's students with parents, industry representative and agencies to talk job prospects.

Qualifications/Units Audited ¹		
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE		
TGA Code	Qualification/Unit of Competence/Accredited Course (as per TGA)	Delivery Site
ICT30115	Certificate III in Information, Digital Media and Technology	VIC
ICT50415	Diploma of Information Technology Networking	VIC
MEM30305	Certificate III in Engineering - Fabrication Trade	VIC
Accredited Course		
22263VIC	Certificate IV in Integrated Technologies	VIC
Interviewee(s) – Staff name and position; employer name and position		
Michael Phillips	Principal	
Joe Pollock	Centre Manager	
Kevork Krozian	IT Trainer	
David Wilson	Engineering Trainer	
David Godfrey	Engineering Trainer	
Loretta Yost	Administration Co-ordinator	
Mary Malloy	Consultant	

Permanent Delivery Sites –	Yes	No
Do the RTO's permanent delivery sites match the information provided by the VRQA?	X	
If 'No', please provided amended details below:		

Third party Arrangements –	Yes	No
Do the RTO's third party arrangements match the information provided by the VRQA?	X	
If 'No', please provided amended details below:		

¹ Samples have been selected in accordance with the VRQA VET Audit Sampling Methodology



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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-Compliance²				
CF.6.1				
<ul style="list-style-type: none"> Policy does not include the re-issuance of qualifications and statements of attainment. 				

² CF = Condition Finding. Finding references are aligned to the Detailed Findings section of this report.

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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-Compliance³			
No non compliances identified.			
Strengths			
Training and assessment is tailored to meet the needs of the learner.			

³ SF = Standard Finding. Finding references are aligned to the Detailed Findings section of this report.

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Audit Summary – 2016 VRQA Guidelines for VET Providers

2016 VRQA Guidelines	Compliant	Non - Compliant	Not audited
1. Governance, Financial viability and Management systems			
1.1 – Strategic Plan and Business Plan			X
1.2 – Financial Viability			X
1.3 – Management Systems			X
1.4 – Governance			X
2. Transparency and oversight of third parties	X		
2.1 – Third party agreement	X		
2.2 – Co-operation with VRQA			X
2.3 – Notifying VRQA of Third party agreements			X
2.4 – Information - Disclosure of third party services			X
2.5 – Pre-enrolment materials - Disclosure of third party services			X
2.6 – Changes to third party services			X
2.7 – Complaints - Third party services			X
2.8 – Appeals - Third party services			X
3. Trainer and assessor qualification (including individuals working under the supervision of a trainer)			
3.1 – Vocational & Industry skill requirements			X
3.2 – Training and Assessment (TAE) skill requirements			X
3.3 – Assessment only skill requirements			X
3.4 – Supervision arrangement requirements			X
3.5 – Trainer under supervision skill requirements			X
4. Delivery of training and assessment services	X		
4.1 – Training and assessment practices	X		
4.2 – Amount of training	X		
4.3 – TAE - Independent validation of assessment system, tools, processes and outcomes			X
4.4 – TAE – Trainer and Assessor skills (1 January 2016 to 31 December 2016)			X
4.5 – TAE – Trainer and Assessor skills (1 January 2017 onwards)			X
4.6 – TAE – Trainer under supervision requirements			X
4.7 – TAE – Registration requirements			X
5. Annual Declaration of Compliance			
5.1 – Annual Declaration of Compliance			X



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Summary of Non-Compliance ⁴
No non compliances identified.

⁴ GF = Guideline Finding. Finding references are aligned to the Detailed Findings section of this report.

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Detailed Findings - AQTF Conditions of Registration

CONDITION 6 - Certification & Issuing of Qualifications & Statements of Attainment			Non-Compliant
CF.6.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Non-Compliant with Condition 6.</p> <p>There is no reference to the re-issue or qualifications and statements of attainment in the policy or the student handbook.</p>	<p>Detail of evidence reviewed relating to finding CF.6.1</p> <ul style="list-style-type: none"> • Certification policy – issue within 21 days, register maintained • Enrolment cannot occur without a USI • Certification Process – electronic copy retained • VET Trak 	<p>Details of required rectification relating to finding CF.6.1</p> <p><u>Actions:</u></p> <ul style="list-style-type: none"> • The RTO is required to revise their policy and procedure to include the re-issuance of qualifications and statements of attainment. This should also include whether there will be a charge for re-issuance of these.

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CONDITION 8 - Accuracy and Integrity of Marketing			Compliant
CF.8.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with Condition 8.</p> <p>The RTOs marketing accurately reflects the training being delivered.</p>	<p>Detail of evidence reviewed relating to finding CF.8.1</p> <p>Accuracy and integrity of marketing procedure</p> <p>Website: http://ringwoodtraining.com/</p> <p>Student Handbook</p> <p>Promotional brochures</p> <ul style="list-style-type: none"> • Apprenticeships, SBATS, VCE VET in schools Certificate II & III • Post School Certificates II & IV, Diploma and Advanced Diploma • Welding short courses – arc, mig, tig, oxy • 2017 VCE VET in schools for years 10.11.12 – AUR20716 Certificate II in Automotive Vocational Preparation • 2017 VCE VET in schools for years 10.11.12 – 22209VIC Certificate II in Engineering Studies • 2017 VCE VET in schools for years 10.11.12 ICT30115 Certificate III in information Digital media & technology • 2017 VCE VET in schools for years 10.11.12 – 22263VIC CISCO – Certificate IV in integrated Technologies 	<p>No rectification required.</p>

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	<ul style="list-style-type: none">• Automotive Apprenticeship – AUR30616 Certificate III in Light Vehicle Mechanical Technology• SBAT – School Based Apprenticeship & Traineeship – AUR20516 Certificate II in Automotive Servicing Technology• Engineering Apprenticeship – MEM30305 Certificate III in Engineering (Fabrication Trade)• ICT pathways	
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CONDITION 9 - Transition to Training Packages/Expiry of Accredited Courses			Compliant
CF.9.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with Condition 9.</p> <p>The RTO has managed the transition from one training package to the next version.</p>	<p>Detail of evidence reviewed relating to finding CF.9.1</p> <ul style="list-style-type: none"> • Form E – Standing Order • ICT training package • Transition to Training Packages/expiry of accredited courses <p>Student file</p> <p>Jackson Kelly – transition from one package to the other</p>	<p>No rectification required.</p>

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Detailed Findings - AQTF Standards

ELEMENT 1.2 - Strategies for training and assessment meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry.			Compliant
SF.1.2.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with Element 1.2.</p> <p>The RTO has training and assessment strategies in place for each cohort of learners that meet the requirements of the relevant Training Package or accredited course and are developed in consultation.</p>	<p>Detail of evidence reviewed relating to element 1.2</p> <p>Training and Assessment Strategies:</p> <ul style="list-style-type: none"> • ICT30115 - Certificate III in Information, Digital Media and Technology – SBAT • ICT30115 - Certificate III in Information, Digital Media and Technology – VET in Schools • ICT30115 - Certificate III in Information, Digital Media and Technology – 15 – 19 years • ICT50415 - Diploma of Information Technology Networking - CISCO • ICT50415 - Diploma of Information Technology Networking – Non CISCO • MEM30305 - Certificate III in Engineering - Fabrication Trade • 22263VIC - Certificate IV in Integrated Technologies (1 year of CISCO) • 22263VIC - Certificate IV in Integrated Technologies (no CISCO) • 22263VIC - Certificate IV in Integrated Technologies – Non CISCO 	<p>No rectification required.</p>

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	<p>Industry consultation</p> <ul style="list-style-type: none"> • Brendan Baseggio, Senior Solutions Architect, SIAX • Paul Kingston (CISCO Certified Academy Instructor, Managing Director, Vixtro Pty Ltd) • Letter from Uniweld Engineering • Victorian Engineering TAFE Senate Annual Conference • Letter from New Touch Laser cutting – feedback on MEM18001 & MEM18002 	
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ELEMENT 1.3 - Staff, facilities, equipment and training and assessment materials used by the RTO are consistent with the requirements of the Training Package or accredited course and the RTO's own training and assessment strategies.			Compliant
SF.1.3.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with Element 1.3.</p> <p>The RTO has access to sufficient staff, facilities, equipment and training and assessment materials to support their scope of registration.</p>	<p>Detail of evidence reviewed relating to element 1.3 Training and Assessment Strategies:</p> <ul style="list-style-type: none"> • ICT30115 - Certificate III in Information, Digital Media and Technology – SBAT • ICT30115 - Certificate III in Information, Digital Media and Technology – VET in Schools • ICT30115 - Certificate III in Information, Digital Media and Technology – 15 – 19 years • ICT50415 - Diploma of Information Technology Networking - CISCO • ICT50415 - Diploma of Information Technology Networking – Non CISCO • MEM30305 - Certificate III in Engineering - Fabrication Trade • 22263VIC - Certificate IV in Integrated Technologies (1 year of CISCO) • 22263VIC - Certificate IV in Integrated Technologies (no CISCO) • 22263VIC - Certificate IV in Integrated Technologies – Non CISCO <p>Trainer Files</p>	<p>Details of required rectification relating to element 1.3</p> <p>No rectification required.</p>

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	<ul style="list-style-type: none">• Kevork Krozian• David Wilson• David Gofrey• VTG Trainer/assessor register <p>Tour of the Training Centre and Workshops</p>	
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ELEMENT 1.4 - Training and assessment is delivered by trainers and assessors who:			Compliant
SF.1.4.1	Finding	Evidence/Documentation Reviewed	
	<p>a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and</p> <p>b) have the relevant vocational competencies at least to the level being delivered or assessed, and</p> <p>c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and</p> <p>d) continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.</p>		
	<p>The RTO is Compliant with Element 1.4.</p> <p>The RTO has access to qualified trainer/assessor who have the appropriate qualifications and undertake professional development.</p>	<p>Detail of evidence reviewed relating to element 1.4</p> <ul style="list-style-type: none"> • Recruitment policy • VET Staff induction procedure and checklist • Performance development plans • Human Resources policy and procedure • Policies and procedures manual • VTG Trainer/assessor Register <p>Trainer Files</p> <ul style="list-style-type: none"> • Kevork Krozian • David Wilson • David Gofrey • VTG Trainer/assessor register <p>Tour of the Training Centre and Workshops</p>	<p>Details of required rectification relating to element 1.4</p> <p>No rectification required.</p>

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ELEMENT 1.5 - Assessment including Recognition of Prior Learning (RPL):			Compliant
a) meets the requirements of the relevant Training Package or accredited course b) is conducted in accordance with the principles of assessment and the rules of evidence c) meets workplace and, where relevant, regulatory requirements d) is systematically validated.			
SF.1.5.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with Element 1.5.</p> <p>The RTO has access to assessment procedures and tools which meet the requirements of the training package and meet the principles of assessment and rules of evidence.</p>	<p>Detail of evidence reviewed relating to element 1.5</p> <p>Certificate III in Information, Digital Media and technology</p> <p>ICTICT302 Install and optimise operating system software – records stored in Moodle</p> <ul style="list-style-type: none"> • Assessment tasks • Assessor guide with model answers/markings guide and industry consultation – Paul Kingston (CISCO Certified Academy Instructor, Managing Director, Vixtro Pty Ltd) <p>Student files</p> <ul style="list-style-type: none"> • Jessie Knight • Kiran Castellino • Liam Haworth – CT • Jackson Kelly – transition from one package to the other; Form E – standing order in place • Jamie Wilson - • Nathan Tomlinson 	<p>Details of required rectification relating to element 1.5</p> <p>No rectification required.</p>

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	<p>ICTSAS304 Provide basic systems administration</p> <ul style="list-style-type: none"> • Assessment task • Assessor guide with model answers/marking guide and industry consultation – Brendan Baseggio, Senior Solutions Architect, SIAX • Computing Solutions • Assessment Grid logbook <p>Student files:</p> <ul style="list-style-type: none"> • Jessie Knight • Liam Haworth – full time employee completing his SBAT • Kiran Castellino • Jamie Wilson - finished his SACs and was observed • Nathan Tomlinson – dropped out in Year 10 – one of the highest performing students <p>Certificate IV in Integrated Technologies</p> <ul style="list-style-type: none"> • VU21561 Build a simple network and establish end to end connectivity • VU21564 Establish connectivity to a wide area network (WAN) • VCAA have mapped the CICSO program to the Certificate IV in Integrated Technologies Ringwood training have also mapped this 	
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	<ul style="list-style-type: none"> • CISCO skills exam • VU21564 Establish connectivity to a wide area network (WAN) • CISCO skills exam and assessment pathway <p>ICT50415 Diploma of information technology – networking</p> <p>ICTNWK507 Install, operate and troubleshoot medium enterprise routers</p> <ul style="list-style-type: none"> • VCAA mapping to CISCO and internal mapping <p>Student files</p> <ul style="list-style-type: none"> • Nick Whitworth – mapped to CISCO • Leigh Godson – • Lucas Policha – • Jimmy Middlemast – was Dux in year 10 • Alexander Gallagher – was VET in schools and progressed through. Almost finished CISCO security <p>ICTNWK508 Design and implement a security perimeter for ICT meatworks – 3 samples</p> <ul style="list-style-type: none"> • Industry consultation per unit in the Assessor Guide with model answer 	
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	<ul style="list-style-type: none"> • CISCO assessment but also do an additional assessment that is aligned to the unit. • Assessment as observed – may not capture every screen shot • Does the thing work at the end. <p>ICTNWK503 Install and maintain valid authentication processes</p> <ul style="list-style-type: none"> • LAB manual and instructors manual for CISCO • VCAA mapping and internal mapping <p>Student files</p> <ul style="list-style-type: none"> • Nick Whitworth – authenticate with a windows server – working as a technician in a couple of schools. Dropped out of year 12 • Ethan Hawke – super student • Patrick Sanders – • Adrian Shorthouse – works full time as a technician • Leigh Godson 	
SF.1.5.2 Finding	Evidence/Documentation Reviewed	Required Rectification(s)
<p>The RTO is Compliant with Element 1.5. Assessment for the Certificate III in Engineering – Fabrication Trade is compliant with the training</p>	<p>Detail of evidence reviewed relating to element 1.5 MEM18001C Use Hand Tools MEM18002B Use power tools hand held operation</p>	<p>Details of required rectification relating to element 1.5 No rectification required.</p>

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<p>package requirements and the principles of assessment and rules of evidence.</p>	<ul style="list-style-type: none"> • Instructor guide • Learner guide • Competency test • Two practical tasks – marking out and power tool exercise <p>MEM03003B Perform sheet and plate assembly</p> <ul style="list-style-type: none"> • 7 tasks • Workbook • Safety Glasses box, • Wired Edge/Knock up joint • Rectangular box • Inclined square branch • Circular flue • 8 drawer cabinet • Canter lever tool box <p>Student Files reviewed:</p> <ul style="list-style-type: none"> • Jack Elvey • Chris Judd • Patrick Rogers • William Palmer • Tim Newport <p>Validation</p> <ul style="list-style-type: none"> • Victorian Engineering TAFE Senate Annual Conference 	
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	<ul style="list-style-type: none">• Schedule for Validation contained in the Training and Assessment Strategy for MEM30305 Certificate III in Engineering Fabrication Trade <p>Local Area LEN Validation Meeting records – VU20909, MSS402040A Apply 5S procedures</p>	
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2.2 - The RTO continuously improves client services by collecting, analysing and acting upon relevant data.			Compliant
SF.2.2.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with element 2.2.</p> <p>The RTO continuously improves client services by collecting, analysing and acting upon relevant data. Interviews with the students confirmed a high level of engagement and satisfaction with the RTO.</p>	<p>Detail of evidence reviewed relating to element 2.2</p> <ul style="list-style-type: none"> • ACER online LLN Test • QI Indicator Surveys • QI Regulator report • Continuous improvement plan 2015 - 2017 <p>ICT student interviews:</p> <ul style="list-style-type: none"> • Nathan Tomilinson • Leigh Godson • Jackson Kelly • Richard Burgoyne • Tomas Gibbs <p>Engineering Student Interviews:</p> <ul style="list-style-type: none"> • Jack Elvey • Chris Judd • Pat Rogers • Geoff Barnerveld • Dean Strachan 	<p>No rectification required</p>

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2.4 - 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.			Compliant
SF.2.4.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with element 2.4 Employers are engaged in the development and monitoring of training and assessment of apprentices.</p>	<p>Detail of evidence reviewed relating to element 2.4</p> <ul style="list-style-type: none"> • Individual Training Plan signed by the three parties • Employer sign off to confirm completion of competency • Graduation ceremony • 4 contacts per year – phone and face to face <p>Engineering Student Interviews:</p> <ul style="list-style-type: none"> • Jack Elvey • Chris Judd • Pat Rogers • Geoff Barnerveld • Dean Strachan 	<p>Details of required rectification relating to element 2.4 No rectification required.</p>

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2.7 - The RTO provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.			Compliant
SF.2.7.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with element 2.4 Employers are engaged in the development and monitoring of training and assessment of apprentices.</p>	<p>Detail of evidence reviewed relating to element 2.4</p> <ul style="list-style-type: none"> • Individual Training Plan signed by the three parties • Employer sign off to confirm completion of competency • Graduation ceremony • 4 contacts per year – phone and face to face <p>Engineering Student Interviews:</p> <ul style="list-style-type: none"> • Jack Elvey • Chris Judd • Pat Rogers • Geoff Barnerveld • Dean Strachan 	<p>Details of required rectification relating to element 2.4 No rectification required.</p>

Improvement Opportunities

The following information should be included in the complaints policy - The National Training Complaints Hotline is accessible on **13 38 73** and is available Monday to Friday, from 8am to 6pm. You can also send complaints via email to skilling@education.gov.au

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3.1 - The RTO's management of its operations ensures clients receive the services detailed in their agreement with the RTO.			Compliant
SF.3.1.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with standard 3.1. The RTO includes a student agreement in the enrolment form. Interviews with students indicate a high level of satisfaction with the services provided.</p>	<p>Detail of evidence reviewed relating to element 3.1 Student Handbook 2016 VET students</p> <ul style="list-style-type: none"> • Fill out an application – from all the schools in the cluster • Mullen Cluster puts applications on the portal • Confirmation letter • Must have a USI to enrol • AVETMISS compliant enrolment form and privacy and acceptance declaration. • First term – students can pull out • Students have their own individual training plan • Email coordinators regarding students who are in danger of failing due to lack of attendance or progress • Email results to the VASS co-ordinators. • Trainer takes the roll and sends email straight away if the student is absent • First Semester – provide report on progress to the school and they distribute to the parents Then end of the year. • Graduation for Engineering and Automotive 	<p>No rectification required.</p>

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	<ul style="list-style-type: none"> • Post statement of attainment to students of first year <p>Engineering Student Interviews:</p> <ul style="list-style-type: none"> • Jack Elvey • Chris Judd • Pat Rogers • Geoff Barnerveld • Dean Strachan <p>ICT student interviews:</p> <ul style="list-style-type: none"> • Nathan Tomlinson • Leigh Godson • Jackson Kelly • Richard Burgoyne • Tomas Gibbs 	
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3.4 - The RTO manages records to ensure their accuracy and integrity.			Compliant
SF.3.4.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with element 3.4. The RTO maintains accurate records for each student.</p>	<p>Detail of evidence reviewed relating to element 3.4 Student life cycle:</p> <ul style="list-style-type: none"> • VET students • Fill out an application – from all the schools in the cluster • Mullen Cluster puts applications on the portal • Confirmation letter • Have to have a USI to enrol • AVETMISS compliant enrolment form and privacy and acceptance declaration. • First term – students can pull out • \$2700 for two licences of VET trak • Compass used for attendance rolls • Students have their own individual training plan • Email coordinators regarding students who are in danger of failing due to lack of attendance or progress • Email results to the VASS co-ordinators. • Trainer takes the roll and sends email straight away if the student is absent 	<p>Details of required rectification relating to element 3.4 No rectification required.</p>

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	<ul style="list-style-type: none"> • First Semester – provide report on progress to the school and they distribute to the parents. Then end of the year. • Graduation for Engineering and Automotive • Post statement of attainment to students of first year 		
SF.3.4.2	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with element 3.4 The RTO maintains accurate records of its operations.</p>	<p>Detail of evidence reviewed relating to element 2.4 Management Systems Policy</p> <ul style="list-style-type: none"> • Partnership policy and procedure • Systematic and continuous improvement approach to the management of operations • Student Safety after 1800 hours • Monitoring training and assessment service agreements • Record keeping procedures • Privacy Policy • Feedback • Continuous improvement plan 2015 - 2017 <p>Training and Assessment Strategies:</p> <ul style="list-style-type: none"> • ICT30115 - Certificate III in Information, Digital Media and Technology – SBAT • ICT30115 - Certificate III in Information, Digital Media and Technology – VET in Schools 	<p>Details of required rectification relating to element 3.4 No rectification required.</p>

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	<ul style="list-style-type: none"> • ICT30115 - Certificate III in Information, Digital Media and Technology – 15 – 19 years • ICT50415 - Diploma of Information Technology Networking - CISCO • ICT50415 - Diploma of Information Technology Networking – Non CISCO • MEM30305 - Certificate III in Engineering - Fabrication Trade • 22263VIC - Certificate IV in Integrated Technologies (1 year of CISCO) • 22263VIC - Certificate IV in Integrated Technologies (no CISCO) • 22263VIC - Certificate IV in Integrated Technologies – Non CISCO <p>Industry consultation</p> <ul style="list-style-type: none"> • Brendan Baseggio, Senior Solutions Architect, SIAX • Paul Kingston (CISCO Certified Academy Instructor, Managing Director, Vixtro Pty Ltd) • Letter from Uniweld Engineering • Victorian Engineering TAFE Senate Annual Conference • Letter from New Touch Laser cutting – feedback on MEM18001 & MEM18002 <p>Trainer Files</p>	
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	<ul style="list-style-type: none"> • Kevork Krozian • David Wilson • David Godfrey <p>Student files audited:</p> <ul style="list-style-type: none"> • Jack Elvey • Chris Judd • Patrick Rogers • William Palmer • Tim Newport • Michael Gerges • Caleb Sturmer • Kyle Absolom • Nick Sheehey • Kelley Guy • Leigh Godson • Lucas Policha • Jimmy Middlemast • Alexander Gallagher 	
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Detailed Findings – 2016 VRQA Guidelines for VET Providers

GUIDELINE 2.1 - An RTO ensures that where services are provided on its behalf by a third party the provision of those services is the subject of a written agreement.			Compliant
<ul style="list-style-type: none"> • A <i>third party</i> means any party that provides services on behalf of the RTO but does not include a party to a contract of employment with the RTO. • <i>Services</i> mean training, assessment, related educational or support services and/or any activities related to the recruitment of prospective students, but does not include student counselling, mediation or ICT support services. 			
GF.2.1.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with Guideline 2.1 The RTO delivers training and assessment services to a range of schools within the local VET clusters from the Trade Training Centre.</p>	<p>Detail of evidence reviewed relating to Guideline 2.1 The RTO has contracts to deliver VET programs to students from the following schools: Register of schools that come to Ringwood training for VET in schools</p> <ul style="list-style-type: none"> • Aquinas College • Bayswater Secondary College • Billanook Secondary College • Billanook College • Blackburn High • Boronia K-12 College • Box Hill Senior Secondary College • Croydon Community School • Donvale Christian College • Edinburgh College 	<p>Details of required rectification relating to Guideline 2.1 No rectification required.</p>

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	<ul style="list-style-type: none"> • Emerald Secondary College • Faihills High School • Heathmont College • Lilydale Heights College • Lilydale High School • Luther College • Melba Secondary college • Mooroolbark Secondary College • Mount Lilydale Mercy College • Norwood Secondary college • Ranges Tec • Ringwood SC • Rowville Secondary College • Scoresby SC • St Joseph's College • Tintern Grammar • Upper Yarra Community House • Upwey High School • Vermont Secondary College • Wantirna College • Warrandyte High • Waverley Christian College • Wellington Secondary College 	
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GF.2.1.2	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with Guideline 2.1.2 The RTO delivers ICT training under auspice with 2 schools</p>	<p>Detail of evidence reviewed relating to Guideline 2.1.2 Standard DEECD contract for VET in Schools – delivering under auspice</p> <ul style="list-style-type: none"> • Mount Waverley Secondary College – will not take new students next year. • Hamilton/Alexandra College <p>Annual Auspice Orientation Provision of</p> <ul style="list-style-type: none"> • Training plan • Student enrolment pack • Student handbook • Training and assessment strategy • Instructor qualification matrix • Assessment Grid • Assessment plan - VCAA <p>Email contact and support Enrolment occurrence report</p>	<p>Details of required rectification relating to Guideline 2.1.2 No rectification required.</p>

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GUIDELINE 4.1 - An RTO's training and assessment strategies and practices, including the amount of training it provides, are consistent with the requirements of the training packages and VET accredited courses and enable each student to meet the requirements for each unit of competency or module in which the student is enrolled.			Compliant
GF.4.1.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with Guideline 4.1</p> <p>The RTO's training and assessment strategies and practices, including the amount of training it provides, are consistent with the requirements of the training packages and VET accredited courses and enable each student to meet the requirements for each unit of competency or module in which the student is enrolled.</p>	<p>Detail of evidence reviewed relating to Guideline 4.1 Training and Assessment Strategies:</p> <ul style="list-style-type: none"> • ICT30115 - Certificate III in Information, Digital Media and Technology – SBAT – 2 years • ICT30115 - Certificate III in Information, Digital Media and Technology – VET in Schools – 2 years • ICT30115 - Certificate III in Information, Digital Media and Technology – 15 – 19 years – 12 months? • ICT50415 - Diploma of Information Technology Networking – CISCO – 12 months • ICT50415 - Diploma of Information Technology Networking – Non CISCO – 12 months • MEM30305 - Certificate III in Engineering - Fabrication Trade • 22263VIC - Certificate IV in Integrated Technologies (1 year of CISCO) – 12 months 	<p>Details of required rectification relating to Guideline 4.1</p> <p>No rectification required.</p>

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	<ul style="list-style-type: none">• 22263VIC - Certificate IV in Integrated Technologies (no CISCO) 2 years• 22263VIC - Certificate IV in Integrated Technologies – Non CISCO – 1 year	
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GUIDELINE 4.2 - For the purposes of Guideline 4.1, an RTO determines the amount of training it provides to each student with regard to:			Compliant
a) the existing skills, knowledge and the experience of the student; b) the mode of delivery; and c) where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.			
GF.4.2.1	Finding	Evidence/Documentation Reviewed	Required Rectification(s)
	<p>The RTO is Compliant with Guideline 4.2. The RTO determines the amount of training it provides to each student with regard to:</p> <p>a) the existing skills, knowledge and the experience of the student; b) the mode of delivery; and c) where a full qualification is not being delivered, the number of units and/or modules being delivered as a proportion of the full qualification.</p>	<p>Detail of evidence reviewed relating to Guideline 4.2</p> <p>ACER LLN online test</p> <p>Student support and Welfare services, including the school Chaplain are in place to support learners</p> <p>Learning is tailored to individual needs</p> <p>Student interviews confirmed a high level of satisfaction with their training outcomes</p> <p>ICT student interviews:</p> <ul style="list-style-type: none"> • Nathan Tomilinson • Leigh Godson • Jackson Kelly • Richard Burgoyne • Tomas Gibbs <p>Engineering Student Interviews:</p> <ul style="list-style-type: none"> • Jack Elvey • Chris Judd • Pat Rogers • Geoff Barnerveld • Dean Strachan 	<p>Details of required rectification relating to Guideline 4.2</p> <p>No rectification required.</p>