

VRQA Re Registration Audit - Rectification - 7 August 2015

RTO: Ringwood Secondary College TOID: 22475 Audit Dates: 4th – 5th May 2015

PROVIDER ACTION PLAN

| AQTF & VRQA Guideline Reference | Provider Rectification Action Plan |
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| AQTF Conditions of Registration | |
| Condition 6 Certification & Issuing of Qualifications and Statements of Attainment | <p>C 6.1.1 All Certificates and Statements of Attainment to identify Ringwood Secondary College as the RTO.</p> <p>C 6.1.2 All SOA to reflect current AQF requirements including addition of seal/watermark change paper, removal of employability skills reference, revision of explanatory statement.</p> <p>RTO is rebranding from RTTF to a new trading name. RT Ringwood Training will be registered with ASIC and the VRQA.</p> |
| C 8 Accuracy and Integrity of Marketing | C 8.1 All marketing materials to identify Ringwood Secondary College as the RTO. |
| AQTF Standards | |
| Standard 1 S 1.2 Training and Assessment Strategies | S 1.2.1 Industry consultation will be documented in the development of future Training and Assessment Strategies (TAS). |
| S 1.4 Trainer and Assessor Competency | S1.4.1 Supervision process to be documented to ensure that trainers and assessors who do not have required training and assessment competencies (National Quality Council) are appropriately supervised by a qualified individual. |
| S1.5 Assessment Strategies | <p>S 1.5.1 ICA30111 Assessment tools for sampled units to be made consistent with TAS; Clear assessment criteria/model answers to be developed for all assessment tasks</p> <p>S 1.5.2 22015VIC Assessment approach for sampled units/modules to meet all requirements of Training package; Clear assessment criteria/model answers to be developed for all assessment tasks</p> <p>S 1.5.3 AUR30612 Assessment approach for sampled units/modules to meet all requirements of Training package; Clear assessment criteria/model answers to be developed for all assessment tasks</p> <p>S 1.5.4 22209VIC Assessment approach for sampled units/modules to meet all requirements of Training package; Clear assessment criteria/model answers to be developed for all assessment tasks</p> <p>S 1.5.5 Validation of sampled units to include schedule, validation tools and criteria to guide the validation process</p> |
| VRQA Guidelines for VET Providers | |
| G 1 Governance, Probity and Compliance – 1.3 Management Systems | G 1.3.1 Trainer matrices for 4 trainers to complete mapping of vocational competence or vocational experience to units of competency/modules |
| G 2 Quality Assurance, review and Evaluation Processes – 2.1 Course Quality | G 2.1.1 Processes for the moderation of student performance and assessment outcomes to be put in place. |
| G 5 Teaching, Learning and Assessment – 5.1 Capacity to Deliver Scope of Registration | <p>G 5.1.1 ICA30111 Align assessment matrix in TAS with assessment methods at unit level</p> <p>G 5.1.2 22015VIC, 22209VIC and AUR30612 In future demonstrate the involvement of industry in the development of the assessment approach.</p> |

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| | G 5.1.3 22209VIC Develop communication strategy to inform students of assessment requirements for each module/unit |
| | G 5.1.4 22015Vic, 22209VIC & AUR30612 Demonstrate that assessment approaches meet the requirements of each unit of competency including performance criteria |
| | G 5.1.5 22209VIC & AUR30612 Add student instructions for each assessment task / activity |
| | G 5.1.6 ICA30111, 22209VIC & AUR30612 Add assessor guidelines |
| | G 5.1.7 Add assessment criteria/model answers for sampled units |
| | G 5.1.8 22209VIC Add assessment record sheets / tools for each assessment activity/task |
| | G 5.1.9 22209VIC Add overall assessment record sheet on participant basis |
| | G 5.1.10 Document processes to ensure assessment validation |