

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

Applicant Details			
Applicant Name	Ringwood Secondary College T/A Ringwood Training	TOID	22475
Address	Bedford Road, Ringwood VIC 3134		
	Website	https://ringwood.training/	
Registration Contact	Mr Michael Phillips (Principal)		
Phone Number	(03) 9870 2002	Email	phillips.michael.mr@edumail.vic.gov.au
Audit Team			
Audit Firm	ShineWing Australia	Lead Auditor	Casey Helman
Auditor/s	John Molenaar	Other Attendees	Michael Phillips Principal Alan Platt Acting RTO Manager Lorette Yost Administration Coordinator David Wilson Program Coordinator Kevork Krozian Program Coordinator
Registering Body Details			
Contact Person	Julie Florence		
Phone Number	9032 1560	Email	vet.audit@edumail.vic.gov.au
Audit Details			
Type of Audit	Re-registration Audit		
Conditions Audited	3, 6, 7, 8, 9		
Standards Audited	1.1, 1.2, 1.3, 1.4, 1.5	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7	3.1, 3.2, 3.3, 3.4
2016 VRQA Guidelines Audited		2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8	
	3.1, 3.2,	4.1,4.2,	
Audit Date/s	12 March 2020		
RTO Background			
School Background			
<p>Ringwood Secondary College is located in the Outer Eastern suburbs of Melbourne and hosts more than 1500 students from years 7-12. Students have access to a range of Vocational Education and Training in Schools (VETiS) courses through VCE or VCAL programs at the school RTO and courses through their cluster network in neighbouring schools and TAFE institutions.</p>			
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. With the change in government the school became the Ringwood Trade Training Centre. The school is integrated into Ringwood Secondary College with the CEO/Principal, Michael Phillips taking an active part in the management of the RTO.</p>			

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

Ringwood Secondary College trades as Ringwood Training on a single dedicated campus and purpose-built industry standard training facilities and high-tech machinery and equipment. Ringwood Training delivers Vocational Education and Training qualifications to post-school and school-based students in three industry areas – Automotive, Engineering Fabrication and Information Communication Technology.

A Steering Committee of the School Council, Industry representatives and parents oversees decision making of the RTO.

Ringwood Training provides training to apprentices, School Based Apprentices, VET in Schools students, quickly becoming a provider of choice for over 175 apprenticeships and 35 schools from around the region attending for training.

Ringwood Training has strong industry connections across all three Automotive, Engineering Fabrication and Information Communication Technology

Ringwood Training has identified funding the required equipment as a challenge as they do not receive the capital initiative concessions that TAFES do as a result have been innovative with partnering with Industry for equipment purchases.

Ringwood Training won the Victorian Training Awards Small Training Provider of the Year 2019

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

Qualifications/Units Audited¹		
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE		
TGA Code	Qualification/Unit of Competence/Accredited Course (as per TGA)	Delivery Site
AUR30616	Certificate III in Light Vehicle Mechanical Technology	Bedford Road, Ringwood VIC 3134
ICT30115	Certificate III in Information, Digital Media and Technology	Bedford Road, Ringwood VIC 3134
MEM30305	Certificate III in Engineering Fabrication Trade	Bedford Road, Ringwood VIC 3134

Interviewee(s) – Staff name and position; employer name and position	
Michael Phillips	Principal
Alan Platt	Acting RTO Manager
Lorette Yost	Administration Coordinator
David Wilson	Program Coordinator
Kevork Krozian	Program Coordinator

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
Ringwood Secondary College T/A Ringwood Training has one third party arrangement with another Secondary school for the delivery and assessment of two units in the ICT30115 Certificate III in Information, Digital Media and Technology and has not informed the VRQA.		

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

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

Audit Summary - AQTF Conditions of Registration

AQTF Conditions Place an X in the appropriate column		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.9.1 Ringwood Secondary College T/A Ringwood Training had not implemented their own policy and procedure with the recent transition of one of their courses on scope.				

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

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

Audit Summary - AQTF Standards

AQTF Standards/Elements	Compliant	Non - Compliant	Not audited
Standard 1			
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			
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			
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			
<p>SF.1.2 Strategies for training and assessment identified the learning and assessment arrangements for each qualification, however the Training and Assessment Strategies for each qualification included inconsistent information and/or were incomplete to ensure effective training.</p> <p>SF 1.5.1 AUR30616 Certificate III in Light Vehicle Mechanical Technology Assessment records had not been fully completed.</p> <p>SF1.5.2 ICT30115 Certificate III in Information, Digital Media and Technology ICTSAS307 Install, configure and secure a small office home office network The assessment tasks did not fully assess the unit assessment requirements</p>			

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

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

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			
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			
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

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

Summary of Non-Compliance⁴

GF. 2.3

Ringwood Secondary College T/A Ringwood Training had not informed the VRQA within 30 days of entering into an agreement for the delivery of services on their behalf.

GF.2.6

Ringwood Secondary College T/A Ringwood Training does not have mechanisms in place to ensure the learner is advised as soon as practicable of changes to third party arrangements.

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

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

Detailed Findings - AQTF Conditions of Registration

CONDITION 1 - Governance		Not audited in Phase 2 audit
Evidence/Documentation Reviewed		
Detail of evidence reviewed relating to findings		
CF.1	Finding	Required Rectification(s)
Detail of first finding relating to condition 1	Details of required rectification relating to finding condition 1	
Improvement Opportunities		
Summary of improvement opportunities relating to condition 1		
CONDITION 2 - Interactions with the Registering Body		Not audited in Phase 2 audit
Evidence/Documentation Reviewed		
Detail of evidence reviewed relating to findings		
CF. 2	Finding	Required Rectification(s)
Detail of first finding relating to condition 2	Details of required rectification relating to finding condition 2	
Improvement Opportunities		
Summary of improvement opportunities relating to condition 2		

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

CONDITION 3 - Compliance with Legislation	Compliant
Evidence/Documentation Reviewed	
<p>Staff handbook Staff induction form</p> <ul style="list-style-type: none"> - Random file audit to confirm signed induction checklist - Scott Cato - David Godfrey - Alan Platt - Nick White - Peter Jessop - Laura Llyod <p>Email to staff: From: Loretta Yost Sent: Thursday, 27 February 2020 1:30 PM updated RT Staff handbook with new RSC Child Safety and Child Safety & Reporting Obligations policies.</p> <p>Student handbook Student induction/declaration form contained in student handbook (Acknowledgement of receipt of student handbook and RT course induction)</p> <p>Random file audit to confirm signed induction checklist (students)</p> <p>AUR30616 Certificate III in Light Vehicle Mechanical Technology</p> <ul style="list-style-type: none"> - Madeline SO - Aaron S - Luke M - Benjamin F - Tyler B <p>ICT30115 Certificate III in Information, Digital Media and Technology</p> <ul style="list-style-type: none"> - Dylan T - Lachlan Q 	

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

- Declan N
- Benjamin L
- Sebastian C

MEM30305 Certificate III in Engineering Fabrication Trade

- Jascha N
- Jake C
- Jake D
- David F
- Ryan D

CF.3.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training had identified and implemented relevant Commonwealth, State or Territory legislation and regulatory requirements that were relevant to its operations and its scope of registration. It ensured that its staff and clients were fully informed of these requirements that affected their duties or participation in vocational education and training through staff induction and training and the Student Handbook.	N/A

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

CONDITION 4 - Insurance		Not audited in Phase 2 audit
Evidence/Documentation Reviewed		
Detail of evidence reviewed relating to findings		
CF. 4	Finding	Required Rectification(s)
	Detail of first finding relating to condition 4	Details of required rectification relating to finding condition 4
Improvement Opportunities		
Summary of improvement opportunities relating to condition 4		

CONDITION 5 - Financial Management		Not audited in Phase 2 audit
Evidence/Documentation Reviewed		
Detail of evidence reviewed relating to findings		
CF. 5	Finding	Required Rectification(s)
	Detail of first finding relating to condition 5	Details of required rectification relating to finding condition 5
Improvement Opportunities		
Summary of improvement opportunities relating to condition 5		

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

CONDITION 6 - Certification & Issuing of Qualifications & Statements of Attainment		Compliant
Evidence/Documentation Reviewed		
Random Certificates/records of results viewed: <ul style="list-style-type: none"> - RT02492 - RT02514 - RT02516 Random statements of attainment viewed: Certificate number: <ul style="list-style-type: none"> - RTRT02520 - RTRT02518 - RTRT02517 Issuing of certificates policies v3 jan 2020 Issuing of certificates procedures v3 jan 2020 Completion of Studies, Apprentice and Trainee form <ul style="list-style-type: none"> • AVETMISS database VETtrak • Policy: Record Retention Policy • Quality indicator report • 		
CF.6.1	Finding	Required Rectification(s)
Ringwood Secondary College T/A Ringwood Training had issued testamurs in accordance with the requirements of the Training Package that met the Australian Qualifications Framework (AQF) TGA. The testamurs included the Nationally Recognised Training (NRT) logo in accordance with the current conditions of service.		N./A
CF.6.2.1	Finding	Required Rectification(s)

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>Ringwood Secondary College T/A Ringwood Training T/A Ringwood Training had confirmed that it would retain client records of attainment of units of competency and qualifications for a period of 30 years.</p>	<p>N/A</p>
<p>CF.6.3.1 Finding</p>	<p>Required Rectification(s)</p>
<p>Ringwood Secondary College T/A Ringwood Training had a student records management system in place that had the capacity to provide the registering body with AVETMISS compliant data.</p>	<p>N/A</p>
<p>CF.6.4.1 Finding</p>	<p>Required Rectification(s)</p>
<p>Ringwood Secondary College T/A Ringwood Training had provided a return of its client records of attainment of units of competency and qualifications to the VRQA for 2019 through monthly SVTS reporting and submissions to NCVER.</p>	<p>N/A</p>
<p>CF.6.5.1 Finding</p>	<p>Required Rectification(s)</p>
<p>Ringwood Secondary College T/A Ringwood Training met the requirements for implementation of a national unique student identifier.</p>	<p>N/A</p>

<p>Improvement Opportunities</p>
<p>Ringwood Secondary College T/A Ringwood Training should update the VRQA logo on their certificate or remove completely. Ringwood Secondary College T/A Ringwood Training should add the authorised persons name to the certificate to identify the signatory.</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

CONDITION 7 - Recognition of Qualifications Issued by other RTOs		Compliant
Evidence/Documentation Reviewed		
<ul style="list-style-type: none"> • Ringwood Training Student Handbook • Ringwood Training Staff Handbook • Pre-Training review form • RPL-CT Policy V3 • RPL-CT Procedure V3 <p>Student files:</p> <ul style="list-style-type: none"> • Aaron S • Harrison R • Heath R • Lal P M • Aprajeeta S • Robert S 		
CF.7.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training had procedures in place for the recognition of AQF Qualifications and Statements of Attainment issued by any other RTO. Students were informed in the Student Handbook.	N/A

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

CONDITION 8 - Accuracy and Integrity of Marketing		Compliant
Evidence/Documentation Reviewed		
<ul style="list-style-type: none"> • Website: https://ringwood.training/ • Marketing Policy v3.0, Jan 2020 		
CF.8.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training had ensured that its marketing and advertising of AQF qualifications to prospective clients was ethical, accurate and consistent with its scope of registration.	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

CONDITION 9 - Transition to Training Packages/Expiry of Accredited Courses		Non-Compliant
Evidence/Documentation Reviewed		
<ul style="list-style-type: none"> • Transition of Qualification Policy v3.0, Jan 2020 • Transition of Qualification Procedure v3.0, Jan 2020 		
CF.9.1	Finding	Required Rectification(s)
	<p>Ringwood Secondary College T/A Ringwood Training had provisions in place for the management of the transition from superseded Training Packages within 12 months of their publication on the TGA, however, the policy and procedure references ASQA regulatory requirements, not VRQA.</p> <p>Ringwood Secondary College T/A Ringwood Training had not implemented their own policy and procedure with the recent transition of ICT30115 Certificate III in Information, Digital Media and Technology</p>	<p>The RTO is required to review and update their policy and procedure to reflect their actual practice.</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

Detailed Findings - AQTF Standards

ELEMENT 1.1 - The RTO collects, analyses and acts on relevant data for continuous improvement of training and assessment.		Compliant
Evidence/Documentation Reviewed		
<ul style="list-style-type: none"> • Continuous Improvement Policy v3.0, Jan 2020 • Continuous Improvement Register • 2019 VRQA Quality Indicators Report 		
SF.1.1.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training collected, analysed and acted on relevant data for continuous improvement of training and assessment.	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>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.</p>	<p>Non-Compliant</p>
<p>Evidence/Documentation Reviewed</p>	
<p>Learning and assessment arrangements for the following qualifications and sample of units:</p> <p>AUR30616 Certificate III in Light Vehicle Mechanical Technology</p> <ul style="list-style-type: none"> • AURETR022 Diagnose and repair vehicle dynamic control systems • AURAEA002 Follow environmental and sustainability best practice in an automotive workplace <p>Training and Assessment Strategy 21/2/2020. Training and Assessment Plan. Foundation Skills Table. Learning Physical Resources Table. Lesson Tasks Plan. Unit Evaluation Plan. Staff Capability Matrix. Qualification Packaging Rules. Learning resources and assessment tools for units sampled.</p> <p>ICT30115 Certificate III in Information, Digital Media and Technology (Post School students aged 15 – 19 years)</p> <ul style="list-style-type: none"> • ICTSAS307 Install, configure and secure a small office home office network • CUAANM402 Create digital visual effects <p>Training and Assessment Strategy delivery period 2019 V1.3 2 Dec 2019. Program Area Table. Schedule of Delivery. Delivery and Assessment Staff. Order of delivery of units, trainers and resources. Session Plans for sampled units. Learning resources and assessment tools for units sampled.</p>	

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

MEM30305 Certificate III in Engineering Fabrication Trade - Apprentices

- **MEM05038B Perform advanced geometric development - cylindrical/rectangular**
- **MEM05011D Assemble fabricated components**
- **MEM05037C Perform geometric development**

Training and Assessment Strategy delivery period 2019 V1.3 2 Dec 2019.

Training and Assessment Plan.

Learning Physical Resources Table.

Employability Skills Table.

Learning Resources Table.

Lesson/Tasks Plan.

Training Schedule.

Unit Evaluation Plan.

Staff Capability Matrix.

Qualification Packaging Rules.

Learning resources and assessment tools for units sampled.

SF.1.2.1	Finding	Required Rectification(s)
	<p>Strategies for training and assessment identified the learning and assessment arrangements for each qualification, however the Training and Assessment Strategies for each qualification included inconsistent information and/or were incomplete to ensure effective training.</p> <p>AUR30616 Certificate III in Light Vehicle Mechanical Technology Reviewed Training and Assessment Strategy 21/2/2020 The course duration was identified as a nominal completion of four years however this was inconsistent with actual amount of training which was identified as:</p> <ul style="list-style-type: none"> • Block release of 35 days a year or Day Release for one day a week over 35 weeks. • The target learner characteristics were identified as '<i>demonstrated capacity to complete VCE VET course requirements as a Year 10, 11 or 12 learner</i>'. The actual target learners were indentured apprentices. 	<p>AUR30616 Certificate III in Light Vehicle Mechanical Technology Ringwood Secondary College is required to review and modify the Training and Assessment Strategy for the qualification: <i>AUR30616 Certificate III in Light Vehicle Mechanical Technology</i> to:</p> <ul style="list-style-type: none"> • Accurately identify the course duration and amount of training. • Provide a rationale for the amount of training (See Guideline 4.2). • For the target learners, as indentured apprentices, include the reasonable adjustment strategies that

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<ul style="list-style-type: none"> The TAS did not include: <ul style="list-style-type: none"> Reasonable adjustment strategies that may support learners with a disability or with learning difficulties. The student support services that students were able to access. Foundation skills were identified in the TAS, identifying the domains relevant for each unit, however the expected ACSF level for each unit was not identified. <p>The TAS included a table: TAS Section 6 – Unit Evaluation Plan. This had not been completed to identify when unit assessment validation was planned for each unit, however evidence of unit validations was provided in validation reports</p>	<p>may support learners with a disability or with learning difficulties.</p> <ul style="list-style-type: none"> Identify the student support services that students are able to access. Identify the ACSF level appropriate for each unit. Complete TAS Section 6 – Unit Evaluation Plan to identify when unit assessment validation is planned for each unit.
<p>SF.1.2.2 Finding</p>	<p>Required Rectification(s)</p>
<p>ICT30115 Certificate III in Information, Digital Media and Technology (Post-school students aged 15 – 19 years) Reviewed Training and Assessment Strategy delivery period 2019 V1.3 2 Dec 2019</p> <ul style="list-style-type: none"> The TAS included a provision to identify the target group. This section of the TAS did not include target group information, it referred to course delivery and amount of training. The intended target group was post-school 15 – 19 year old, mostly employed. Alternative TASs were developed for VET in Schools learners, who partially completed the qualification and VET in Schools – post-school program who had achieved a number of units through the VET in Schools program and received credit transfer for those units. Duration was identified as 37.5 hours a week X 47 weeks. The TAS included two sections as “Schedule”: <ul style="list-style-type: none"> The first section identified a one year program of 15 hours a week over 46 weeks. This was not consistent with the duration identified in the Target Group Section 37.5 hours a week X 47 weeks. The intent was a minimum of 15 hours a week. The second section identified that the Training program was conducted over two years during the school year. The order of delivery table identified 45 weeks of training. The website identified ‘Post School - This program is delivered over a period of 28 to 45 weeks depending on time commitment and effort.’ <p>Entry requirements and Selection Criteria were not identified</p>	<p>ICT30115 Certificate III in Information, Digital Media and Technology</p> <p>Ringwood Secondary College is required to review and modify the Training and Assessment Strategy for the qualification: <i>ICT30115 Certificate III in Information, Digital Media and Technology</i> to:</p> <ul style="list-style-type: none"> Accurately identify the course duration and amount of training. Provide a rationale for the amount of training (See Guideline 4.2). Identify entry requirements and selection criteria. Identify the student support services that students are able to access. Identify the ACSF level appropriate for each unit
<p>SF.1.2.3 Finding</p>	<p>Required Rectification(s)</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>MEM30305 Certificate III in Engineering Fabrication Trade - Apprentices Reviewed Training and Assessment Strategy delivery period 2019 V1.3 2 Dec 2019</p> <ul style="list-style-type: none"> • TAS Section 6 – Training Schedule Units 1 & 2 table was not complete. • The TAS did not include: <ul style="list-style-type: none"> • Reasonable adjustment strategies that may support learners with a disability or with learning difficulties. • The student support services that students are able to access. 	<p>MEM30305 Certificate III in Engineering Fabrication Trade Ringwood Secondary College is required to review and modify the Training and Assessment Strategy for the qualification: <i>MEM30305 Certificate III in Engineering Fabrication Trade</i> to:</p> <ul style="list-style-type: none"> • Complete TAS Section 6 – Training Schedule Table. • The student support services that students are able to access. • The ACSF level appropriate for each unit.
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Improvement Opportunities
<p>The format of the TASs for each of the three qualifications was different and included different headings and content requirements.</p> <p>Ringwood Secondary College would benefit from adopting a standard Training and Assessment Strategy template that identifies all the required headings and content and notes on the completion of each section, to ensure that all training and assessment arrangements are clearly identified and included in the TASs.</p> <p>Ringwood Secondary College would benefit from including in the TASs, a section identifying the industry consultation conducted to inform the development of the TAS including who was consulted (by name, organisation, position title), date of consultation, summary of feedback provided, and a summary of how the feedback had impacted on the development of the TAS.</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>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.</p>	<p>Compliant</p>
<p>Evidence/Documentation Reviewed</p>	
<p>AUR30616 Certificate III in Light Vehicle Mechanical Technology</p> <ul style="list-style-type: none"> • <i>AURETR022 Diagnose and repair vehicle dynamic control systems</i> • <i>AURAEA002 Follow environmental and sustainability best practice in an automotive workplace</i> <p>Learning Physical Resources Table:</p> <ul style="list-style-type: none"> • Lesson Tasks Plan • Staff Capability Matrix • Learning resources and assessment tools for units sampled. • Electude Learning Resources, VACC Skills Development Centre. <p>ICT30115 Certificate III in Information, Digital Media and Technology (Post School students aged 15 – 19 years)</p> <ul style="list-style-type: none"> • <i>ICTSAS307 Install, configure and secure a small office home office network</i> • <i>CUAANM402 Create digital visual effects</i> <p>Program Area Table:</p> <ul style="list-style-type: none"> • Session Plans for sampled units. • Learning resources and assessment tools for units sampled. <p>MEM30305 Certificate III in Engineering Fabrication Trade - Apprentices</p> <ul style="list-style-type: none"> • <i>MEM05038B Perform advanced geometric development - cylindrical/rectangular</i> • <i>MEM05011D Assemble fabricated components</i> • <i>MEM05037C Perform geometric development</i> <p>Learning Physical Resources Table:</p> <ul style="list-style-type: none"> • Lesson/Tasks Plan • Training Schedule • Staff Capability Matrix • Learning resources and assessment tools for units sampled. 	

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

SF.1.3.1	Finding	Required Rectification(s)
	Staff, facilities, equipment and training and assessment materials used by the RTO were consistent with the requirements of the Training Package or accredited course and the RTO's own training and assessment strategies.	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>ELEMENT 1.4 - Training and assessment is delivered by trainers and assessors who:</p> <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>Compliant</p>
<p>Evidence/Documentation Reviewed</p>	
<p>Qualifications, experience and currency of competency for the following sample of trainers/assessors:</p> <p>AUR30616 Certificate III in Light Vehicle Mechanical Technology</p> <ul style="list-style-type: none"> • <i>AURETR022 Diagnose and repair vehicle dynamic control systems</i> • <i>AURAEA002 Follow environmental and sustainability best practice in an automotive workplace</i> <p>Nine trainers/assessors were identified.</p> <p>Reviewed qualifications, experience and currency of competency for the following sample of trainers/assessors:</p> <ul style="list-style-type: none"> • Alan Platt • Jason Nijk • Scott Cato <p>ICT30115 Certificate III in Information, Digital Media and Technology</p> <ul style="list-style-type: none"> • <i>ICTSAS307 Install, configure and secure a small office home office network</i> • <i>CUAANM402 Create digital visual effects</i> <p>Reviewed qualifications, experience and currency of competency for the following sample of trainers/assessors.</p> <p>Two trainer/assessors and two mentors were identified.</p> <p>Reviewed qualifications, experience and currency of competency for the following trainers/assessor:</p> <ul style="list-style-type: none"> • Kovevork Krozian • Nick White <p>MEM30305 Certificate III in Engineering Fabrication Trade</p>	

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

- **MEM05038B Perform advanced geometric development - cylindrical/rectangular**
- **MEM05011D Assemble fabricated components**
- **MEM05037C Perform geometric development**

Reviewed qualifications, experience and currency of competency for the following sample of trainers/assessors.

Five trainer/assessors were identified.

Reviewed qualifications, experience and currency of competency for the following three trainers/assessors:

- David Wilson
- Dushan Salvovic
- Peter Dom

SF.1.4.1	Finding	Required Rectification(s)
	<p>Training and assessment was delivered by trainers and assessors who had the necessary training and assessment competencies and the relevant vocational competencies at least to the level being delivered or assessed, could demonstrate current industry skills directly relevant to the training/assessment being undertaken and continued to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.</p>	<p>N/A</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>ELEMENT 1.5 - Assessment including Recognition of Prior Learning (RPL): 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.</p>	Non-Compliant
Evidence/Documentation Reviewed	
<p>Assessment resources, tools and instruments for the following qualifications and samples of units:</p> <p>AUR30616 Certificate III in Light Vehicle Mechanical Technology AURETR022 Diagnose and repair vehicle dynamic control systems Practical tasks – Task 1 and Task 2 criteria. Completed student assessments for:</p> <ul style="list-style-type: none"> • Joel Fagan • Nigel Gibson • Kyle Schubert <p>AURAEA002 Follow environmental and sustainability best practice in an automotive workplace Assessment tasks: Knowledge Test Practical tasks Student completed assessments: Assessor: Peter Mclead 17/7/2017</p> <ul style="list-style-type: none"> • Joel Fagan • Dylan Riddiford • Jacob Allison • Kyle Schubert • Nigel Gibson - CT • Cullum Noble 25/7/2016 <p>ICT30115 Certificate III in Information, Digital Media and Technology</p>	

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

ICTSAS307 Install, configure and secure a small office home office network

Assessment Tasks:

- Practical assessment
- Demonstration and questions

CUAANM402 Create digital visual effects

Assessment tasks:

- Part A - Personal Information
- Part B - Practical Assessment

Student completed assessments.

Only one – Zac.

MEM30305 Certificate III in Engineering Fabrication Trade

- ***MEM05011D Assemble fabricated components***
- ***MEM05037C Perform geometric development***

MEM05011D Assemble fabricated components

Assessment:

- Project 3rd Year – student selected project that included all the required skills
- Portfolio of evidence which related to the project. Project task was identified in the Assessment Task descriptor – 3rd year project.
- Observation checklist

Student completed assessments:

- Mitch Reynolds, 3rd Year 2020 - project smoker
- Jake Campbell, 3rd Year 2020 - planning unit
- Practical task - final project – tool cabinet, report on the project with process and photo of final product.
- Jake Doyle - project tool chest, Assessment Tool 16/10/2018, Assessor: David Wilson 27/11/2018
- Jascha Narayan - project rodeo tray. Observation Checklist 19/11/2019

MEM05037C Perform geometric development

Assessment resources:

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

- 29 drawings – plans and elevations - complete the templates and patterns for 29 drawings.

Completed student assessments:

- Christopher Ritson 5/2/2019
- Jake Campbell 2017
- Cullum Noble 25/7/2016

Validation Schedule 2018 – 2023.

Validation record for the automotive braking unit.

Sample of pre-assessment validation for one unit – mapping document.

SF.1.5.1	Finding	Required Rectification(s)
	<p>MEM30305 Certificate III in Engineering Fabrication Trade Assessments, including Recognition of Prior Learning (RPL), met the requirements of the relevant accredited course and were conducted in accordance with the principles of assessment and the rules of evidence, met the workplace regulatory requirements and were systematically validated</p>	N/A
SF.1.5.2	Finding	Required Rectification(s)
	<p>AUR30616 Certificate III in Light Vehicle Mechanical Technology Assessment records had not been fully completed. <i>AURETR022 Diagnose and repair vehicle dynamic control systems</i> The Training Record Card included a record of the completion of unit – showed C with date. This record did not identify the assessor who had signed off on this.</p> <p>ICT30115 Certificate III in Information, Digital Media and Technology <i>ICTSAS307 Install, configure and secure a small office home office network</i> The assessment tasks did not fully assess the unit assessment requirements. The unit performance criteria identified the requirement for candidates to demonstrate evidence of the ability to 'identify possible security threats and secure the network'. The assessment tasks required candidates to comment on a range of threats. This did not require candidates to identify threats.</p>	<p>AUR30616 Certificate III in Light Vehicle Mechanical Technology <i>AURETR022 Diagnose and repair vehicle dynamic control systems</i> RT Ringwood Training is required to review procedures for the maintenance of Training Record Cards (which include assessor sign off on the competency of the unit) and ensure that they are thoroughly completed by the assessor, including the name and signature of the assessor who has determined the competence of the candidate.</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>The assessment tasks for the unit included:</p> <ul style="list-style-type: none"> • Practical assessment • Demonstration and questions <p>The questions include a combination of questions and instructions. It is not clear how candidates are to respond to the instructions.</p>	<p>ICT30115 Certificate III in Information, Digital Media and Technology <i>ICTSAS307 Install, configure and secure a small office home office network</i></p> <p>RT Ringwood Training is required to review and modify the assessment tasks to ensure that candidates are required to 'identify possible security threats' rather than comment on each threat.</p> <p>RT Ringwood Training is required to review and modify the assessment tasks to ensure that written questions are written as 'questions' rather than 'instructions' so as to enable candidates to respond to the questions</p>
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Improvement Opportunities
<p>Assessment validation:</p> <p>Though RT Ringwood Training had provided evidence of the conduct of assessment validation activities for a number of units, RT Ringwood Training would benefit by developing realistic assessment validation schedules and ensure that these are implemented.</p> <p>ICT30115 Certificate III in Information, Digital Media and Technology</p> <p><i>ICTSAS307 Install, configure and secure a small office home office network</i></p> <p>RT Ringwood Training would benefit by recording in some way, where student responses are not correct and where a second attempt was made.</p> <p><i>CUAANM402 Create digital visual effects</i></p> <p>RT Ringwood Training would benefit by recording in some way, where student responses are not correct and where a second attempt was made.</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

2.1 - The RTO establishes the needs of clients and delivers services to meet these needs.		Compliant
Evidence/Documentation Reviewed		
<ul style="list-style-type: none"> • Student handbook • Pre training review • Ringwood Secondary College Support Services 		
SF.2.1.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training had established the needs of clients and delivered services to meet these needs.	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

2.2 - The RTO continuously improves client services by collecting, analysing and acting upon relevant data.		Compliant
Evidence/Documentation Reviewed		
<ul style="list-style-type: none"> • Continuous Improvement Policy v3.0, Jan 2020 • Continuous Improvement Register • 2019 VRQA Quality Indicators Report 		
SF.2.2.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training had collected data for the continuous improvement of client services to enable the analysing and acting upon relevant information to ensure that student services met student needs.	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

2.3 - Before clients enrol or enter into an agreement, the RTO informs them about the training, assessment and support services to be provided, and about their rights and obligations.		Compliant
Evidence/Documentation Reviewed		
<ul style="list-style-type: none"> • Student handbook • Pre training review • Student enrolment form • Ringwood Secondary College Support Services • https://ringwood.training/ 		
SF.2.3.1	Finding	Required Rectification(s)
Ringwood Secondary College T/A Ringwood Training had provided sufficient information, before students enrolled or entered into an agreement, about the training, assessment and support services to be provided and about their rights and obligations.		N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

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
Evidence/Documentation Reviewed		
<p>Student files:</p> <p>Training plans communicated to employers</p> <ul style="list-style-type: none"> • Aaron S • Harrison R • Heath R • Lal P • Aprajeeta S • Robert S 		
SF.2.4.1	Finding	Required Rectification(s)
	Industry have contributed to the design of Ringwood Trainings learning and assessment and employers were engaged in the monitoring of training and assessment.	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

2.5 - Learners receive training, assessment and support services that meet their individual needs.		Compliant
Evidence/Documentation Reviewed		
<ul style="list-style-type: none"> • Student handbook • Pre training review • Ringwood Secondary College Support Services 		
SF.2.5.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training had provided sufficient support to ensure that learners received training, assessment and support services that met their individual needs.	N/A

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

2.6 - Learners have timely access to current and accurate records of their participation and progress.		Compliant
Evidence/Documentation Reviewed		
<ul style="list-style-type: none"> • Student handbook • Records management policy 		
SF.2.6.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training had developed and implemented procedures to ensure that learners had timely access to current and accurate records of their participation and progress and communicated this to students via the student handbook	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

2.7 - The RTO provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.		Compliant
Evidence/Documentation Reviewed		
<ul style="list-style-type: none"> • Complaints and Appeals Policy v3.0, Jan 2020 • Student handbook 		
SF.2.7.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training provided appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively. The complaints and appeals procedures included procedures for students to escalate complaints to an external source	N/A

Improvement Opportunities
The RTO should remove ASQA as an external source for complaint escalation

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

3.1 - The RTO's management of its operations ensures clients receive the services detailed in their agreement with the RTO.		Compliant
Evidence/Documentation Reviewed		
<ul style="list-style-type: none"> • Policies and procedures • Student Handbook • Staff Handbook • Continuous Improvement Register identified improvements to administrative systems. • Student enrolment form, student inductions (annually) • Student Training Plans 		
SF.3.1.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training management of its operations ensured clients received the services detailed in their agreement with the RTO.	N/A

Improvement Opportunities
Summary of improvement opportunities relating to element 3.1

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

3.2 - The RTO uses a systematic and continuous improvement approach to the management of operations.		Compliant
<ul style="list-style-type: none"> • Continuous improvement policy • Continuous improvement register • Internal Audit report (June 2019) 		
SF.3.2.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training used a systematic and continuous improvement approach to the management of operations.	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

3.3 – The RTO monitors training and/or assessment services provided on its behalf to ensure that it complies with all aspects of the AQTF Essential Conditions and Standards for Continuing Registration.		Compliant
<ul style="list-style-type: none"> • Email communication between Kevork Krozian and third party • Standard VET Purchasing contract (Catholic Schools) Emmanuel College contract 2019 		
SF.3.3.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training conducts informal monitoring of the arrangement through communication between Kevork Krozian (IT pathways Manager) and the trainer/Assessor in the third-party arrangement	N/A

Improvement Opportunities
<p>The RTO would benefit from having a formal process for communicating with third party providers.</p> <p>The RTO would benefit from recording formal monitoring meeting ensuring it is documented and communicated to both parties.</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

3.4 - The RTO manages records to ensure their accuracy and integrity.		Compliant
<ul style="list-style-type: none"> • VETtrak records and hard copy files <p>AUR30616 Certificate III in Light Vehicle Mechanical Technology</p> <ul style="list-style-type: none"> - Madeline S - Aaron S - Luke M - Benjamin F - Tyler B <p>ICT30115 Certificate III in Information, Digital Media and Technology</p> <ul style="list-style-type: none"> - Dylan T - Lachlan Q - Declan N - Benjamin L - Sebastian C <p>MEM30305 Certificate III in Engineering Fabrication Trade</p> <ul style="list-style-type: none"> - Jascha N - Jake C - Jake D - David F - Ryan D 		
SF.3.4.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training managed records to ensure their accuracy and integrity.	N/A

Improvement Opportunities
The RTO would benefit from reviewing their policies and procedures that were acquired and remove the references to ASQA and standards for RTO's 2015

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

Detailed Findings – 2016 VRQA Guidelines for VET Providers

<p>GUIDELINE 1.1 - An RTO must ensure that it has a current strategic plan and a detailed business plan which have been approved by its governing body.</p> <p>a) An RTO ensures the strategic plan details the overall vision, mission, board of directors and strategic directions of the RTO and clearly indicates that provision of vocational education is a primary purpose of the RTO.</p> <p>b) An RTO ensures the business plan details the operational and workforce development arrangements for a three year period that incorporates:</p> <ul style="list-style-type: none"> i. description of the business including an organisation chart, courses, location(s) and facilities ii. a continuous improvement plan or risk management strategy iii. a work force development plan iv. strategic alliances with other education or service providers or third party arrangements v. training and assessment delivery including proposed facilities and delivery hours 		<p>Not Audited in Phase 2 audit</p>
N/A		
GF 1.1	Finding	Required Rectification(s)
N/A		N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>GUIDELINE 1.2 - An RTO demonstrates its financial viability and its capacity to sustain quality VET into the future by ensuring it has a three year financial plan that includes:</p> <ul style="list-style-type: none"> a) projected student enrolments by qualifications b) a range of financial indicators, including <ul style="list-style-type: none"> i. cash flow ii. current ratio of total current assets versus total current liabilities (equal to or greater than 1) iii. debt ratio Total Liabilities/Total Assets (equal to or less than 1) c) the VET provider shows that it has a financial guarantor with the capacity to service the guarantee and/or to demonstrate sufficient working capital to operate for at least 6 months without tuition fees. d) details about whether any person involved in the management or provision of courses by the RTO meets any of the descriptions listed in section 4.3.11(2) of the Act. 		<p>Not audited in Phase 2 audit</p>
N/A		
GF 1.2	Finding	Required Rectification(s)
N/A		N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>GUIDELINE 1.3 - An RTO ensures that it has management systems that include:</p> <ul style="list-style-type: none"> a) management information including: <ul style="list-style-type: none"> I. details of company incorporation in Australia (alternatively evidence of being an incorporated body in receipt of government funds) II. a physical address of the company in Victoria for the purposes of serving notices III. details of the directors, CEO/PEO and senior management members with associated police checks and Working With Children Checks if students are under 18 years of age IV. confirmation that at least one Director or CEO/PEO has his/her principal residence in Victoria V. contact arrangements for the CEO/PEO including during holidays and other closure periods VI. a physical addresses for the location of financial, student and staff records including archives and computer back up storage b) a financial management system including a system for managing student fee payments and student refunds c) a student records management system that includes the capacity to provide the VRQA with AVETMISS compliant data and to ensure that copies of student records are <ul style="list-style-type: none"> I. not able to be withheld from the RTO; and II. able to be provided in electronic and print versions, at no cost to the VRQA in the event that the VET provider ceases operations d) a staff records management system including arrangements which ensure that for each staff member involved in training and assessment, the RTO holds verified documentation indicating each staff member's qualification and skills. 		<p>Not Audited</p>
<p>N/A</p>		
<p>GF 1.3.1 Finding</p>	<p>Required Rectification(s)</p>	
<p>N/A</p>	<p>N/A</p>	

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>GUIDELINE 1.4 - An RTO ensures that it has appropriate governance structures that includes:</p> <ul style="list-style-type: none"> a) transparent governance and ownership arrangements, such as a Board of Directors, governing council, executive management and academic management b) a governance structure that includes appropriate appointments of persons for oversight of academic/educational integrity and quality assurance, such that: <ul style="list-style-type: none"> i. for an RTO with anticipated ongoing operation of less than 150 equivalent full time students or an annual student fee turnover of less than \$1.5m per annum, persons are appointed with suitable qualifications and experience; and ii. for all other RTOs, a governance committee is established that includes individuals who are independent of the RTO's ownership and are employed with suitable qualifications and experience c) a CEO/PEO and members of the RTO's senior management team with appropriate qualifications and educational experience. 		<p>Not audited in Phase 2 audit</p>
<p>N/A</p>		
GF 1.4	Finding	Required Rectification(s)
N/A		N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>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.</p> <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. 		Compliant
<ul style="list-style-type: none"> • Standard VET Purchasing contract (Catholic Schools) Emmanuel College contract 2019 		
GF 2.1.1	Finding	Required Rectification(s)
<p>Ringwood Secondary College T/A Ringwood Training has a written third-party agreement for the delivery and assessment of units of competency which details each parties' responsibilities.</p>		<p>N/A</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

GUIDELINE 2.2 – An RTO ensures that any third party delivering services on its behalf is required, under a written agreement, to cooperate with the VRQA:		Compliant
<ul style="list-style-type: none"> a) by providing accurate and factual responses to information requests from the VET Regulator relevant to the delivery of services; and b) for the purposes of the conduct of any audit or monitoring of its operations. 		
<ul style="list-style-type: none"> • Standard VET Purchasing contract (Catholic Schools) Emmanuel College contract 2019 		
GF 2.2.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training has implemented the Standard VET Purchasing contract (Catholic Schools) with Emmanuel College which includes information about cooperating with the VRQA.	N/A

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>GUIDELINE 2.3 – An RTO notifies the VRQA of any written agreement entered into under Guideline 2.2 for the delivery of services on its behalf:</p> <ul style="list-style-type: none"> a) within 30 calendar days of the agreement being entered into or prior to the obligations under the agreement taking effect, whichever occurs first; and b) within 30 calendar days of the agreement coming to an end. 	Non-Compliant						
<p>Ringwood Secondary College T/A Ringwood Training had not informed the VRQA within 30 days of entering into an agreement for the delivery of services on their behalf.</p>							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; padding: 5px;">GF 2.3.1</th> <th style="width: 50%; padding: 5px;">Finding</th> <th style="width: 40%; padding: 5px;">Required Rectification(s)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;"> <p>Ringwood Secondary College T/A Ringwood Training had not informed the VRQA within 30 days of entering into an agreement for the delivery of services on their behalf.</p> </td> <td style="padding: 5px;"> <p>Ringwood Secondary College T/A Ringwood Training are required to complete Notification of third-party arrangement- Form F and submit it to the VRQA for all third-party agreements</p> </td> </tr> </tbody> </table>	GF 2.3.1	Finding	Required Rectification(s)		<p>Ringwood Secondary College T/A Ringwood Training had not informed the VRQA within 30 days of entering into an agreement for the delivery of services on their behalf.</p>	<p>Ringwood Secondary College T/A Ringwood Training are required to complete Notification of third-party arrangement- Form F and submit it to the VRQA for all third-party agreements</p>	
GF 2.3.1	Finding	Required Rectification(s)					
	<p>Ringwood Secondary College T/A Ringwood Training had not informed the VRQA within 30 days of entering into an agreement for the delivery of services on their behalf.</p>	<p>Ringwood Secondary College T/A Ringwood Training are required to complete Notification of third-party arrangement- Form F and submit it to the VRQA for all third-party agreements</p>					

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>GUIDELINE 2.4 – Information, whether disseminated directly by an RTO or by another party on its behalf, is both accurate and factual, including by:</p> <p>a) clarifying whether a third party is recruiting prospective students for an RTO on its behalf; and b) distinguishing where it is delivering training and assessment on behalf of another RTO or where training and assessment is being delivered on its behalf by a third party.</p>		Compliant
<ul style="list-style-type: none"> • VCAA program Guide • Student Handbook • Student enrolment form • Student Training Plan 		
GF 2.4.1	Finding	Required Rectification(s)
<p>Ringwood Secondary College T/A Ringwood Training ensure information disseminated directly by them or by another party on its behalf, is both accurate and factual and ensure students understand that Ringwood Secondary College T/A Ringwood Training are the responsible RTO.</p>		<p>N/A</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>GUIDELINE 2.5 - Prior to the enrolment of students or the commencement of training and assessment, whichever comes first, an RTO provides, in print or through referral to an electronic copy, current and accurate information that:</p> <p>a) enables the student to make informed decisions about undertaking training with the RTO and</p> <p>b) (at a minimum) includes the name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on an RTO's behalf</p>		Compliant
<ul style="list-style-type: none"> • VCAA program Guide • Student Handbook • Student enrolment form • Student Training Plan 		
GF 2.5.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training ensures information is provided to enable students to make informed decisions about undertaking training with the RTO	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

GUIDELINE 2.6 - Where there are any changes to agreed services, an RTO advises the student of those changes as soon as practicable, including in relation to any relevant changes to existing or new third party arrangements or changes in ownership.		Non-Compliant
<ul style="list-style-type: none"> • Standard VET Purchasing contract (Catholic Schools) Emmanuel College contract 2019 • Student handbook 		
GF 2.6.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training does not have mechanisms in place to ensure the learner is advised as soon as practicable of changes to third party arrangements.	Ringwood Secondary College T/A Ringwood Training is required to detail mechanisms for how they will ensure students will be notified if there is a change to a third-party contract

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

GUIDELINE 2.7 - An RTO has a complaints policy to manage and respond to allegations involving the conduct of:		Compliant
<ul style="list-style-type: none"> a) the RTO, its trainers, assessors or other staff; b) a third party providing services on the RTO's behalf, its trainers, assessors or other staff; or c) a student of the RTO. 		
<ul style="list-style-type: none"> • Complaints and Appeals Policy v3.0, Jan 2020 • Student handbook 		
GF 2.7.1	Finding	Required Rectification(s)
Ringwood Secondary College T/A Ringwood Training provided appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively. The complaints and appeals procedures included procedures for students to escalate complaints to an external source		N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

GUIDELINE 2.8 - An RTO has an appeals policy to manage a request for the review of a decision, including an assessment decision, made by an RTO or a third party providing services on the RTO's behalf.		Compliant
<ul style="list-style-type: none"> Complaints and Appeals Policy v3.0, Jan 2020 Student handbook 		
GF 2.8.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training provided appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively. The complaints and appeals procedures included procedures for students to escalate complaints to an external source	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>GUIDELINE 3.1 In addition to the requirements specified in Guidelines 3.2 and 3.3, an RTO's training and assessment is only delivered only by persons who have:</p> <ul style="list-style-type: none"> a) vocational competencies at least to the level being delivered and assessed; b) current industry skills directly relevant to the training and assessment being provided; and c) current knowledge and skills in vocational training and learning that informs their training and assessment. <p>Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor to conduct the assessment.</p>		Compliant
<p>See Standard 1.4</p>		
GF 3.1.1	Finding	Required Rectification(s)
	<p>A review of trainer/assessor information confirmed that training and assessment was conducted by trainers/assessors who had vocational competencies at least to the level being delivered and assessed, current industry skills directly relevant to the training and assessment being provided, and current knowledge and skills in vocational training and learning that informed their training and assessment.</p>	<p>N/A</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

GUIDELINE 3.2 An RTO's training and assessment is only delivered only by persons who have the qualifications specified in Item 1 or Item 2 of Schedule 1 of these Guidelines.		Compliant
See Standard 1.4		
GF 3.2.1	Finding	Required Rectification(s)
	Training and assessment was delivered by appropriately qualified trainers/assessors.	N/A

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

GUIDELINE 3.3 Where a person conducts assessment only, an RTO ensures that the person has the qualification specified in Item 1 or Item 2 or Item 3 of Schedule 1 of these Guidelines.		Not Audited
Ringwood Secondary College T/A Ringwood Training does not provide assessment only services.		
GF 3.3.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training does not provide assessment only services.	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

GUIDELINE 3.4 Where the RTO, in delivering training and assessment, engages an individual who is not a qualified trainer and/or assessor, the individual works under the supervision of a qualified trainer and/or assessor and must not determine assessment outcomes.		Not Audited
Ringwood Secondary College T/A Ringwood Training does not have trainers/assessors working under supervision.		
GF 3.4.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training does not have trainers/assessors working under supervision.	N/A

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

GUIDELINE 3.5 An RTO ensures that any individual working under the supervision of a trainer:		Not Audited
<ul style="list-style-type: none"> a) holds the skill set defined in Item 4 of Schedule 1 of these Guidelines; b) has vocational competencies at least to the level being delivered and assessed; and c) has current industry skills directly relevant to the training and assessment being provided. 		
Ringwood Secondary College T/A Ringwood Training does not have trainers/assessors working under supervision.		
GF 3.5.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training does not have trainers/assessors working under supervision.	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

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
See Standard 1.2		
GF 4.1.1	Finding	Required Rectification(s)
Ringwood Secondary College T/A Ringwood Training, training and assessment strategies and practices, including the amount of training it provided, were consistent with the requirements of the Training Packages and enabled each student to meet the requirements for each unit of competency in which the student was enrolled and a rationale for this amount of training was provided.		N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

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
<ul style="list-style-type: none"> 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. 		
See Standard 1.2		
GF 4.2.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training, training and assessment strategies and practices, including the amount of training it provided, were consistent with the requirements of the Training Packages and enabled each student to meet the requirements for each unit of competency in which the student was enrolled and a rationale for this amount of training was provided.	N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

GUIDELINE 4.3 - From 1 January 2016, to deliver any AQF qualification or assessor skill set from the Training and Education Training Package (or its successor), an RTO must have undergone an independent validation of its assessment system, tools, processes and outcomes in accordance with the requirements contained in Schedule 2 (and the definitions of independent validation and validation) of these Guidelines.		Not Audited
Ringwood Secondary College T/A Ringwood Training does not deliver a qualification or assessor skill set from the Training and Education Training Package.		
GF 4.3.1	Finding	Required Rectification(s)
Ringwood Secondary College T/A Ringwood Training does not deliver a qualification or assessor skill set from the Training and Education Training Package.		N/A

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>GUIDELINE 4.4 - From 1 January 2016, to deliver any AQF qualification or skill set from the Training and Education Training Package (or its successor), an RTO ensures that all trainers and assessors delivering the training and assessment hold the training and assessment qualification at least to the level being delivered, or have demonstrated equivalence of competencies.</p>		<p>Not Audited</p>
<p>Ringwood Secondary College T/A Ringwood Training does not have a TAE qualification on scope and/or deliver an AQF qualification or skill set from the Training and Education Training Package.</p>		
<p>GF 4.4.1</p>	<p>Finding</p>	<p>Required Rectification(s)</p>
<p>Ringwood Secondary College T/A Ringwood Training does not have a TAE qualification on scope and/or deliver an AQF qualification or skill set from the Training and Education Training Package.</p>		<p>N/A</p>

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

<p>GUIDELINE 4.5 - From 1 January 2017, to deliver the training and assessment qualification specified in Item 1 of Schedule 1 of these Guidelines, or any assessor skill set from the Training and Education Training Package (or its successor), an RTO ensures all trainers and assessors delivering the training and assessment:</p> <p>a) hold the qualification specified in Item 5 of Schedule 1 of these Guidelines; or b) work under the supervision of a trainer that holds the qualification specified in Item 5 of Schedule 1 of these Guidelines.</p>		Not Audited
<p>Ringwood Secondary College T/A Ringwood Training does not have a TAE qualification on scope and/or deliver an AQF qualification or skill set from the Training and Education Training Package.</p>		
GF 4.5.1	Finding	Required Rectification(s)
	<p>Ringwood Secondary College T/A Ringwood Training does not have a TAE qualification on scope and/or deliver an AQF qualification or skill set from the Training and Education Training Package.</p>	<p>N/A</p>

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

GUIDELINE 4.6 - An RTO ensures that any individual working under supervision holds the qualification specified in Item 1 of Schedule 1 of these Guidelines and does not determine assessment outcomes.		Not Audited
Ringwood Secondary College T/A Ringwood Training does not have a TAE qualification on scope and/or deliver an AQF qualification or skill set from the Training and Education Training Package.		
GF 4.6.1	Finding	Required Rectification(s)
	Ringwood Secondary College T/A Ringwood Training does not have a TAE qualification on scope and/or deliver an AQF qualification or skill set from the Training and Education Training Package.	N/A

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 12 March 2020

RTO: Ringwood Secondary College T/A Ringwood Training

GUIDELINE 4.7 - An application to add any AQF qualification or assessor skill set from the Training and Education Training Package (or its successor) to an RTO's scope of registration has only be granted if an RTO has:		Not audited
<ul style="list-style-type: none"> a) held registration for at least two years continuously at the time of adding the qualification and/or skill set to scope; and b) from 1 January 2016, undergone an independent validation of its assessment system, tools, processes and outcomes in accordance with Guideline 4.3. 		
N/A		
GF 4.7	Finding	Required Rectification(s)
N/A		N/A

GUIDELINE 5.1 - An RTO registered with the VRQA has provided an annual declaration of compliance with the AQTF Essential Conditions and Standards for Continuing Registration (the AQTF Standards) and these Guidelines, and in particular whether it:		Not audited
<ul style="list-style-type: none"> a) currently meets the requirements of the AQTF Standards and these Guidelines across all of its existing scope of registration; and b) has met the requirements of the AQTF Standards for all AQF certification documentation which it has issued in the previous 12 months; and c) has training and assessment strategies and practices in place that ensure that all current and prospective students are or will be trained and assessed in accordance with the requirements of the AQTF Standards and these Guidelines. 		
N/A		
GF 5.1	Finding	Required Rectification(s)
N/A		N/A