

Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, Mint Training is required to publish audit information in relation to its compliance with the Australian Quality Training Framework (AQTF).

The User Choice program provides public funding paid directly to Pre-qualified Suppliers for the delivery of accredited entry-level training to eligible Apprentices and Trainees.

The AQTF is the national set of standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training system.

An AQTF audit reviews evidence of an organisations' compliance with the requirements of the AQTF *Essential Conditions and Standards of Initial/Continuing Registration* to confirm that it is achieving quality training and assessment outcomes. The process also identifies opportunities for improvement on these outcomes.

This information is published to assist apprentices, trainees and their employers to make informed decisions regarding their selection of a Pre-qualified Supplier for the delivery of training and assessment services.

Audit Dates: 15/07/2009 and 30/07/2009

Verification Date: 24/11/2010

On the 24th of November, the VRQA verified that all non compliances were rectified against the AQTF Standards and conditions.

Qualifications audited

| Qualification code | Qualification name |
|--------------------|--|
| TAA40104 | Certificate IV in Training and Assessment |
| SIT30707 | Certificate III in Hospitality |
| SIT40307 | Certificate IV in Hospitality |
| TLI30107 | Certificate III in Transport and Logistics (Warehousing and Storage) |
| | |

| Audit Outcome | | | Rectification | |
|--------------------------------|-------------------------------|---|---|--|
| Was non-compliance identified? | If 'Yes', non-compliance type | Summary of non-compliance | Actions taken to rectify the non-compliance | Has the non-compliance been rectified? |
| Yes/No | Minor, Significant, Critical | | | Yes/No |
| Yes | Minor | The RTO needs to revise its strategy for delivering training and assessment for TAA40104. | The delivery and assessment strategy was re-written to reflect the TAA40104 course which was delivered to learners which met the requirements of the training package and industry requirements. | Yes |
| Yes | Minor | The RTO will need to provide evidence that staff are vocationally competent. | Mint Training staff undertake a thorough mapping of skills which is placed in a matrix which is evidence of vocational competence. All training staff are required to complete the documentation prior to employment with verified copies of vocational qualifications. | Yes |

| | | | | |
|-----|-------------|---|--|-----|
| Yes | Significant | Instructions to the candidates need to be clearer. | All Assessments have an instructional page for the student and trainer/assessor. | Yes |
| Yes | Minor | The RTO must have a guide for contextualising assessment resources while maintaining validity | Mint Training has established a contextualising of assessment tool policy and Assessment tool policy which met the requirements of the VRQA at a verification audit. | Yes |

Explanatory notes:

Non-compliance with the AQTF means that requirements of the have not been met based on the evidence reviewed. Non-compliances are categorised as minor, significant or critical. For the purposes of the User Choice 2010 – 2015 program, only significant and Critical non-compliances need to be published

Minor: No, or minor, adverse impact on learners with no serious breakdown of provision of quality training and assessment.

Significant: Significant adverse impact on learners with insufficient focus on quality training and assessment outcomes.

Critical: Critical adverse impact on learners with widespread or persistent dissatisfaction with services and outcomes.