

# JIST Summary of AQTF Audit



As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, Joint Industry Services Training (RTO) Pty Ltd 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 Date:** 30<sup>th</sup> July 2009

Qualifications audited	
Qualification code	Qualification name
BCP30503	Certificate III in Fire Protection
CPC32808	Certificate III in Fire Protection (to supersede BCP30503)
CPC32508	Certificate III in Plumbing (Mechanical Services)
CPC10108	Certificate I in Construction (partial delivery)
CPC40908	Certificate IV in Plumbing and Services (partial delivery)
PRM20406	Certificate II in Asset Maintenance (Fire Protection Equipment)
PRM30406	Certificate III in Asset Maintenance (Fire Protection Equipment)
BSB51407	Diploma of Project Management

Listed on the next page are the Significant Non-Compliances found in the audit and the rectification that was completed:

	<b>Audit Outcome</b>	<b>Rectification</b>	
<b>Non-Compliance Type*</b>	<b>Summary of non-compliance</b>	<b>Actions taken to rectify the non-compliance</b>	<b>Has the non-compliance been rectified?</b>
Significant	1. One trainer's vocational qualifications were not available on the day of audit.	1. A full copy of the trainers qualifications are now in JIST's possession.	Yes
Significant	2. The process to evidence how JIST will ensure/support its trainers/assessors to continue developing their vocational and training and assessment competencies was not yet complete at Audit.	2. JIST has completed the Performance and Professional Development Plan and a Performance template, so all trainers and assessors meet their obligations to undertake ongoing professional development and for JIST to support them through performance appraisals.	Yes
Significant	3. Project Management projects were to be made more complex for assessment so they are consistent with the Training Package, and this was to be conveyed to the students prior to enrolment.	3. In consultation with the lead trainer for Project Management, JIST was able to ascertain the extent of the assessment that is done on multiple occasions throughout the course as well as changing the workbooks, Training & Assessment strategy, Course Flyer, Student assessment outline and the benchmark criteria. Students are also given the option of buying a suggested text book.	Yes
Significant	4. Cert II Asset Mtce & Cert III in Asset Mtce – there was incomplete benchmark criteria, observation checklist, and training materials for 2 units.	4. All the training materials were completed and supplied.	Yes
Significant	5. Cert I in Construction – written test was to address Qld WH&S Legislation more adequately.	5. The written test was redeveloped as per Qld WH&S.	Yes
Significant	6. Cert III in Fire Protection – JIST was required to provide evidence of how it will inform learners on how to access their records.	6. The Student Induction Manual was adapted to include this.	Yes

\*Non-compliance with the AQTF means that requirements of the national set of standards 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.

**All Non-compliances were rectified by 18 Sept 2009 with the Australian Quality Framework (AQTF) finding JIST fully compliant in their report of 13 Jan 2010.**