



## VET Quality Framework audit report

### **Continuing registration as a national VET regulator (NVR) registered training organisation (RTO)**

Legal name of applicant	Newskills Ltd
Dates of audit	15 & 16 November 2011

APPLICANT DETAILS			
<b>RTO legal name</b>	Newskills Ltd		<b>RTO ID number</b> 4638
<b>Registered business trading name</b>	Newskills Ltd		<b>ABN</b> 65 068 050 582
<b>Address</b>	270 Rosslyn Street WEST MELBOURNE VIC		<b>Postcode</b> 3003
<b>Phone</b>	03 9321 4500	<b>Fax</b>	03 9321 4599
<b>E-mail</b>	<a href="mailto:jmark@newskills.com.au">jmark@newskills.com.au</a>	<b>Website</b>	<a href="http://www.newskills.com.au/">http://www.newskills.com.au/</a>
<b>Registration contact</b>	<b>Name</b> Ms Jayne Mark	<b>Position</b>	National Training Manager

AUDIT TEAM			
<b>Lead auditor</b>	Samantha Byrnes	<b>Technical adviser/s</b>	
<b>Audit team members</b>	Jan Mulcahy		

ASQA CONTACT DETAILS			
<b>Phone</b>	1300 701801 (ASQA Info line)	<b>E-mail</b>	<a href="mailto:audits@asqa.gov.au">audits@asqa.gov.au</a>

AUDIT DETAILS	
<b>Audit type</b>	Renewal of registration
<b>Scope of audit</b>	Standards for NVR Registered Training Organisations Australian Qualifications Framework (AQF) Data Provision Requirements
<b>Dates of site visit</b>	15 & 16 November 2011
<b>Site visited</b>	270 Rosslyn Street West Melbourne
<b>Standards audited</b>	Essential Standards for Continuing Registration 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25

FOCUS OF AUDIT		
Code	Qualification	Mode(s) of delivery &/or assessment
SIR20207	Certificate II in Retail	Traineeship
FD40110	Certificate IV in Food Processing	Traineeship
TLI30207	Certificate III in Transport and Logistics (Road Transport)	Traineeship


INTERVIEWEES		
Staff		
Name	Position	Program
Renata Filip	Chief Executive Officer	
Jayne Mark	National Training Manager	
Nick Petrie	Business Development (VIC)	
Melida Mezensoff	Accounts Manager (VIC)	
Tammie Moroney	Account Manager (VIC) & Trainer (VIC)	
Sevil Cakmak	Trainer (VIC)	

## SUMMARY OF AUDIT OUTCOME

This audit was conducted under the *National Vocational Education and Training Regulator Act 2011* (the Act) to assess compliance with requirements of the VET Quality Framework as identified under the Scope of Audit section above.

### AUDIT OUTCOME

The organisation demonstrated compliance with all components of the VET Quality Framework.

<b>Auditor's Name</b>	Samantha Byrnes	<b>Signature</b>	
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## AUDIT SUMMARY OF VET QUALITY FRAMEWORK REQUIREMENTS

VET QUALITY FRAMEWORK COMPONENT		STATUS*
<b>Financial Viability Risk Assessment Requirements</b>		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
<b>Fit and Proper Person Requirements</b>		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
<b>Data Provision Requirements</b>		<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
<b>Australian Qualifications Framework (AQF) Requirements</b>		<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
<b>Standards for NVR Registered Training Organisations 2011</b>		
<b>- Essential Standards for Continuing Registration</b>		
15	The NVR registered training organisation provides quality training and assessment across all of its operations	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
16	The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
17	Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
18	The NVR registered training organisation has governance arrangements in place	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
19	Interactions with the National VET Regulator	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
20	Compliance with legislation	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
21	Insurance	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
22	Financial management	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
23	Certification, issuing and recognition of qualifications and statements of attainment	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
24	Accuracy and integrity of marketing	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
25	Transition to training packages/expiry of VET accredited courses	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
*STATUS: Status of audit findings when audit was conducted      C = Compliant      NC = Not Compliant      NA = Not audited		