

NMLL AQTF Audit Report– Rectification Table November 2010

Conditions and Standards audit report indicated non-compliance with the following:

Condition/ Standard/ Guideline	Details	Actions completed	Rectification
Condition 6	Certification & Issuing of Qualifications & Statements of Attainment	Ensure WISENET is set up to enable Quality indicator data to be provided by 30 th June each year	<input checked="" type="checkbox"/> Rectified June 2011
Condition 8	Accuracy and Integrity of Marketing	NRT logo relocated on NMLL Brochure	<input checked="" type="checkbox"/> Rectified December 2010
Standard 1.1	The RTO collects, analyses and acts on relevant data for continuous improvement of training and assessment	Implement Quality Indicator surveys and data collections	<input checked="" type="checkbox"/> Rectified December 2010
Standard 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	Certificate III in ESL Employment removed from scope (not in use)	<input checked="" type="checkbox"/> Rectified 30 th April 2011
Standard 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	Assessment Tool plan complete- with sufficient assessment tools to cover all units of competency required to complete qualifications on scope	<input checked="" type="checkbox"/> Rectified
Standard 1.4	Training and assessment is delivered by trainers and assessors who: (a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and	Vocational qualifications complete and evidenced for all staff	<input checked="" type="checkbox"/> Rectified June 2011

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	<ul style="list-style-type: none"> (b) have the relevant vocational competencies at least to the level being delivered or assessed, and (c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and (d) (d) continue to develop their Vocational Educational and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence 		
Standard 1.5	<p>Assessment including Recognition of Prior Learning (RPL):</p> <ul style="list-style-type: none"> (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>Procedure document for assessment & Validation developed</p> <p>Sufficient quality assessment tools to cover all the units required by each qualification on the scope of registration</p> <p>Simplify assessment task information for assessors and stipulate the standard of performance expected and include model answers</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p> <p style="text-align: center;">Rectified 30th April 2011</p> <p style="text-align: center;"><input checked="" type="checkbox"/></p> <p style="text-align: center;">Rectified 30th June 2011</p> <p style="text-align: center;"><input checked="" type="checkbox"/></p> <p style="text-align: center;">Rectified 30th June 2011</p>
Standard 3.1	The RTO's management of its operations ensures clients receive the services detailed in their agreement with the RTO	Develop and implement procedures for student records which cover entering archiving and retrieval of information	<p style="text-align: center;"><input checked="" type="checkbox"/></p> <p style="text-align: center;">Rectified May 2011</p>
Standard 3.4	The RTO manages records to ensure their accuracy and integrity	Staff have access to view Electronic Records	<p style="text-align: center;"><input checked="" type="checkbox"/></p> <p style="text-align: center;">Rectified June 2011</p>

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		Ensure all student achievements are promptly recorded in data Collection System WISENET	<input checked="" type="checkbox"/> Rectified June 2011
Guideline 2	Quality Assurance, Review and Evaluation Processes	Validation Procedure developed and cycle of validation of all assessment tools by qualified assessors in place	<input checked="" type="checkbox"/> Rectified 30 th April 2011
Guideline 5	Teaching, Learning and Assessment	<p>Implemented use of Unit Overview for all learners across all courses</p> <p>Tasks include information to assessor on how to make assessment decisions e.g. model answers</p> <p>Provide Space for student signature on assessment record cover sheet</p> <p>Further developed Assessment mapping against required skills, knowledge and critical aspects of evidence</p> <p>Developed an Assessment validation plan –showing which units will be validated over a tree year cycle</p>	<input checked="" type="checkbox"/> Rectified February 2011 <input checked="" type="checkbox"/> Rectified July 2011 <input checked="" type="checkbox"/> Rectified February 2011 <input checked="" type="checkbox"/> Rectified June 2011 <input checked="" type="checkbox"/> Rectified April 2011