

AQTF Audit Report – Continuing Registration

clever • skilled • creative

Bryan Peach Institute Pty Ltd t/a The Peach Institute – NTIS #
31822

FM-PMA-34A
TRIM No: 09/182321
Version 11.2 – 12 March 2012
Training and International Quality

Organisation details			
Registration expiry	30 September 2013		
Principal address	3 Skye Close, Edge Hill CAIRNS		
RTO contact	Mr Brian Peach	Phone number	07 4053 2933
Operations	<ul style="list-style-type: none"> • Core clients are fee-for-service clients intending to seek employment in the construction industry and those intending to become owner builders. • Delivery is online/correspondence with the capability to deliver face to face on demand. • There are no partnering arrangements. • Approximate number of completions in past year for CPC10108 = 418 • Approximate number of completions in past year for 39291QLD = 157 • Approximate number of current enrolments for CPC10108 = 524 • Approximate number of current enrolments for 39291QLD = 200 		
Audit team			
Lead auditor	Peter Krech	Auditor/s	N/A
Phone	3247 5265	Adviser/s	N/A
E-mail	Peter.krech@deta.qld.gov.au	Observer/s	N/A
Audit details			
Reason/s for audit	Post Initial		
Audit date/s	26 March 2012	Audit number/s	3182218850A
Standards audited	1.1, 1.2, 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 3.2 and 3.3.		
Conditions audited	3 & 9		
Audit outcome on day of audit	Compliant <input type="checkbox"/>	Significant non-compliance <input checked="" type="checkbox"/>	Critical non-compliance <input type="checkbox"/>
	Minor non-compliance <input type="checkbox"/>		
Rectification received	3 April 2012		
Audit outcome following rectification	Compliant <input checked="" type="checkbox"/>	Significant non-compliance <input type="checkbox"/>	Critical non-compliance <input type="checkbox"/>
	Minor non-compliance <input type="checkbox"/>		
Other audit notes	<ul style="list-style-type: none"> • It should be noted that the organisation was enrolling students, conducting training and issuing awards for 39391QLD Course in Preparation for Owner Builder Permit after its expiry date claiming that it was both unaware and was not advised that it needed to apply for course re-registration. • The organisation rectified the situation immediately it was notified. 		
Focus of audit			
Code	Qualification / Course / Unit title	Regulated	Delivery venues
CPC10108	Certificate I in Construction [Partial Delivery]	<input type="checkbox"/>	On-line / Correspondence
39291QLD	Course in Preparation for Owner Builder Permit		On -line / Correspondence



Interviewee/s (incl. position)

Mr Bryan Peach, Director and Trainer/Assessor

Disclaimer: The Department of Education and Training collects the information on this form as part of the audit of registered training organisations under the AQTF. Only authorised government officers or contracted personnel have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law, in accordance with the *Information Privacy Act 2009*.

Standard 1: The RTO provides quality training and assessment across all of its operations

Elements	Examined
1.1 The RTO collects, analyses and acts on relevant data for continuous improvement of training and assessment.	<input checked="" type="checkbox"/>
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 stakeholders.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
1.4 Training and assessment is delivered by trainers and assessors who: <ol style="list-style-type: none"> have the necessary training and assessment competencies as determined by the National Quality Council or its successors have the relevant vocational competencies at least to the level being delivered or assessed, and can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence. 	<input checked="" type="checkbox"/>
1.5 Assessment, including Recognition of Prior Learning (RPL): <ol style="list-style-type: none"> meets the requirements of the relevant Training Package or accredited course is conducted in accordance with the principles of assessment and the rules of evidence meets workplace and, where relevant, regulatory requirements is systematically validated. 	<input checked="" type="checkbox"/>

Audit findings**At time of audit:**

- Compliant
 Not Compliant

Following rectification received 03/04/2012:

- Compliant
 Not Compliant

Non-compliances:**Training and Assessment Strategies:****39291QLD Course in Preparation for Owner Builder Permit**

The strategy for training and assessment is not clearly defined and informed by information collected on industry requirements and learners' needs through effective consultation with industry.

The strategy and training program does not specify the human resources that will be used to meet the requirements of the accredited course.

Assessment:**39291QLD Course in Preparation for Owner Builder Permit****ALD3300BQ01A Prepare for Owner Builder Permit**

Element 2.1 of the performance criteria in relation to essential structural materials has not been addressed.

Rectification required:**Training and Assessment Strategies:****39291QLD Course in Preparation for Owner Builder Permit**



The organisation is requested to provide:

- A strategy for training and assessment that is clearly defined and informed by information collected on industry requirements and learners' needs through effective consultation with industry.
- A strategy and training program that specifies the human resources that will be used to meet the requirements of the accredited course.

Assessment:

39291QLD Course in Preparation for Owner Builder Permit

ALD3300BQ01A Prepare for Owner Builder Permit

The organisation is requested to provide:

- Assessment tool that includes Element 2.1 of the performance criteria in relation to essential structural materials.

Rectification evidence received 03 April 2012:

Training and Assessment Strategies:

39291QLD Course in Preparation for Owner Builder Permit

The organisation provided:

- A strategy for training and assessment that is clearly defined and informed by information collected on industry requirements and learners' needs through effective consultation with industry.
- A strategy and training program that now specifies the human resources that will be used to meet the requirements of the accredited course.

Assessment:

39291QLD Course in Preparation for Owner Builder Permit

ALD3300BQ01A Prepare for Owner Builder Permit

The organisation provided:

- An assessment tool that now includes Element 2.1 of the performance criteria in relation to essential structural materials.

Standard 2: The RTO adheres to principles of access and equity and maximises outcomes for its clients

Elements	Examined
2.1 The RTO establishes the needs of clients, and delivers services to meet these needs.	<input checked="" type="checkbox"/>
2.2 The RTO continuously improves client services by collecting, analysing and acting on relevant data.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>
2.5 Learners receive training, assessment and support services that meet their individual needs.	<input type="checkbox"/>
2.6 Learners have timely access to current and accurate records of their participation and progress.	<input type="checkbox"/>
2.7 The RTO provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.	<input type="checkbox"/>

Audit findings

At time of audit:

- Compliant
 Not compliant

Following rectification received 03/04/2012:

- Compliant
 Not compliant

Non-compliances:

Establish Client needs:

The organisation was not able to provide evidence of how its student needs are established and how those needs are monitored to ensure they are addressed.

Rectification required:

**Establish Client needs:**

The organisation is requested to provide evidence of how its student needs will be established and how those needs will be monitored to ensure they are addressed.

Rectification evidence received 03 April 2012:**Establish Client needs:**

The organisation provided a register that details the student needs and how those needs will be monitored to ensure they are addressed.

Standard 3: Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the RTO operates

Elements	Examined
3.1 The RTO's management of its operations ensures clients receive the services detailed in their agreement with the RTO.	<input type="checkbox"/>
3.2 The RTO uses a systematic and continuous improvement approach to the management of operations.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
3.4 The RTO manages records to ensure their accuracy and integrity.	<input type="checkbox"/>

Audit findings**At time of audit:**

- Compliant**
 Not Compliant

The organisation has met the requirement of this standard.

Conditions of registration

Conditions	Examined
1 Governance	<input type="checkbox"/>
2 Interactions with the registering body	<input type="checkbox"/>
3 Compliance with legislation	<input checked="" type="checkbox"/>
4 Insurance	<input type="checkbox"/>
5 Financial management	<input type="checkbox"/>
6 Certification and issuing of qualifications and statements of attainment	<input type="checkbox"/>
7 Recognition of qualifications issued by other RTOs	<input type="checkbox"/>
8 Accuracy and integrity of marketing	<input type="checkbox"/>
9 Transition to training packages/expiry of accredited courses	<input checked="" type="checkbox"/>

Audit findings**At time of audit:**

- Compliant**
 Not Compliant

Following rectification received 03/04/2012:

- Compliant**
 Not Compliant

The conditions of registration listed above were reviewed for this audit as:

- the organisation was conducting training and issuing awards for 39391QLD Course in Preparation for Owner Builder Permit after its expiry date claiming that it was both unaware and was not advised that it needed to apply for course re-registration.

Non-compliances:**Compliance with legislation****39391QLD Course in Preparation for Owner Builder Permit**

The organisation enrolled, conducted training and issued Statements of Attainment to 35 clients whilst the registration for the above course had expired from its scope of registration.

Implications for training/assessment quality:



Compliance with legislation has been breached and the awards issued to its clients are null and void.

Rectification required:

The organisation is requested to:

- Provide a list of student names that were enrolled between 27 September 2011 (date of expiry) and 6 March 2012 (date of re-registration).
- Cancel the Statements of Attainment issued to these students during the expiry period.
- Re-issue Statements of Attainment to these students.

Rectification evidence received 03 April 2012:

The organisation provided:

- A list of student names that were enrolled between 27 September 2011 (date of expiry) and 6 March 2012 (date of re-registration).
- Evidence of cancellations of Statements of Attainment previously issued to these students during the expiry period.
- Evidence of re-issued current Statements of Attainment to these students.

