

21 January 2014



Australian Government  
Australian Skills Quality Authority

Mr Mark Costello  
Director  
Asset Training Australia Pty Ltd  
PO Box 350  
Mango Hill QLD 4509

Ref No: 1002917

Dear Mr Costello

**Re: Audit finalised**

This notice is to advise that the recent strategic review audit conducted on Asset Training Australia Pty Ltd has been finalised and that your registered training organisation (RTO) has been noted for its ongoing compliance with the Standards for NVR Registered Training Organisations.

The findings of this audit will contribute to the records retained of your RTO's compliance history and to the risk rating assigned to your organisation.

A copy of the final audit report is attached for your reference.

Thank you for your organisation's cooperation throughout this audit activity.

You are reminded that an ongoing condition of your registration is compliance with the Standards for NVR Registered Training Organisations.

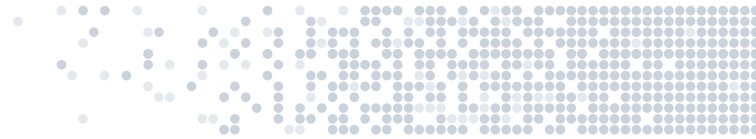
**Further information and assistance**

If you require further information or assistance in relation to this matter, please contact the ASQA Info Line on telephone 1300 701 801.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'J. Connellan'.

JANE CONNELLAN  
A/Regional Manager Compliance - Brisbane



## VET Quality Framework audit report

### Strategic Industry Review Audit Report

Legal name of organisation	Asset Training Australia Pty Ltd
Audit number	1002917
Date of site audit	20 March 2013
Date of final report	25 March 2013

ORGANISATION DETAILS			
<b>RTO legal name</b>	Asset Training Australia Pty Ltd		<b>RTO ID number</b> 31718
<b>Registered business trading name</b>	Asset Training Australia		<b>ABN</b> 80 118 083 971
<b>Address</b>	Suite 3 Westfield Shopping Centre North Lakes Drive MANGO HILL QLD		<b>Postcode</b> 4509
<b>Phone</b>	(07) 3482 2758	<b>Fax</b>	(07) 3482 2760
<b>E-mail</b>	<a href="mailto:mark@asset.edu.au">mark@asset.edu.au</a>		<b>Website</b> <a href="http://www.asset.edu.au">www.asset.edu.au</a>
<b>Registration contact</b>	<b>Name</b> Mark Costello	<b>Position</b>	Director

AUDIT TEAM			
<b>Lead auditor</b>	Rainer Wilton		<b>Technical adviser/s</b>
<b>Audit team members</b>			

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

AUDIT DETAILS	
<b>Audit type</b>	<input type="checkbox"/> Renewal of registration <input type="checkbox"/> Extension to scope of registration <input type="checkbox"/> Compliance monitoring (incl. post-initial registration) <input checked="" type="checkbox"/> Other: Strategic Industry Review
<b>Scope of audit</b>	<input checked="" type="checkbox"/> Standards for NVR Registered Training Organisations <input type="checkbox"/> Australian Qualifications Framework (AQF) <input type="checkbox"/> Data Provision Requirements <input type="checkbox"/> Fit and Proper Person Requirements <input type="checkbox"/> Financial Viability Risk Assessment Requirements
<b>Date/s of site visit/s</b>	20 March 2013
<b>Site/s visited</b>	Suite 3 Westfield Shopping Centre North Lakes Drive MANGO HILL QLD
<b>Standards audited</b>	Essential Standards for Continuing Registration 15.2, 15.3, 15.4, 15.5, 16.3, 23.1

STRATEGIC INDUSTRY REVIEW
<p>This audit was conducted as part of ASQA's strategic industry review of entry level mandatory occupational health and safety training required to work on Australian construction sites, commonly called the White Card.</p> <p>This review is being conducted because of a number of concerns raised about the quality of the training and assessment provided by some Registered Training Organisations for this mandatory Unit of Competency to work on a construction site.</p> <p>Particular issues raised with ASQA include the length and quality of training provided and the capacity for RTOs using on-line training and assessment to determine whether students have met the training package requirements.</p> <p>As part of the review, a number of RTOs delivering CPCCOHS1001A Work safely in the construction industry, the 'White Card', will be audited. The findings of the Strategic Industry Review will be published.</p>

ORGANISATION
<p>Asset Training Australia Pty Ltd (the RTO) is a proprietary company limited by shares. It was first registered with ASIC on 30 January 2006. Mark Costello is the Director of the RTO. The RTO provides training and assessment to the business, security, outdoor recreation, and construction and related industries in QLD. Its scope of registration includes 38 qualifications and 9 units of competency.</p> <p>The RTO undertakes yearly development of a business plan. This looks at past, future, and current opportunities. It includes</p>

strategies and actions to achieve its goals. The CEO stated that the process for developing new courses is conducted on a course by course basis. This includes the yearly review and validation of the program, together with updating legislation and industry practice. Additionally a program coordinator is allocated to each course. Each coordinator is responsible for compliance and reviewing feedback, redevelopment, retraining, and ongoing maintenance of the program. Mark is the coordinator for the White Card course.

The Director / CEO (Mark) is responsible for overall operations. Ben Klatt (the compliance manager) is responsible for RTO operations. A range of other positions report to the CEO including a Program Coordinator (secondary role is operations / 2IC), a Business Development Manager (responsible for sales / marketing / industry consultation), and a small administration team (3 staff reporting to the CEO) responsible for data entry & record keeping. There is two additional administration staff at the RO's Gold Coast site. The CEO stated that there are five full time trainers, and 12 contract or casual trainers. Of these four deliver white card programs.

The CEO stated that the RTO's primary clients are security and traffic trainees. As the unit is a requirement of those vocations. Additionally clients are referred through Job Services Australia pathways. The white card program is offered to the general public; however the majority of candidates enter through the JSA or traffic control pathways.

The CEO stated that the program is delivered at its headquarters and its Spring Hill and Gold Coast training facility. Some delivery occurs on site at employers premises.

The CEO stated that the RTO's fee revenue sources are primarily fee for service.

Total number of current enrolments in RTO as at audit date:

- Enrolled in all programs: 142
- Enrolled in white card: 0 (72 completed in 2013).

FOCUS OF AUDIT			
Code	Qualification / Accredited course name	Mode(s) of delivery &/or assessment	Current enrolments
CPCCOHS1001A	Work safely in the construction industry	Face to face	0

INTERVIEWEES		
Staff (name and position)		
Name	Position	Program (qualification, course, etc)
Mark Costello	Director / CEO / Trainer	White Card


### 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

#### Audit status as at

- The organisation **has demonstrated compliance** with all compliance requirements reviewed for the audit.

Auditor's Name	Rainer Wilton	Signature		Date of Report	25/03/2013
----------------	---------------	-----------	--	----------------	------------

## AUDIT SUMMARY OF VET QUALITY FRAMEWORK REQUIREMENTS

VET QUALITY FRAMEWORK COMPONENT		STATUS*
Financial Viability Risk Assessment Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
Fit and Proper Person Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
Data Provision Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
Australian Qualifications Framework (AQF) Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
<b>Standards for NVR Registered Training Organisations 2012</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 type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
18	The NVR registered training organisation has governance arrangements in place	<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
19	Interactions with the National VET Regulator	<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
20	Compliance with legislation	<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
21	Insurance	<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
22	Financial management	<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" 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 type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
25	Transition to training packages/expiry of VET accredited courses	<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
*STATUS: Status of audit findings when audit was conducted      C = Compliant      NC = Not Compliant      NA = Not audited		

### Audit Findings

The RTO demonstrated compliance across all Standards of National Registration reviewed.

The RTO's stated delivery mode was face to face in a classroom based setting, supplemented with assessments that simulated a 'reporting situation' where students had to verbally identify and report hazards to the assessor.

The provider had a well-articulated strategy for training and assessment. This was supplemented by a session plan that clearly set out how and when the program would be delivered.

Facilities, training and assessment material, and qualified staff (in line with training package requirements) were in place.

The RTO's assessment methodology met unit and the requirements of SNR 15.5. A review of student files showed consistent implementation of its assessment process.

Identity was verified on the day of each program through obtaining a copy of photo identification for each student. Evidence of the identification gathered by the RTO was present on the student files reviewed.