

RTO DETAILS				
RTO Name	DeakinPrime	TOID	3752	
Address	601 Bourke St MELBOURNE, 3000 VIC			
		Website	http://www.deakinprime.com	
Registration Contact				
Phone Number		Email		
OVER VIEW OF RTO				
Overview of Organisation	DeakinPrime is the corporate arm of Deakin University. DeakinPrime designs, develops, delivers and manages corporate education and development initiatives for major corporations, government agencies, professional associations and industry groups.			
Training Overview	DeakinPrime RTO has four qualifications on scope and four individual units of competency. It delivers in all states and territories to a range of government and corporate clients. It does not offer public courses.			
Student Numbers	Not requested			
Other Relevant Information				
Audit Date	5 ^{th-} - 12 th August, 2010 – desk audit			
EXECUTIVE SUMMARY OF A	AUDIT OUTCOMES			
The RTO was compliant	on all elements audited and on	Condition 6.		



FOCUS OF AUDIT			
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE			
NTIS Code	Qualification/Unit of Competence/Accredited Course (as per NTIS)	Delivery	
		Site	
BSB51107	Diploma of Management	Workplace	
FNS41007	Certificate IV in Financial Services (Workers Compensation)	Workplace	

Administration

AUDIT TEAM			
Lead Auditor		Auditor	
VRQA DETAILS			
Contact Person		Audit Manager	
		E-mail	



Audit Requirement	Audit Findings	Recommendations /Suggestions for Improvement	Compliance Status
Trainers and assessors are suitably qualified and have the appropriate vocational competencies	Yes	Compliant Suggestions for Improvement It is suggested that: Resumes to be signed off to demonstrate the HR checking process to validate vocational experience; If staff are working under supervision this should be recorded on their staff matrix (mapping document); Professional development and related mechanisms to maintain currency should be listed on the staff matrix; If the mapping document is used to indicate currency by trainers it is important to indicate dates of when the vocational experience was gained. It is suggested to list relevant qualifications and experience to demonstrate vocational competence as per the National Quality Council (NQC) definition-Vocational competency is defined as broad industry knowledge and experience, usually combined with a relevant industry qualification. A person who has vocational competency will be familiar with the content of the vocation and will have relevant current experience in the industry. Vocational competency must be considered on an industry-by-industry basis and with reference to the guidance provided in the Assessment Guidelines of the relevant Training Package. It is suggested that: BSB51107 Diploma of Management Facilitator Matrix be updated as in some cases it makes many references to teaching experience rather than management experience. It needs to link management experience on the matrix to show equivalence rather than involvement in the delivery of the course.	Compliant
2. The RTO adheres to all training and assessment requirements of the Course	Yes – course materials and details presented were all appropriate.		Compliant



Audit Requirement	Audit Findings	Recommendations /Suggestions for Improvement	Compliance Status
3 The RTO plans and implements appropriate learning and assessment strategies to meet the needs of its clients	Yes- strategies well presented.		Compliant
4. The delivery hours for each qualification are satisfactory to ensure proper outcome as per the requirements of the course	Yes		Compliant
5. The RTO is delivering currently endorsed courses and/or units	Yes		Compliant
6. The RTO has a formal written agreement with all organisations that provide training and assessment on its behalf and that these agreements are satisfactory	Not applicable		Compliant



Audit Requirement	Audit Findings	Recommendations /Suggestions for Improvement	Compliance Status
7. The RTO continually assesses the quality of its training and assessment activities and is active in implementing improvements	Yes	 Suggestions for Improvement It is suggested that: the relevant elements in the AQTF (Elements 1.1, 2.1, 2.2 and 3.1) are referred to in the Continuous Improvement Policy and Procedure. the Continuous Improvement Policy and Procedure reference to Australian Quality Framework in paragraph three be corrected to AQTF. validation of assessment and moderation be strengthened in the Continuous Improvement Policy and Procedure. 	Compliant
8. The RTO has appropriate Certificates and Statements of attainment	Yes	Compliant. Statement of Attainment was amended in audit. Suggestions for Improvement It is suggested that testamurs are regularly reviewed against the Australian Qualifications Handbook (AQF) protocols.	Compliant



Australian Quality Training Framework 2007 Acceptance Form			
RTO Name:	DeakinPrime	TOID: 3752	
Contact:		Contact Phone Number:	
Audit Type:	Desk Audit	Audit Date: 5th 12th August, 2010	
Auditor's Nam	e:		
The RTO accep	The RTO accepts the findings of the audit in full Yes / No		
OR			
Where the RTO disputes the audit findings the reasons should be detailed in the "Provider Comments" document attached. This page together with any comments on the audit findings should be faxed or e-mailed back to the auditor within four days.			
Auditor's Signa	ture:	CEO's Signature:	
		(or authorised representative)	
Name of Audito	or:	Name of CEO:	
		(or authorised representative)	
Date:17	//8/10	Date:	



	Provider Comments			
RTO: Deakin U	niversity trading as DeakinPrime (3752)			
Audit Date(s): 5	Audit Date(s): 5th 12th August, 2010			
AQTF (Reference)	Comments			
	DeakinPrime accept all the findings in this audit. We appreciated the opportunity to amend the Deakin Statement of Attainment template before the audit			
	process was finalised. We will begin work immediately to implement the suggestions for improvement.			