

Summary of AQTF or VET Quality Framework audit information

As part of the application process to become a Pre-qualified Supplier under the User Choice 2010 – 2015 program and/or the Certificate 3 Guarantee, The Institute of Culinary Excellence, is required to publish audit information in relation to its compliance with the Australian Quality Training Framework (AQTF) or VET Quality Framework.

The User Choice program provides public funding paid directly to Pre-qualified Suppliers for the delivery of accredited entry-level training to eligible Apprentices and Trainees. The Certificate 3 Guarantee provides public funding paid directly to Pre-qualified Suppliers for the delivery of accredited training to eligible participants to gain their first Certificate III qualification.

The AQTF or VET Quality Framework is the national set of standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training system.

An AQTF audit reviews evidence of an organisations' compliance with the requirements of the AQTF *Essential Conditions and Standards of Initial/Continuing Registration* to confirm that it is achieving quality training and assessment outcomes. The process also identifies opportunities for improvement on these outcomes.

A VET Quality Framework audit of a registered training organisation reviews evidence of compliance with the requirements of the VET Quality Framework to confirm that it is achieving quality training and assessment outcomes. The process also identifies opportunities for improvement on these outcomes.

This information is published to assist apprentices, trainees and their employers to make informed decisions regarding their selection of a Pre-qualified Supplier for the delivery of training and assessment services.

Audit Date: 13th August 2013

| Qualifications audited | |
|------------------------|---------------------------------------|
| Qualification code | Qualification name |
| SIT20312 | Certificate II in Kitchen Operations |
| SIT30812 | Certificate III in Commercial Cookery |

| Audit Outcome | | | Rectification | |
|--|---|---|---|--|
| Was non-compliance identified? Yes/No | If 'Yes', non-compliance type Minor, Significant, Critical | Summary of non-compliance | Actions taken to rectify the non-compliance | Has the non-compliance been rectified? Yes/No |
| Y | Minor | SNR4 Assessment material did not meet the requirements of the training package. | Changed assessment materials to comply with training package guidelines | Yes |
| Y | Minor | SNR7 The applicants Chief Executive was unable to demonstrate how she will comply with the Vet Quality Frame Work as identified by the non-compliances found in this report. | Rectify SNR4 and SNR7 | Yes |

| | | | | |
|---|-------|--|-------------------------|-----|
| Y | Minor | SNR11 The organisation was unable to identify how it will provide information to students regarding the nature of the guarantee given by the RTO to complete the Training and or assessment once the student has commenced study in their chosen qualification or course. | Update student handbook | Yes |
| | | | | |

Explanatory notes:

Non-compliance with the AQTF or VET Quality Framework means that requirements of the have not been met based on the evidence reviewed. Non-compliances are categorised as minor, significant or critical. For the purposes of the User Choice 2010 – 2015 program and the Certificate 3 Guarantee, only significant and Critical non-compliances need to be published.

Minor: No, or minor, adverse impact on learners with no serious breakdown of provision of quality training and assessment.

Significant: Significant adverse impact on learners with insufficient focus on quality training and assessment outcomes.

Critical: Critical adverse impact on learners with widespread or persistent dissatisfaction with services and outcomes.