

Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program Apex Training Institute is required to publish audit information in relation to its compliance with the Australian Quality Training Framework (AQTF).

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 AQTF 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.

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: 15th November 2012

Qualifications audited	
Qualification code	Qualification name
CHC30208	Certificate III in Aged Care
CHC30308	Certificate III in Home and Community Care
CHC30708	Certificate III in Children's Services

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
Yes	Minor	Training and Assessment Strategy did not reflect correct unit of competency descriptor as per training package requirements	Training and Assessment Strategy amended to reflect correct unit of competency descriptor as per training package requirements	Yes
Yes	Minor	Assessment methods and tools outlined in the Training and Assessment Strategy did not align to the assessment methods that were used in the Trainer's Guide of assessment being undertaken.	Evidence was provided that the assessment tools did meet the requirements of the training package and that the organisation does have a mechanism in place to ensure overall that the student has successfully completed all required assessment	Yes

			activities both in the on-line written theory assessment and the written test.	
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Explanatory notes:

Non-compliance with the AQTF 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, 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.