

All Health Training – summary of registration audit information

RTO Number	22066
RTO Name	J&F Corporation Pty Ltd trading as All Health Training
Registering Body	Victorian Registration and Qualifications Authority (VRQA)
Audit Date	12–13 November 2012
Lead Auditor	Chloe Dyson
Type of Audit	Extension to scope and Renewal
Qualifications audited	Renewal of registration
	CHC30208 - Certificate III in Aged Care
	CHC30312 - Certificate III in Home and Community Care
	HLT32612 - Certificate III in Pathology
	HLT32512 - Certificate III in Health Services Assistance
	Extension to scope
	22024VIC - Course in Emergency Management of Asthma in the workplace
	22099VIC - Course in First Aid Management of Anaphylaxis
	HLT41812 - Certificate IV in Pathology

AQTF Essential Conditions and Standards for Continuing Registration Audit Outcomes

Non Compliance identified at audit	Was Non Compliance rectified?	Rectification
AQTF Condition 6 Certification and issuing of qualifications and Statements of Attainment	Yes	<ul style="list-style-type: none"> • copy of amended qualification and testamur issued listing the correct number of competencies to meet the requirements of the qualifications • copy of template for qualification and statement of attainment for CHC30208
AQTF Standard 1 (1.2, 1.3, 1.5). The RTO provides quality training and assessment VRQA Guideline 5 Teaching, Learning and Assessment	Yes	<ul style="list-style-type: none"> • training and assessment strategies to demonstrate that training and assessment meets the requirements with the qualifications/courses audited (7 in total) • assessment tools submitted for <ul style="list-style-type: none"> ○ HLTMS207D Handle medical gases safely ○ CHCAC318B Work effectively with older people ○ VU20297 Develop risk minimisation and management strategies for allergic reaction and anaphylaxis
Evidence that the premises at Blackburn and Narre Warren are suitable for educational purposes and evidence of a lease agreement for the Narre Warren premises	Yes	<ul style="list-style-type: none"> • Provided. The agreement at Narre Warren concludes in March 2013 and we are presently in negotiation at another premises which we will have the 9b classification. We will send this as soon as it is available.

VRQA Guidelines for VET Providers Audit Outcomes

Non Compliance identified at audit	Was Non Compliance rectified?	Rectification
Guideline 1.3.3	Yes	<ul style="list-style-type: none"> Requirements were met at audit. We have an AVETMISS compliant system (Vettrak)
Guideline 1.3.4	Yes	<ul style="list-style-type: none"> Matrix rectified as signed by trainer. Generic position description used for all Trainers/Assessors which was sighted at audit Operations Manager qualifications verified by CEO
Guideline 1.5	Yes	<ul style="list-style-type: none"> This was not a non-compliance. Putting a dotted line on the organisation chart instead of a solid line is at best an improvement suggestion.
Guideline 2.1.2	Yes	<ul style="list-style-type: none"> Compliant at audit as CEO does not teach and therefore validates and moderates on all assessments which was sighted at audit.
Guideline 2.2	Yes	<ul style="list-style-type: none"> Our policy & student handbook has been rectified and now includes the definition of cheating
Guideline 3.4	Yes	<ul style="list-style-type: none"> We have rectified our policy so our prepayment of student's funds is not in excess of \$1000 prior to course commencement.
Guideline 5	Yes	<ul style="list-style-type: none"> No assessor guide – Compliant at audit. Student roll books – rectified to allow student signature for assessment record Student assignment coversheet – rectified Mapping employability skills – rectified for qualification CHC30212, units CHCCS411C & CHCHC311C. In the process of completing for all units and all qualifications Assessment Validation plan – Compliant at audit. We have a file called “Assessment Review Procedure” which outlines assessment tool mapping, assessment moderation, tools and tracking & completion which was available at audit. The plan is incorporated in this procedure.