

AQTF Essential Conditions and Standards for Continuing Registration

AUDIT REPORT

RTO: Cinimod Enterprises Pty Ltd
Audit Date: 06-03-2013

RTO DETAILS				
RTO Name	Cinimod Enterprises Pty Ltd	NTIS Number	22407	
Address	22 Gordon Avenue, GEELONG WEST VIC 3218			
	Website	http://www.oxygencollege.com.au		
Registration Contact	Dominic Monea			
Phone Number	03 5215 9175	Email	dominic@oxygencollege.com.au	
Student Numbers	NA			
AUDIT TEAM				
Lead Auditor	Jacqui Hodge	Auditor/s	NA	
Technical Advisor/s	NA	Observer/s	NA	
REGISTERING BODY DETAILS				
Contact Person	Emma Hickingbotham			
Phone Number	9032 1562	Email	vet.audit@edumail.vic.gov.au	
AUDIT DETAILS				
Type of audit	Extension to scope			
Conditions audited	3, 7, 8			
Standards audited	1.2, 1.3, 1.4, 1.5	2.3, 2.4	3.3	
Audit date/s	06-03-2013			
Other audit notes	Cinimod Enterprises Pty Ltd operates under the trading name of Oxygen College. The college has grown out of the music school business that the College owners also own and manage. The two businesses are located in Gordon Avenue, Geelong West. The College has been focused until recently on music, but has decided to add the Certificate III in Visual Arts as it believes this course fits well within its key interests i.e. creative arts. The qualification has been developed and customised to meet the needs of local photographic industry. The college was well prepared for the extension to scope audit. The college is well resourced to meet the delivery requirements of this qualification. The CEO/Director attended the audit and displayed a hands-on approach to the management and operation of the college.			
ACCOMPANYING REPORTS			Yes	No
VRQA Guidelines Audit Report			✓	
VRQA Guidelines – Re-registration Checklist				✓

AQTF Essential Conditions and Standards for Continuing Registration

AUDIT REPORT

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

FOCUS OF AUDIT		
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE		
NTIS Code	Qualification/Unit of Competence/Accredited Course (as per NTIS)	Delivery Site
QUALIFICATIONS		
CUV30111	Certificate III in Visual Arts	College Campus
UNITS		
CUVRES301A	Apply knowledge of history and theory to own arts practice	College Campus
CUFDIG303A	Produce and prepare photo images	College Campus

INTERVIEWEE/S: Staff name and position; employer name and position; students by program (do not list by name)	
Dominic Monea	Director

PERMANENT DELIVERY SITES:
RTO's permanent delivery sites: The CEO/Director confirmed that the only delivery site is 22 Gordon Avenue, Geelong West, Victoria, 3218.

AQTF Essential Conditions and Standards for Continuing Registration
AUDIT REPORT

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

AQTF Essential Conditions and Standards for Continuing Registration
AUDIT REPORT

AUDITOR DECLARATION – CONDITIONS

I have examined the application from the above named organisation against the Australian Quality Training Framework *Essential Conditions and Standards for Continuing Registration* for the purpose extension to scope. It is my opinion that the organisation *meets the* requirements in the **Conditions** for the training identified in their application.

Name of Auditor: Jacqui Hodge

Signed:



Date14 March 2013.....

AQTF Essential Conditions and Standards for Continuing Registration
AUDIT REPORT

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

AQTF Essential Conditions and Standards for Continuing Registration
AUDIT REPORT

AUDITOR DECLARATION – STANDARDS

I have examined the application from the above named organisation against the Australian Quality Training Framework *Essential Conditions and Standards for Continuing Registration* for the purpose of extension to scope. It is my opinion that the organisation *meets* the requirements in the **Standards** for the training identified in their application.

Name of Auditor: Jacqui Hodge

Signed:



Date14 March 2013.....

AQTF Essential Conditions and Standards for Continuing Registration

AUDIT REPORT

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

AUDIT SUMMARY

Conditions of Registration		Compliant	Non-compliant	Not audited
1	Governance 1.1 CEO must ensure the RTO complies with relevant conditions, standards and guidelines 1.2 Fit & Proper Persons Tests 1.3 Input of Trainers and Assessors in senior management decision making			✓
2	Interactions with the Registering Body			✓
3	Compliance with Legislation	✓		
4	Insurance			✓
5	Financial Management			✓
6	Certification & Issuing of Qualifications & Statements of Attainment			✓
7	Recognition of Qualifications Issued by other RTOs	✓		
8	Accuracy and Integrity of Marketing	✓		
9	Transition to Training Packages/Expiry of Accredited Courses			✓

AQTF Essential Conditions and Standards for Continuing Registration

AUDIT REPORT

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

Summary of non-compliances – Conditions of Registration

Condition 1 Governance: Not audited

Condition 2 Interactions with the registering body: Not audited

Condition 3 Compliance with Legislation: Compliant

Cinimod Enterprises Pty Ltd provided suitable evidence of the system it has in place to ensure that it complies with relevant legislation and regulatory requirements. The system is monitored on a regular basis and updated to ensure ongoing compliance. Strategies are in place to communicate how this impacts staff duties and learners' involvement in vocational education and training.

Condition 4 Insurance: Not audited

Condition 5 Financial management: Not audited

Condition 6 Certification & Issuing of Qualifications & Statements of Attainment: Not audited

Condition 7 Recognition of Qualifications Issued by other RTOs: Compliant

Cinimod Enterprises Pty Ltd has suitable policies and procedures in place to recognise qualifications issued by other RTOs. The CEO reported that the cohort of learners do not by in large request this recognition as they have not usually completed previous accredited training. Documentation sighted made it clear that students are advised in the Student Handbook and through the enrolment process about how to apply and that there is no cost for the process. Staff are likewise advised about the processing of applications that may be received.

Condition 8 Accuracy and Integrity of Marketing: Compliant

Cinimod Enterprises Pty Ltd has a suitable process in place to ensure that its marketing and advertising to prospective clients is ethical, accurate and consistent with its scope of registration. The NRT logo is not being used. There is a process managed by the CEO to ensure that he approves all marketing efforts and that the approval process ensures the requirements of this Condition are met. The draft marketing materials for the qualification proposed to be added to scope are in line with the training and assessment strategy.

Condition 9 Transition to Training Packages/Expiry of Accredited Courses: Not audited

Recommendations

NA

AQTF Essential Conditions and Standards for Continuing Registration
AUDIT REPORT

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

Strengths
NA
Opportunities for Improvement
Condition 7: The RTO should use the term 'National recognition' when describing this process, as this is the terminology used in the AQTF. The RTO uses the term 'credit transfer' in its documentation about this process, which the AQTF User Guide definition says can apply to qualifications outside the AQF.

AQTF Essential Conditions and Standards for Continuing Registration

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

AUDIT REPORT

Standard 1: The RTO provides quality training and assessment across all of its operations		
Audit conclusion	Result	✓
<u>Element 1.1 – Not audited</u>	Compliant	✓
<u>Element 1.2 – Compliant</u>	Non-compliant	
Cinimod Enterprises Pty Ltd presented an accurate training and assessment strategy for CUV30111 Certificate III In Visual Arts. It demonstrated that the strategy and associated training and assessment materials had been developed in consultation with industry. Records were provided for each unit that showed a review of assessments and materials with the industry contacts that were listed in the strategy. Recommendations provided were shown to have been acted upon during the course development process. Some changes were made to the information provided in the strategy regarding course entry requirements in order to clarify the role of an intended pre-entry interview about whether or not this was an entry requirement. The CEO stated that this interview is not intended as an entry requirement, but rather as an information interview to ensure the course will meet each learner's needs and expectations.		
<u>Element 1.3 – Compliant</u>	Not audited	
Cinimod Enterprises Pty Ltd provided evidence that it has the required resources, including training and assessment materials as well as suitable premises, equipment and staff for the delivery of CUV30111 Certificate III in Visual Arts. It has shown that these resources have been developed following a planned development cycle by its in-house team. All training and assessment resources have been developed and adapted as a result of industry feedback. Written materials are version controlled. Continuous improvement based on feedback from students and staff will be incorporated into the RTO's review processes.		

AQTF Essential Conditions and Standards for Continuing Registration

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

Element 1.4 – Compliant

The audit of documentation supplied for Andrew Whiteford, the nominated trainer for CUV30111 Certificate III in Visual Arts, demonstrated that Cinimod Enterprises Pty Ltd has implemented it procedures to establish and verify that its trainers and assessors meet nationally agreed competence requirements and continue to develop their competence.

Andrew Whiteford has:

- the required training and assessment competencies as determined by the NSSC
- relevant vocational competencies
- current industry skills directly relevant to the training/assessment being undertaken
- been undertaking professional development in regards to his Vocational Education and Training (VET) knowledge and skills as well as industry currency and trainer/assessor competence.

Element 1.5 – Compliant

Cinimod Enterprises Pty Ltd provided well developed and appropriately structured assessments that have been developed to meet the specific requirements of their intended client group.

The audit of the two sampled units demonstrated that if the assessment are used as described, they:

- should meet the requirements of the training package
- will be valid, reliable, flexible and fair
- should involve the collection of sufficient, valid, authentic and current evidence to enable a judgement to be made about whether competency has been attained
- focus on the application of knowledge and skill to the standard of performance required in the photographic industry, which is relevant to the intended client group
- involve the collection of sufficient, valid, authentic and current evidence to enable a judgement to be made about whether competency has been attained – yes, enough variety, covers unit requirements, is worked on in class as well as at home, and provides for the trainer/assessor to see work is student's own as it is developed.

AQTF Essential Conditions and Standards for Continuing Registration

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

will be conducted over a reasonable timeframe that would be sufficient to ensure quality outcomes. An RPL process was provided, however Cinimod Enterprises Pty Ltd has conducted industry consultation and client research that supports a decision to not develop these tools at this stage. Validation of all units has been undertaken to ensure that proposed assessments meet industry and unit requirements through the development phase. Evidence of industry validation and unit mapping supports this finding. Plans and tools are in place for ongoing validation and moderation.
Strengths
NA
Opportunities for Improvement
Element 1.2: The presented strategy did not show the CEO's approval and sign off, although he presented it at audit. It is recommended that the template used for developing training and assessment strategies is amended to include the CEO's approval and sign off. The strategy did not include the intended numbers of weeks for delivery. This was shown in other documents, including the timetable and session plans for each unit was added on the day. This information should be included in all strategies developed by the RTO.

AQTF Essential Conditions and Standards for Continuing Registration

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

Standard 2: The RTO adheres to principles of access and equity and maximises outcomes for its clients	
Audit conclusion	Result
<u>Element 2.1 – Not audited</u>	✓
<u>Element 2.2 – Not audited</u>	Compliant
<u>Element 2.3 – Compliant</u>	Non-compliant
Cinimod Enterprises Pty Ltd provided evidence that its students are given accurate and sufficient information to make an informed choice about their enrolment. The information and enrolment process should ensure that prior to enrolment students fully understand their rights and responsibilities. All students attend a course interview and those under 18 must have a parent attend. The information that is to be presented to students is clear and consistent with the training and assessment strategy presented. The written agreement with each student is found in the enrolment form. The student signs that they have been through the pre-enrolment briefing, read and understood the student handbook and agree to the fee payment schedule and refunds policy. This process should ensure the student understands: - the qualification that will be delivered - fees and charges and refund policy details, and the process for requesting refunds - information on complaints and appeals processes and how to access them - services that the RTO has committed to provide students as part of their enrolment, including support and training and assessment services. See opportunity for improvement listed below.	
	Not audited

AQTF Essential Conditions and Standards for Continuing Registration

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

<u>Element 2.4 – Compliant</u>	The CEO stated there are no third parties involved in the proposed training and assessment.
<u>Element 2.5 – Not audited</u>	
<u>Element 2.6 – Not audited</u>	
<u>Element 2.7 – Not audited</u>	
Strengths	
NA	
Opportunities for Improvement	
Opportunity for improvement:	It is highly recommended that Cinimod Enterprises Pty Ltd develops a written agreement that captures in one document all the requirements listed in the AQTF Essentials Conditions and Standards for Continuing Registration User Guide under AQTF 2.3 and 3.1. It should describe the nature of the guarantee provided by the RTO to complete training once training has commenced, as is required of Condition 5. Current practice sees the written agreement is a feature of each learner's acknowledgement on documents used during the enrolment process. Referencing documents that contain information not detailed in the agreement could allow a dispute to arise about the agreement made.

AQTF Essential Conditions and Standards for Continuing Registration

RTO: Cinimod Enterprises Pty Ltd

Audit Date: 06-03-2013

Standard 3: Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the RTO operates	
Audit conclusion	Result
<u>Element 3.1 – Not audited</u>	✓
<u>Element 3.2 – Not audited</u>	Compliant
<u>Element 3.3 – Compliant</u>	Non-compliant
The CEO stated that there are no partnerships intended for this qualification and no others are in place for other qualifications on scope.	
<u>Element 3.4 – Not audited</u>	Not audited
Strengths	
NA	
Opportunities for Improvement	
NA	