



VRQA Guidelines for VET Providers
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			
Guidelines audited	1.3.4	2.12	4.1, 4.2, 4.4	5.1
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
Continuing Registration – Standards & Conditions			Yes	
VRQA Guidelines – Re-registration Checklist			Yes	

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FOCUS OF AUDIT		
Qualifications		
Code	Qualification	Delivery Site
CUV30111	Certificate III in Visual Arts	College Campus
Units		
Code	Unit	Delivery Site
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
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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.



Victorian Registration &
Qualifications Authority

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AUDITOR DECLARATION

I have examined the application from the above named organisation against the *VRQA Guidelines for VET Providers* for the purpose of extension to scope. It is my opinion that the organisation *does meet* the requirements in the VRQA Guidelines for the training identified in their application.

Name of Auditor: Jacqui Hodge

Signed:

A handwritten signature in black ink, appearing to read 'J A Hodge', followed by a horizontal line.

Date: 14 March 2013

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AUDIT SUMMARY

Guideline 1: Governance, Probity and Compliance with Statutory Requirements		
Audit conclusion	Result	✓
<u>Guideline 1.2.3 – Not audited</u>		✓
<u>Guideline 1.3.3 – Not audited</u>	Compliant	
<u>Guideline 1.3.4 – Compliant</u>	Non-compliant	
<u>Guideline 1.4 – Not audited</u>	Not audited	
<u>Guideline 1.5 – Not audited</u>		
Strengths		
NA		
Opportunities for Improvement		
NA		

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Guideline 2: Quality Assurance, Review and Evaluation Processes		
Audit conclusion	Result	✓
<u>Guideline 2.1.2 – Compliant</u>	Compliant	✓
<u>Guideline 2.2 – Not audited</u>	Non-compliant	
<u>Guideline 2.3 – Not audited</u>	Not audited	
Strengths		
NA		
Opportunities for improvement		
NA		

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Guideline 3: Student Enrolment Records and Certification	
Audit conclusion	Result
<u>Guideline 3.1 – Not audited</u>	✓
<u>Guideline 3.2 – Not audited</u>	Compliant
<u>Guideline 3.3 – Not audited</u>	Non-compliant
<u>Guideline 3.4 – Not audited</u>	Not audited
<u>Guideline 3.5 – Not audited</u>	✓
Strengths	
Not applicable	
Opportunities for Improvement	
Not applicable	

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Guideline 4: Student Learning Outcomes and Welfare Services	
Audit conclusion	Result
<u>Guideline 4.1 – Compliant</u>	✓
<u>Guideline 4.2 – Compliant</u>	✓
<u>Guideline 4.3 – Not audited</u>	Non-compliant
<u>Guideline 4.4 – Compliant</u>	Not audited
Cinimod Enterprises Pty Ltd has safety information that is provided to both students and staff. This information is provided to students before and after enrolment.	
Strengths	
NA	
Opportunities for Improvement	
<u>Guideline 4.4</u> Cinimod Enterprises Pty Ltd is encouraged to conduct a risk analysis of the college and its environment as part of its annual review process. It should incorporate any identified risk minimisation strategies into the information it provides to its students and staff. This will ensure the information is sufficient and updated as needed.	

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Guideline 5: Teaching, Learning and Assessment	
Audit conclusion	✓
<u>Guideline 5 – Compliant</u>	Compliant
	Non-compliant
	Not audited
Strengths	
NA	
Opportunities for Improvement	
NA	