Victorian **Registration &**
Qualifications Authority

AQTF Essential Conditions and Standards for
Continuing Registration & VRQA Guidelines for VET
Providers - Audit Report

Audit Date: 3rd and 4th March 2015   **RTO:** Cinimod Enterprises Pty Ltd

Applicant Details				
Applicant Name	Cinimod Enterprises Pty Ltd		TOID	22407
Address	22 Gordon Avenue, Geelong West Vic 3218			
		Website	www.oxygencollege.com.au	
Registration Contact	Mr Dominic Monea			
Phone Number	03 5215 9175 / 0418 375 860	Email	dominic@oxygencollege.com.au	
Audit Team				
Audit Firm	Moore Stephens	Auditor/s	Anna-Louise Allen	
Auditor/s		Other Attendees		
Registering Body Details				
Contact Person	Emma Hickingbotham			
Phone Number	9032 1562	Email	vet.audit@edumail.vic.gov.au	
Audit Details				
Type of Audit	**Re-registration Audit**			
Conditions Audited	1, 3, 6, 7, 8, 9			
Standards Audited	1.1, 1.2, 1.3, 1.4, 1.5	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7		3.1, 3.2, 3.3, 3.4
VRQA Guidelines Audited	1,2,3,4,5			
Audit Date/s	3rd and 4th March 2015			
RTO Background				

Cinimod Enterprises Pty Ltd trading as Oxygen College is a registered training organisation that offers nationally accredited qualifications in Music Performance and Composition, Photography, Sound Production, Video Production, and Visual Arts (painting & drawing).

With a history in music education dating back to 1985, Oxygen offers courses that are designed to cater for all levels of age and ability. From part-time beginner programs designed to develop hobbies and passions all the way up to full time Advanced Diploma programs aimed at preparing students for a career in their chosen field.

Located in a purpose built studio and performing arts space, Oxygen College aims to develop artists who will operate their own businesses within their chosen genera. Funding from Victorian and Commonwealth Government sources is available to eligible students. The RTO receives funding for their courses under the Victorian Training Guarantee and also has a VET Fee Help contract.

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Qualifications/Units Audited[1]		
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE		
CUS20109	Certificate II in Music	Vic
CUS40309	Certificate IV in Music Business	Vic
CUS50109	Diploma of Music	Vic
CUS60209	Advanced Diploma of Sound Production	Vic
CUV30111	Certificate III in Visual Arts	Vic

Interviewee(s) – Staff name and position; employer name and position	
Dominic Monea	Manager
Chris Noonan	Operations Manger
Alysha Davis	Compliance
Frank Martinek	RTO Manager
Andrew Whiteford	Visual Arts Trainer
Frank Martinek	Trainer Music
Dominic Monea	Trainer Music Business
Tom Isaac	Trainer Sound Production

Permanent Delivery Sites –	Yes	No
Do the RTO's permanent delivery sites match the information provided by the VRQA?	X	
If ' No' , please provided amended details below: Oxygen College operates out of the Gordon Ave site. The Certificate III in Visual Arts is also delivered from their site in Ballarat.		

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[1] Samples have been selected in accordance with the *VRQA VET Audit Sampling Methodology*

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Audit Summary - AQTF Conditions of Registration

	AQTF Conditions	Compliant	Non - Compliant	Not audited
1	Governance	☒	☐	☐
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	☒	☐	☐
Summary of Non-Compliance[2]				
CF6.1 • Certificates contain the employability skills statement.				
Strengths				

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[2] CF = Condition Finding. Finding references are aligned to the Detailed Findings section of this report.

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Audit Summary - AQTF Standards

AQTF Standards/Elements	Compliant	Non - Compliant	Not audited
Standard 1	☐	☒	☐
1.1 – Continuous Improvement Strategy	☒	☐	☐
1.2 – Training and Assessment Strategies	☐	☒	☐
1.3 – Training and Assessment Resources	☒	☐	☐
1.4 – Trainer and Assessor Competency	☐	☒	☐
1.5 – Assessment Strategies	☒	☐	☐
Standard 2	☒	☐	☐
2.1 – Meeting the Needs of Clients	☒	☐	☐
2.2 – Continuous Improvement of Client Services	☒	☐	☐
2.3 – Provision of Information to Clients	☒	☐	☐
2.4 – Third-Party Engagement in Training and Assessment	☐	☐	☒
2.5 – Provision of Support Services to Clients	☐	☐	☒
2.6 – Learner Access to Records of Participation	☒	☐	☐
2.7 – Complaints and Appeals Strategy	☒	☐	☐
Standard 3	☒	☐	☐
3.1 – Operations Management	☒	☐	☐
3.2 – Continuous Improvement of Operations	☒	☐	☐
3.3 – Third-Party Training and/ or Assessment Services	☐	☐	☒
3.4 – Records Management	☒	☐	☐

Summary of Non-Compliance[3]

SF1.2.1

- There was no documented evidence of the link between consultation with industry and the training and assessment strategies.

SF1.4.1

- Trainer/assessors are not undertaking PD to develop VET knowledge and skills.

Strength

The RTO provides state of the art facilities for developing artists to thrive

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[3] SF = Standard Finding. Finding references are aligned to the Detailed Findings section of this report.

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Audit Summary – VRQA Guidelines for VET Providers			

VRQA Guidelines	Compliant	Non - Compliant	Not audited
1. Governance, Probity and Compliance	☒	☐	☐
1.1 – Strategic Plan and Business Plan	☐	☐	☒
1.2 – Financial Viability	☐	☐	☒
1.3 – Management Systems	☒	☐	☐
1.4 – Organisational Governance	☐	☐	☒
1.5 – Academic/Educational Governance	☐	☐	☒
1.6 – Change Reporting	☐	☐	☒
2. Quality Assurance, Review and Evaluation Processes	☒	☐	☐
2.1 – Course Quality	☒	☐	☐
2.2 – Cheating and Plagiarism	☒	☐	☐
2.3 – Quality Education and Training	☒	☐	☐
3. Student Enrolment Records and Certification	☐	☐	☒
3.4 – Provision of Courses to Domestic Students	☐	☐	☒
4. Student Learning Outcomes and Welfare Services	☒	☐	☐
4.1 – Maximum Daily Hours of Attendance	☒	☐	☐
4.2 – Out of Hours Attendance	☒	☐	☐
4.4 – Student Safety	☒	☐	☐
5. Teaching, Learning and Assessment	☒	☐	☐
5.1 – Capacity to Deliver Scope of Registration	☒	☐	☐

Summary of Non-Compliance[4]
No non-compliance identified against the guidelines.

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[4] GF = Guideline Finding. Finding references are aligned to the Detailed Findings section of this report.

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Detailed Findings - AQTF Conditions of Registration

CONDITION 1 - Governance		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Condition 1** The RTO has appropriate governance procedures to ensure that the experiences of Trainers / Assessors are considered in the decision making of senior management.	Evidence reviewed during the audit: • Organisational Chart • Interview with Manager and Operations Manager • Director Duty Statement • 8 Continuous improvement flow chart • Survey procedures • Management meeting agenda • Operational calendar • 8.6 Management & Staff Meeting Procedures • Staff meeting Agenda Fit and Proper Person declaration: • Dominic Monea • Giuseppe Monea • Frank Martinek	No rectification required.

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CONDITION 3 – Compliance with Legislation		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Condition 3.** The RTO has a systematic process to review and manage compliance with relevant Commonwealth, State or Territory legislation and regulatory requirements.	Evidence reviewed at audit: • 2.2 Insurance and legislation procedure • 2.4 Legislation register • Director's Duty Statement • Employment checklist • Staff induction handbook 'General responsibilities of administration staff' • Oxygen College Handbook 'Relevant legislation'. • Operational calendar	No rectification required.

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CONDITION 6 - Certification & Issuing of Qualifications & Statements of Attainment			**Non-Compliant**
CF6.1 **Finding**	**Evidence/Documentation Reviewed**	**Required Rectification(s)**	
The RTO is **Non-Compliant** with **Condition 6**. This condition requires that: The RTO issues testamurs to persons whom it has assessed as competent in accordance with the requirements of the Training Package. Certificates do not meet the Australian Qualifications Framework (AQF) requirements. The Certificate contains the employability skills statement, which should be removed. Units are printed on the reverse of the certificate.	Evidence reviewed at audit: • 3.7 Issuing Qualifications and Statements of Attainment procedure • 1.1 Record Storage, Retention and Disposal Procedures • 1.2 AVETMISS Software compliance procedures • 1.4 AQTF Quality Indicator Procedures • Job Ready Student Management system Forms • Certificate Template • Statement of Attainment template Certificate • Narelle Dobie CUV30111 Certificate III in Visual Arts • Statement of Attainment Kurt Fear	<u>**Actions:**</u> • **The RTO should remove the employability skills statement from the Certificate**	
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**	
The RTO is **Compliant** with this aspect of **Condition 6**. The RTO has a mechanism in place to retain client records for a period of 30 years The RTO provides AVETMISS compliant data via the VASS.	Evidence reviewed at audit: • 3.7 Issuing Qualifications and Statements of Attainment procedure • 1.1 Record Storage, Retention and Disposal Procedures • 1.2 AVETMISS Software compliance procedures • 1.4 AQTF Quality Indicator Procedures • Job Ready Student Management system	No rectification required.	

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	• Victorian VET Student Statistical Collection Guidelines	

Improvement Opportunities
Units are printed on the reverse of the certificate. It is suggested that some official form of identifier or link to the certificate should be added e.g. Student Name, Student number.

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CONDITION 7 - Recognition of Qualifications Issued by other RTOs		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Condition 7.** The RTO recognises the AQF Qualifications and Statements of Attainment issued by any other.	Evidence reviewed at audit: • Oxygen College Handbook 'Nationally recognised qualifications and credit transfer • 5.3 Student enrolment procedures – enrolment procedures • Website: www.oxygencollege.com.au • Pre-training review & LLN assessment form • Enrolment information form • Training plan template Student files • Oberon Wood	No rectification required.

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CONDITION 8 - Accuracy and Integrity of Marketing		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Condition 8**. The RTO's marketing and advertising of AQF qualifications to prospective clients is ethical, accurate and consistent with its scope of registration. The NRT logo is not used in marketing and advertising of AQF qualifications to prospective clients.	Evidence reviewed at audit: • Website: www.oxygencollege.com.au • VTAC Guide • Print advertising • Music street press – Beat, Forte • One Radio campaign • Course Brochures • 6.1 Producing Marketing Material Procedures • Marketing review form • Use of Logos • Marketing Manager Duty Statement Course flyer • Painting & drawing • Photography	No rectification required.

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CONDITION 9 - Transition to Training Packages/Expiry of Accredited Courses		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Condition 9.** The RTO has managed minor changes to the Training Packages on its scope. The Music training package is currently under review and will transition within 12 months.	Evidence reviewed at audit: • 3.5 Transition to training packages and accredited course/unit expiry procedures • Master training package log • Superseded training package action plan • Trainer duty statement • Training Manager duty statement • 3.2 Scope of registration procedures	No rectification required.

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Detailed Findings - AQTF Standards

STANDARD 1

ELEMENT 1.1 - The RTO collects, analyses and acts on relevant data for continuous improvement of training and assessment.		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Element 1.1.** The RTO collects, analyses and acts on relevant data for continuous improvement of training and assessment.	Evidence reviewed at audit: Section 8 Oxygen College Operations Manual • 8.1 Survey procedures • Survey schedule checklist • 8.2 Internal audit procedures • 8.3 Moderation/Validation Procedures • Moderation/Validation plan • Management meeting agenda • Advisory board meeting agenda • Operational calendar • Internal audit – HESG checklist • Internal audit – AQTF and VRQA Guidelines • 8.4 Complaints & Appeals procedures • Oxygen College Handbook • Compliant/appeals form • 8.5 Key Quality Indicators Procedure • KQI report card • 8.6 Management & Staff Meeting Procedures • Staff meeting agenda • Management meeting agenda • 8.7 Continuous Improvement Corrective Actions Register Procedures • Continuous Improvement Corrective Actions Register • 1.4 AQTF Quality Indicators Procedures	No rectification required.

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ELEMENT 1.2 - Strategies for training and assessment meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry.		**Non-Compliant**
SF1.2.1 **Finding**	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Non-Compliant** with **Element 1.2.** Strategies for training and assessment meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry. Industry persons who have been consulted are listed in the training and assessment strategy. It states that these people were consulted in developing the training and assessment strategy as well as assessment tasks, however there are no details of how this consultation has arrived and the final strategies presented. Interviews with the trainers from each qualification indicated that industry provides the following: • Guest speakers and presenters • Artist in residence • Access to venues • Provision of job opportunities • Involvement in music festivals	Evidence reviewed at audit: • 3.3 Training & Assessment Strategies Procedures • 3.4 Training Plan Procedures • Training & Assessment Strategies Template • Training Manager duty statement • Compliance Manager duty statement • Unit Industry Validation Checklist • Staff Skills Matrix Training and assessment strategies: • CUS40309 - Certificate IV in Music Business • CUS50109 - Diploma of Music • CUS60209 - Advanced Diploma of Sound Production • CUV30111 - Certificate III in Visual Arts Interviews • Chris Noonan • Alysha Davis • Frank Martinek • Tom Isacc • Dominic Monea • Andrew Whiteford	<u>**Actions**</u>: • **The RTO should document that role that industry plays in the support of their training and assessment strategies. This should include evidence of how feedback from industry has directly impacted on the development of training and/or assessment approaches.** • **Where industry is providing workplace opportunities such as venue hire or the use of the venue for a simulation, this must also be documented.**

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ELEMENT 1.3 - Staff, facilities, equipment and training and assessment materials used by the RTO are consistent with the requirements of the Training Package or accredited course and the RTO's own training and assessment strategies.		**Compliant**
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Element 1.3.** Staff, facilities, equipment and training and assessment materials used by the RTO are consistent with the requirements of the Training Package or accredited courses and the RTO's own training and assessment strategies.	Evidence reviewed at audit: • 3.3 Training & Assessment Strategies Procedures • 3.4 Training Plan Procedures • Training & Assessment Strategies Template • Training Manager duty statement • Compliance Manager duty statement • Unit Industry Validation Checklist • Staff Skills Matrix Training and assessment strategies: • CUS40309 - Certificate IV in Music Business • CUS50109 - Diploma of Music • CUS60209 - Advanced Diploma of Sound Production • CUV30111 - Certificate III in Visual Arts Tour of facilities located at 22 and 24 Gordon Avenue Geelong Interviews • Chris Noonan • Alysha Davis • Frank Martinek • Tom Isacc • Dominic Monea • Andrew Whiteford	No rectification required.

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Units audited	
CUS60209 - Advanced Diploma of Sound Production • CUESOU13B Specific, install and operate audio for an outdoor event • BSBPMG522A Undertake project work **CUS50109 - Diploma of Music** • CUSMPF406A Perform music as a soloist • CUSMPF602A Manage stagecraft aspects of performance **CUV30111 - Certificate III in Visual Arts** • CUVPRP301A Produce a creative work • CUVDIG301A Produce digital images **CUS40309 - Certificate IV in Music Business** • CUSEVT301A Book performance venues • CUSMPF304AMake a music demo	

Improvement Opportunities
The RTO might consider referring to asset registers, network listings and organisations that have providing support in the form of a venue in their strategies.

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ELEMENT 1.4 - Training and assessment is delivered by trainers and assessors who:	Non-Compliant
a) Have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and b) Have the relevant vocational competencies at least to the level being delivered or assessed, and c) Can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and d) Continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.	

SF1.4.1 Finding	Evidence/Documentation Reviewed	Required Rectification(s)
The RTO is **Non-Compliant** with **Element 1.4.** Training and assessment is delivered by Trainers and Assessors who have the necessary training and assessment competencies and appropriate vocational competencies industry experience. Professional development records presented at audit did not demonstrate that trainers continue to develop their Vocational Education and Training (VET) knowledge and skills. Despite a key provided on the PD matrix which clearly differentiates between PD to develop training and assessing competencies and VET knowledge and skills, trainers are not coding activities accordingly. The examples provided that were consistent with the PD matrix key were not sufficient. Reference to a website, particularly where it is out of date – NTIS, does not demonstrate updating VET knowledge and skills. Reading VET industry journals, without any outcomes or application does not demonstrate how this activity has updated knowledge and skills. Staff meetings which occur quarterly did not include any specific VET items. The only item relevant to VET was	Evidence reviewed at audit: • Oxygen College Handbook • Oxygen College Operational Manual • Oxygen College Staff Induction Handbook • 4.1 Employment Procedures • 4.2 Trainer & Assessor Continuous Improvement • Training manager duty statement • Trainer duty statement • Trainer employment process • Professional development log • Pre-Engagement checklist • Trainer and Assessor Matrix • Staff Induction Checklist Staff File Checklist • Staff Skills Matrix Interviews • Chris Noonan • Alysha Davis • Frank Martinek • Tom Isacc • Dominic Monea • Andrew Whiteford	**Actions**: • **The RTO must demonstrate that trainers and assessors continue to develop their Vocational Education and Training (VET) knowledge and skills. Activities listed in the PD matrix must clearly show how these have developed knowledge and skills.**

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updates & changes to operations manual and governing bodies. However this again focused on compliance with the HESG service agreement without any demonstration of application to the VET Quality Framework and participation in VET	Trainer Files audited • Frank Martinek • Tom Isacc • Dominic Monea • Andrew Whiteford • Chris Wheelwright • Peter Flynn • Phil Kearney • Tanya Martinek Staff meeting minutes • Photo Staff meeting minutes 28/1/15 • Tech Department meeting – 7 11/14 • Staff meeting – 27/6/14 & 3/2/14 Management meetings • 31/3/14 • 18/6/14 • 14/7/14 • 1/9/14	

Improvement Opportunities

Suggestions for improvement could be that the Trainer documents what they have achieved from readings and research and how this has improved their understanding and effective operation within the VET sector. Where meetings are used as evidence of PD, it must be clear how the agenda items have developed VET Knowledge and Skills. In a sector where change is a constant, there are always significant changes which have a large impact on the operation of the sector. Keeping abreast of these is vital to the delivery of quality training and assessment and operation as an effective RTO.

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ELEMENT 1.5 - Assessment including Recognition of Prior Learning (RPL): a) Meets the requirements of the relevant Training Package or accredited course b) Is conducted in accordance with the principles of assessment and the rules of evidence c) Meets workplace and, where relevant, regulatory requirements d) Is systematically validated.		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Element 1.5**. Assessment including Recognition of Prior Learning (RPL): • Meets the requirements of the relevant Training Package • Is conducted in accordance with the principles of assessment and the rules of evidence • Meets workplace and, where relevant, regulatory requirements • Is systematically validated.	Evidence reviewed at audit: Evidence reviewed at audit: • 3.3 Training & Assessment Strategies Procedures • 3.4 Training Plan Procedures • Training & Assessment Strategies Template • Training Manager duty statement • Compliance Manager duty statement • Unit Industry Validation Checklist • Staff Skills Matrix Training and assessment strategies: • CUS40309 - Certificate IV in Music Business • CUS50109 - Diploma of Music • CUS60209 - Advanced Diploma of Sound Production • CUV30111 - Certificate III in Visual Arts Tour of facilities located at 22 and 24 Gordon Avenue Geelong Interviews • Chris Noonan • Alysha Davis • Frank Martinek	No rectification required.

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- Tom Isacc
- Dominic Monea
- Andrew Whiteford

Units audited

CUS60209 - Advanced Diploma of Sound Production

- CUESOU13B Specific, install and operate audio for an outdoor event
- BSBPMG522A Undertake project work

CUS50109 - Diploma of Music

- CUSMPF406A Perform music as a soloist
- CUSMPF602A Manage stagecraft aspects of performance

CUV30111 - Certificate III in Visual Arts

- CUVPRP301A Produce a creative work
- CUVDIG301A Produce digital images

CUS40309 - Certificate IV in Music Business

- CUSEVT301A Book performance venues
- CUSMPF304A Make a music demo

Student files

- Kate Dayley
- Katrina Sullivan

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Detailed Findings - AQTF Standards

STANDARD 2

ELEMENT 2.1 - The RTO establishes the needs of clients and delivers services to meet these needs.		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is Compliant with Element 2.1. The RTO establishes the needs of clients and delivers services to meet these needs.	Evidence reviewed at audit: • 5.3 Student Enrolment Procedures • 5.2 Eligibility Exemption Procedures • Pre Training Review & LLN Assessment Form • Enrolment Information Form • Training Plan Template • Oxygen College Handbook • Enrolment form • Enrolment Checklist	No rectification required.

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ELEMENT 2.2 - The RTO continuously improves client services by collecting, analysing and acting upon relevant data.			Compliant
	Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
	The RTO is **Compliant** with **Element 2.2.** The RTO continuously improves client services by collecting, analysing and acting upon relevant data.	Section 8 Oxygen College Operations Manual • 8.1 Survey procedures • Survey schedule checklist • 8.2 Internal audit procedures • 8.3 Moderation/Validation Procedures • Moderation/Validation plan • Management meeting agenda • Advisory board meeting agenda • Operational calendar • Internal audit – HESG checklist • Internal audit – AQTF and VRQA Guidelines • 8.4 Complaints & Appeals procedures • Oxygen College Handbook • Compliant/appeals form • 8.5 Key Quality Indicators Procedure • KQI report card • 8.6 Management & Staff Meeting Procedures • Staff meeting agenda • Management meeting agenda • 8.7 Continuous Improvement Corrective Actions Register Procedures • Continuous Improvement Corrective Actions Register • 1.4 AQTF Quality Indicators Procedures	No rectification required.

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ELEMENT 2.3 - Before clients enrol or enter into an agreement, the RTO informs them about the training, assessment and support services to be provided, and about their rights and obligations.		**Compliant**
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Element 2.3.** Before clients enrol or enter into an agreement, the RTO informs them about the training, assessment and support services to be provided, and about their rights and obligations.	Evidence reviewed at audit: • Website www.oxygencollege.com.au • Oxygen College Handbook • Contact Information • Key Staff • Your First Session • Quality Training • Unique Student Identifiers • Code of Practice • Course Fees • Pre-Paid Fees/Tuition Fees over $1,000 • Re-Issue Charges • Course Deferrals and Transfers • Refunds • Students Accessing Vet Fee Help • Required Course Materials • Competency Based Training & Assessment • Recognition of Prior Learning Credit Transfer • Nationally Recognized Qualifications and Credit Transfer • Keeping a Copy of your Work • Plagiarism and Cheating • Code of Conduct – Rights and Responsibilities • Access and Equity • Equal Opportunity and Anti-Harassment Policy • Complaints & Appeals • Occupational Health & Safety	No rectification required.

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	- Identification Cards - Attendance Requirements - Maximum Daily Attendance and College Hours - Facility Resources - Rehearsal Studio, Photography Studio and Extended Recording Studios Access - Learning Support - Confidentiality & Privacy - Personal Details & Access to Your Records - Satisfaction and Feedback - Trainers & Staff - Scope of Registration - Relevant Legislation - Student Welfare - Safety Awareness Tips for our Students and Staff	

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ELEMENT 2.6 - Learners have timely access to current and accurate records of their participation and progress.		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO was **Compliant** with **Element 2.6.** Learners have timely access to current and accurate records of the participation and progress.	Evidence reviewed at audit: • Oxygen College Handbook • Contact Information • Identification Cards • Attendance Requirements • Confidentiality & Privacy • Personal Details & Access to Your Records Policies • 1.1 Record Storage, Retention & Disposal Procedures • Unit Sign Off Sheet • Class Competency Summary Record • Outstanding Evidence Register • 3.4 Training Plan Procedures • Student enrolment checklist • Enrolment form • Training plan template • Record storage and disposal process	No rectification required.

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ELEMENT 2.7 - The RTO provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Element 2.7.** The RTO provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively. The RTO has not had any formal complaints. Students are encouraged to raise concerns with the Manager.	Evidence reviewed at audit: • 8.4 Complaints & Appeals procedures • Oxygen College Handbook • Formal Compliant/appeals form • Complaints/Appeals Register - blank • Website: www.oxygencollege.com.au • Continuous improvement and corrective action register	No rectification required.

Detailed Findings - AQTF Standards

STANDARD 3

ELEMENT 3.1 - The RTO's management of its operations ensures clients receive the services detailed in their agreement with the RTO.		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Element 3.1.** The RTO's management of its operations ensures clients receive the services detailed in their agreement with the RTO.	Evidence reviewed at audit: • 5.3 Student Enrolment Procedures • 5.2 Eligibility Exemption Procedures • 3.4 Training Plan Procedure • 3.6 Fees & Charges Procedures • 3.10 Extension to Due Date Procedures • Pre Training Review & LLN Assessment Form • Enrolment Information Form • Training Plan Template • Oxygen College Handbook: - Code of conduct, Confidentiality & Privacy • Enrolment form • Enrolment Checklist • Invoicing Procedures • 2015 Full time Course Fee Schedule	No rectification required.

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ELEMENT 3.2 - The RTO uses a systematic and continuous improvement approach to the management of operations.		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Element 3.2.** The RTO uses a systematic and continuous improvement approach to the management of operations.	Evidence reviewed at audit: • Oxygen Operations Manual: • Section 1: General Obligations • 1.1 Record Storage, Retention & Disposal Procedures • 1.2 AVETMISS Software Compliance Procedures • 1.3 SVTS Procedures • 1.4 AQTF Quality Indicators Procedures • 1.5 Service Agreement Procedures • 1.6 Version Control Procedure • Section 2: Governance • 2.1 Business/Strategic Plan Procedures • 2.2 Insurance & Legislation Procedures • 2.3 Identifying & Improving Segregation of Duties Procedures • 2.4 Legislation Register • Section 3: Services • 3.1 Evidence of Participation and Results Reporting Procedures • 3.2 Scope of Registration Procedures • 3.3 Training & Assessment Strategies Procedures • 3.4 Training Plan Procedures • 3.5 Transition to Training Packages and Accredited Course/Unit Expiry Procedures • 3.6 Fees & Charges Procedures • 3.7 Issuing Qualifications & Statements of Attainment Procedures • 3.8 Recognition of Prior Learning Procedures • 3.9 SMS Procedures • 3.10 Extension to Due Date Procedures • 3.11 Attendance Rolls Procedures • Section 4: Staff	No rectification required.

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	• 4.1 Employment Procedures • 4.2 Trainer & Assessor Continuous Improvement • Section 5: Students • 5.1 Class Attendance & Course Withdrawal Procedures • 5.2 Eligibility Exemption Procedures • 5.3 Student Enrolment Procedures • Pre-Enrolment Procedures • Pre- Training Review and LLN Procedures • Enrolment Procedures • Invoicing Procedures • Enrolment Checklist and Closing the Enrolment • 5. 4 Plagiarism and Cheating Procedures • 5.5 Apprentice and Trainee Procedures • 5.6 Workers in Transition Enrolment Procedures • 5.7 Re-enrolment procedures • Section 6: Marketing • 6.1 Producing Marketing Material Procedures • Section 7: Accounts & Financials • 7.1 Processing Accounts Procedures • 7.2 Financial Control & Reporting Procedures • 7.3 Budget Procedures • Section: 8 Continuous Improvement • Data Collection • 8.1 Survey Procedures • 8.2 Internal Audit Procedures • 8.3 Moderation/Validation Procedures • 8.4 Complaints & Appeals Procedures • Analysis & Discussion • 8.5 Key Quality Indicators Procedures • 8.6 Management & Staff Meeting Procedures	

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| | Action 8.7 Continuous Improvement Corrective Actions Register Procedures | |

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ELEMENT 3.4 - The RTO manages records to ensure their accuracy and integrity.		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Element 3.4.** The RTO manages records to ensure their accuracy and integrity	Evidence reviewed at audit: • 1.1 Record Storage, Retention & Disposal Procedures • 1.2 AVETMISS Software Compliance Procedures • 1.3 SVTS Procedures • Oxygen College SVTS Procedures and Training Manual • 1.4 AQTF Quality Indicators Procedures • 1.5 Service Agreement Procedures • 1.6 Version Control Procedure • 2.1 Business/Strategic Plan Procedures • Business plan checklist • 2.2 Insurance & Legislation Procedures • 2.4 Legislation Register • 3.1 Evidence of Participation and Results Reporting Procedures • Unit Sign Off Sheet • Class Competency Summary Record • Outstanding Evidence Register • 3.4 Training Plan Procedures • Student enrolment checklist • Enrolment form • Admin officer duty statement • Pre-Training Review Template • Training plan template • Staff Induction Checklist • Staff File Checklist Staff Skills matrix • 3.6 Fees & Charges Procedures • 3.7 Issuing Qualifications & Statements of Attainment Procedures • RPL Application Form	No rectification required.

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	- Unit RPL Tool - RPL Assessment register 3.9 SMS Procedures 3.10 Extension to Due Date Procedures 3.11 Attendance Rolls Procedures 5.1 Class Attendance and Course Withdrawal Procedures - Course withdrawal application - Record storage and disposal process 5.2 Eligibility Exemption Procedures 5.3 Student Enrolment Procedures 5.7 Re-enrolment procedures 6.1 Producing Marketing Material Procedures - Marketing review form 7.1 Processing Accounts Procedures 7.2 Financial Control & Reporting Procedures 7.3 Budget Procedures 8.1 Survey Procedures 8.2 Internal Audit Procedures 8.3 Moderation/Validation Procedures 8.4 Complaints & Appeals Procedures 8.5 Key Quality Indicators Procedures 8.6 Management & Staff Meeting Procedures 8.7 Continuous Improvement Corrective Actions Register Procedures

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Detailed Findings – VRQA Guidelines for VET Providers

GUIDELINE 1.3 - Staff records for each training and assessment staff member must include the following:	Compliant

- Verified or certified and/or signed documents are held by the RTO
- Trainer skills matrix – signed by trainer/assessor
- Trainer and assessor qualifications - verified by RTO or otherwise certified
- Vocational qualifications – verified by RTO or otherwise certified
- CV – signed by trainer/assessor
- Professional development activities verified and/or signed by trainer/assessor
- Position description
- Employment contract/agreement

Finding	Evidence/Documentation Reviewed	Required Rectification(s)
The RTO is **Compliant** with **Guideline 1.3.** Trainer/assessor records are consistent with the requirements of the guideline.	Evidence reviewed at audit: • Oxygen College Handbook • Oxygen College Operational Manual • Oxygen College Staff Induction Handbook • 4.1 Employment Procedures • 4.2 Trainer & Assessor Continuous Improvement • Training manager duty statement • Trainer duty statement • Trainer employment process • Professional development log • Pre-Engagement checklist • Trainer and Assessor Matrix • Staff Induction Checklist Staff File Checklist • Staff Skills Matrix Interviews	No rectification required.

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- Chris Noonan
- Alysha Davis
- Frank Martinek
- Tom Isacc
- Dominic Monea
- Andrew Whiteford

Trainer Files audited

- Frank Martinek
- Tom Isacc
- Dominic Monea
- Andrew Whiteford
- Chris Wheelwright
- Peter Flynn
- Phil Kearney
- Tanya Martinek

Staff meeting minutes

- Photo Staff meeting minutes 28/1/15
- Tech Department meeting – 7 11/14
- Staff meeting – 27/6/14 & 3/2/14

Management meetings

- 31/3/14
- 18/6/14
- 14/7/14
- 1/9/14

Improvement Opportunities

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Tanya Martinek's trainer matrix lists experience during training /degree as supporting industry or work experience. The matrix is designed to demonstrate when the trainer has used their skills vocationally in a work or industry situation, not in training.

GUIDELINE 2.1 - The provider must demonstrate that it is able to monitor course quality, externally moderate student performance and drive continuous improvement in course delivery.		**Compliant**
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Guideline 2.1.** The RTO monitors course quality. While the RTO is undertaking validation activities these are not always consistent with the processes described in 8.3 Moderation/Validation Procedures.	Evidence reviewed at audit: • 8.3 Moderation/Validation Procedures • Moderation/Validation plan • Unit moderation tool • Unit Validation Tool/checklist • Unit mapping matrix • Compliance Manager duty statement • Operational calendar Validation records for the units audited: **CUS60209 - Advanced Diploma of Sound Production** • CUESOU13B Specific, install and operate audio for an outdoor event • BSBPMG522A Undertake project work **CUS50109 - Diploma of Music** • CUSMPF406A Perform music as a soloist • CUSMPF602A Manage stagecraft aspects of performance Student work • Kate Daley **CUV30111 - Certificate III in Visual Arts** • CUVPRP301A Produce a creative work • CUVDIG301A Produce digital images	No rectification required.

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	CUS40309 - Certificate IV in Music Business • CUSEVT301A Book performance venues • CUSMPF304AMake a music demo Student work • Kate Daley – music demo	

Improvement Opportunities
It is suggested that the RTO review their Moderation/Validation Procedures and their actual practice to ensure that there is consistency. The current procedures pick up some of the requirements of the 2015 standards, which the RTO will need to adhere to after the 1st April 2015.

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

GUIDELINE 2.2 - The provider must demonstrate that it has measures in place to prevent and detect cheating and plagiarism amongst its students and to deal appropriately with any instances of these practices.		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is Compliant with Guideline 2.2. The RTO has measures in place to prevent and detect cheating and plagiarism amongst its students and to deal appropriately with any instances of these practices.	Evidence reviewed at audit: • Oxygen College Handbook – Code of Conduct • 5. 4 Plagiarism and Cheating Procedures • Student declaration on Assessment coversheet	No rectification required.

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GUIDELINE 2.3 - The provider must demonstrate that they can provide quality education and training to students		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Guideline 2.3.** The RTO has policies and procedures in place to ensure the retention unit of competency training and assessment information in line with the requirements of the guideline. Appropriate samples of student work for the qualifications on the scope of registration were available at audit.	Evidence reviewed at audit: • 1.1 Record Storage, Retention & Disposal Procedures • 1.2 AVETMISS Software Compliance Procedures • 1.3 SVTS Procedures • Oxygen College SVTS Procedures and Training Manual • 1.4 AQTF Quality Indicators Procedures • 1.5 Service Agreement Procedures • 1.6 Version Control Procedure • 2.1 Business/Strategic Plan Procedures • Business plan checklist • 2.2 Insurance & Legislation Procedures • 2.4 Legislation Register • 3.1 Evidence of Participation and Results Reporting Procedures • Unit Sign Off Sheet • Class Competency Summary Record • Outstanding Evidence Register • 3.4 Training Plan Procedures • Student enrolment checklist • Enrolment form • Admin officer duty statement • Pre-Training Review Template • Training plan template • Staff Induction Checklist • Staff File Checklist Staff Skills matrix	No rectification required.

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	• 3.6 Fees & Charges Procedures • 3.7 Issuing Qualifications & Statements of Attainment Procedures • RPL Application Form • Unit RPL Tool • RPL Assessment register • 3.9 SMS Procedures • 3.10 Extension to Due Date Procedures • 3.11 Attendance Rolls Procedures • 5.1 Class Attendance and Course Withdrawal Procedures • Course withdrawal application • Record storage and disposal process • 5.2 Eligibility Exemption Procedures • 5.3 Student Enrolment Procedures • 5.7 Re-enrolment procedures • 6.1 Producing Marketing Material Procedures • Marketing review form • 7.1 Processing Accounts Procedures • 7.2 Financial Control & Reporting Procedures • 7.3 Budget Procedures • 8.1 Survey Procedures • 8.2 Internal Audit Procedures • 8.3 Moderation/Validation Procedures • 8.4 Complaints & Appeals Procedures • 8.5 Key Quality Indicators Procedures • 8.6 Management & Staff Meeting Procedures • 8.7 Continuous Improvement Corrective Actions Register Procedures	

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	Student files	
	• Katrina Sullivan • Speros Ferendinos • Kate Daley	

Victorian Registration & Qualifications Authority

AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 3rd and 4th March 2015

RTO: Cinimod Enterprises Pty Ltd

GUIDELINE 4.1 - A provider must not require or permit students to attend scheduled classes (including time allocated for self-paced or online studies) for more than eight hours in any one day (other than in courses where the VRQA has issued the provider a specific written exemption for a course-related reason, specifying different maximum hours for that course).		**Compliant**
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Guideline 4.1.** The RTO does not require or permit students to attend scheduled classes (including time allocated for self-paced or online studies) for more than eight hours in any one day (other than in courses where the VRQA has issued the provider a specific written exemption for a course-related reason, specifying different maximum hours for that course).	Evidence reviewed at audit: • Train station is in walking distance • Buses also are close by • Video surveillance of the training premises • Premises is Well lit • Oxygen College Handbook • Oxygen College Operations Manual – 2.2 Insurance and legislation procedures • Class timetables • Operating hours	No rectification required.

Audit Date: 3rd and 4th March 2015

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GUIDELINE 4.2 - A provider must not require or permit full time students to attend scheduled classes (including time allocated for self-paced or online studies) outside of 0800hrs to 2200 hrs on any day (other than in courses where the VRQA has issued the provider a specific written exemption for a course-related reason, approving a different schedule for that course and with the written agreement of the student).		**Compliant**
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Guideline 4.2.** The RTO does not require or permit full time students to attend scheduled classes (including time allocated for self-paced or online studies) outside of 0800hrs to 2200 hrs on any day (other than in courses where the VRQA has issued the provider a specific written exemption for a course-related reason, approving a different schedule for that course and with the written agreement of the student).	Evidence reviewed at audit: • Train station is in walking distance • Buses also are close by • Video surveillance of the training premises • Premises is Well lit • Oxygen College Handbook • Oxygen College Operations Manual – 2.2 Insurance and legislation procedures • Class timetables • Operating hours	No rectification required.

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GUIDELINE 4.4 - Providers must indicate the measures they intend to take to address matters of student safety.		Compliant
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is Compliant with Guideline 4.4 Both the RTO and School policies are designed to address matters of student wellbeing and Safety.	Evidence reviewed at audit: • Train station is in walking distance • Buses also are close by • Video surveillance of the training premises • Premises is Well lit • Oxygen College Handbook • Oxygen College Operations Manual – 2.2 Insurance and legislation procedures • Class timetables • Operating hours	No rectification required.

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GUIDELINE 5.1 - The provider must demonstrate that they have the capacity to deliver and assess ALL the courses requested/on the scope of registration.		**Compliant**
Finding	**Evidence/Documentation Reviewed**	**Required Rectification(s)**
The RTO is **Compliant** with **Guideline 5.1** The RTO has the appropriate training and assessment strategies, learning resources and buildings and equipment to meet the requirements of the training packages on their scope and the regulatory standards.	Training and assessment strategies: • CUS40309 - Certificate IV in Music Business • CUS50109 - Diploma of Music • CUS60209 - Advanced Diploma of Sound Production • CUV30111 - Certificate III in Visual Arts Tour of facilities located at 22 and 24 Gordon Avenue Geelong Interviews • Chris Noonan • Alysha Davis • Frank Martinek • Tom Isacc • Dominic Monea • Andrew Whiteford Trainer Files audited • Frank Martinek • Tom Isacc • Dominic Monea • Andrew Whiteford • Chris Wheelwright • Peter Flynn • Phil Kearney • Tanya Martinek	No rectification required.

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Finding	Evidence/Documentation Reviewed	Required Rectification(s)
The RTO has the appropriate training and assessment resources and buildings and equipment to meet the requirements of the training packages on their scope and the regulatory standards.	Evidence reviewed at audit: • Lease Agreement – 5 years starting from 1st July 2010 – with 2 further 5 year terms • Occupancy permit for Ballarat Learning Exchange – Class 9b & 5- Camp Street Ballarat • Fire Equipment Maintenance Agreement • Occupancy permit for 20-22 Gordon Avenue Geelong West • 3.3 Training & Assessment Strategies Procedures • 3.4 Training Plan Procedures • Training & Assessment Strategies Template • Training Manager duty statement • Compliance Manager duty statement • Unit Industry Validation Checklist • Staff Skills Matrix Training and assessment strategies: • CUS40309 - Certificate IV in Music Business • CUS50109 - Diploma of Music • CUS60209 - Advanced Diploma of Sound Production • CUV30111 - Certificate III in Visual Arts Tour of facilities located at 22 and 24 Gordon Avenue Geelong Interviews • Chris Noonan • Alysha Davis • Frank Martinek	No rectification required.

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	- Tom Isacc - Dominic Monea - Andrew Whiteford Units audited **CUS60209 - Advanced Diploma of Sound Production** - CUESOU13B Specific, install and operate audio for an outdoor event - BSBPMG522A Undertake project work **CUS50109 - Diploma of Music** - CUSMPF406A Perform music as a soloist - CUSMPF602A Manage stagecraft aspects of performance **CUV30111 - Certificate III in Visual Arts** - CUVPRP301A Produce a creative work - CUVDIG301A Produce digital images **CUS40309 - Certificate IV in Music Business** - CUSEVT301A Book performance venues - CUSMPF304AMake a music demo	