

RTO Name:	Encompass Community Services	TOID:	6899	Audit Date:	31/08/2010
Contract Compliance Audit Worksheet					
No	Minimum Performance Standards	Compliant	Findings	Comment	
1	Internal Audit Assessment				
1.1	Has the internal audit been completed for each program and the findings are confirmed by the auditor (Skills for Victoria, ATTP and PTP)	YES	The RTO was compliant in this item.	ATTP Internal Audit dated 30/06/2010 and SVF Internal Audit dated 30/06/2010 provided at audit.	
1.2	Select 6 areas from the RTOs last SFV self assessment where they declared themselves compliant and audit their review process				
1.2.1	Item 4 - Student management system	YES	The RTO was compliant in this item.	The RTO uses VETtrak for records management.	
1.2.2	Item 8 - Internal audits every 6 months	YES	The RTO was compliant in this item.	ATTP Internal Audit dated 30/06/2010 and SVF Internal Audit dated 30/06/2010 provided at audit. Next audits planned for December, 2010.	
1.2.3	Item 11 - Are RTO memoranda promptly distributed to all staff for reference	YES	The RTO was compliant in this item.	Copies of Executive Memoranda sighted.	
1.2.4	Item 12 - Business financial viability statement	YES	The RTO was compliant in this item.	Valid Business Viability Statement dated September 2009 sighted.	
1.2.5	Item 32 - Eligibility	YES	The RTO was compliant in this item.	Register of Interest form collects all relevant eligibility details. The enrolment form did not include a self-declaration regarding previous study, citizenship and date of birth. This was corrected at audit. No further action is required.	
1.2.6	Item 117 - Certificates must contain 'obtained under an approved Victorian Government training program'	YES	The RTO was compliant in this item.	Samples of certificates containing required wording provided at audit.	
1.4	Skills for Victoria Standard Questions	NA	Not Applicable		
2	SFV Apprentices/Trainees Training Matrix	NA	Not Applicable		
3	ATTP Training Matrix	NO	Non Compliant	Please refer to ATTPTrainingDelivery tab in this report: 1. Training Plan not complaint (3 files). 2. No monthly contact made between RTO and trainee/apprentice and workplace supervisor (1 file). 3. Evidence of withdrawal from routine work duties for training missing (2 files). 4. Claim dates do not match those on the Training Plan (1 file). 5. Five claims not supported by evidence of participation.	

4	SFV Non - Apprentices/Trainees Training Matrix	NO	Non Compliant	Please refer to SFV NonApp Training Delivery tab in this report: 1. Training Plan not complaint - missing party/ies responsible for the delivery and/or assessment of each competency (8 files). 2. Training Plan not on file (2 files). 3. Eight claims not supported by evidence of participation.
5	PETP Training Matrix	NA	Not Applicable	
6	AQTF Standards			
6.1	Qualifications of Trainers and Assessors	NO	Non Compliant	No vocational experience mapped for Nadia Frisch and Chris Flynn. Refer TrainerQuals tab.
6.2	Training and Assessment	YES	Compliant	Refer AQTF Tab.
	Trainee Interviews		Findings validated	Trainee very happy with quality of service provided.
	Trainer Interviews		Findings validated	
	Employer Interviews		Findings validated	