

19 December 2014



Australian Government  
Australian Skills Quality Authority

Mr Peter Heumiller  
Director  
Heumillers Enterprises Pty Ltd t/a In 4 Training  
PO Box 503  
Emeralds QLD 4720

Also by email: [heumill@bigpond.net.au](mailto:heumill@bigpond.net.au)

Audit No: 1006486  
Application No: 1062904

Dear Mr Heumiller

**Re: Outcome of renewal of registration application—granted**

I refer to your application to renew your registration as a national VET regulator (NVR) registered training organisation (RTO).

In accordance with the provisions of the *National Vocational Education and Training Regulator Act 2011* (the Act), your application for registration has been granted. A copy of the final audit report is attached for your reference.

The National Register has been updated to include the following key details of your organisation:

Legal name:	Heumillers Enterprises Pty Ltd
Trading name/s (if relevant):	In 4 Training
RTO ID number:	32041


**Period of registration**

Your organisation has been granted registration for a period of 5 years which commenced on 30 October 2014 and is due to expire on 29 October 2019. A Certificate of Registration is attached. You can apply to the Australian Skills Quality Authority (ASQA) to renew or withdraw your organisation's registration, and timeframes and obligations apply to each process. There are also obligations on organisations that effectively cease to operate, even though they remain registered as RTOs. Further information about obligations in these circumstances is available from the [ASQA website](http://www.asqa.gov.au).

**Scope of registration**

The organisation's scope of registration – the vocational education and training (VET) courses that your organisation is registered to provide – is listed on the National Register. Please note that Sections 93-94 of the Act provide for the imposition of monetary penalties on RTOs that provide all or part of a VET course outside scope of registration.





If the training and assessment provided is likely to lead to students applying for a licence/recognition to operate in a relevant industry, you will need to ensure that you meet the requirements of the relevant national or state/territory regulator/s. Organisations that ASQA has formal arrangements with that may have additional requirements to be met beyond registration with ASQA before training and assessment will be recognised for industry licensing, registration or other approval can be found in the [External licensing & additional registration requirements spreadsheet](#) on the ASQA website. Please contact the relevant regulator/s to ensure you have satisfied regulatory requirements before delivery and ensure that marketing materials are accurate.

### **Changes to scope of registration**

You must apply to ASQA if your organisation wishes to change its scope of registration by either adding or removing a VET course. Information on the process to make changes to your scope of registration is available from the [ASQA website](#).

### **RTO ID number**

You **must** quote your organisation's RTO ID number in all future correspondence with ASQA. This number **must** also be included on the qualifications and statements of attainment that you issue and the marketing materials that you use as an RTO.

### **Maintaining compliance**

I wish to remind you that you have signed a statutory declaration in which you have accepted responsibility for ensuring compliance with the VET Quality Framework. This framework comprises the following components:

- the Standards for NVR Registered Training Organisations
- the Australian Qualifications Framework
- the Fit and Proper Person Requirements of the Act
- the Financial Viability Risk Assessment Requirements of the Act
- the Data Provision Requirements of the Act.

This is an important commitment that requires you to actively manage and monitor your RTO's activities to ensure that compliance is maintained at all times and across all of your operations.

RTO compliance is the mandated foundation upon which organisations should plan and achieve quality improvements to their training and assessment services.

### **ASQA fees and charges**

Please refer to ASQA website for details of [fees and charges](#) that apply to your registration.

### **Conditions of registration**

You are required to comply with the conditions of registration set out in Sections 22-28 of the Act, as well as any additional conditions that ASQA, as the national VET regulator, has imposed on your organisation's registration.

There are no additional conditions imposed on your organisation's registration.

### **Access documents**

You may also have the right of access to further documents under the *Freedom of Information Act* 1982 ([www.oaic.gov.au](http://www.oaic.gov.au)).



**Further information and assistance**

If you require further information or assistance in relation to this matter, please contact the Info Line on telephone 1300 701 801.

Yours sincerely



Jane Holt  
**Regional Manager Compliance, Darwin**







## Audit report – VET Quality Framework

### Continuing registration as a national VET regulator (NVR) registered training organisation

#### ORGANISATION DETAILS

Organisation's legal name	Heumillers Enterprises Pty Ltd
Trading name/s	In 4 Training
RTO number	32041
CRICOS number	n/a

#### AUDIT TEAM

Lead auditor	Christine Williams
Auditor/s	n/a
Technical adviser/s	n/a

#### AUDIT DETAILS

Application number/s	1062904	
Audit number/s	1006486	
Audit reason 1	Application - renewal	
Audit reason 2	n/a	
Audit reason 3	n/a	
Activity type	Site visit	
Address of site/s visited	38 Campbell Street, Emerald	
Date/s of audit	23 and 24 September 2014	
Organisation's contact for audit	Peter Heumiller hemill@bigpond.net.au	Owner/Executive Officer 0409035675
NVR standards audited	Selected Standards for Continuing Registration: 16, 17, 18, 20.1, 22.2, 23.1, 24.1, 25.	

#### BACKGROUND

##### The organisation first became an RTO:

29 October 2009

##### Organisational structure:

The organisation is a family owned business supported by administration staff and trainers/assessors.

##### Current business activities:

The major aspects of the family business is its security business. The organisation also offers some non-vet training in for example, fire warden, PPE essentials and behavioural safety.



The major focus of the VET delivery is to ensure the organisation's own security staff have the required qualifications, with a large enrolment for RII, HLT through public clients and mining.

**Significant associates, outsourcing arrangements:**

The organisation has a third party arrangement with Kevin Wall. The arrangement only extends to the enrolling of students and in some cases the collection of moneys. The third party arrangement does not allow for Mr Wall to conduct any marketing on behalf of the organisation.

The organisation has a third party arrangement with (4 T Solutions) Christine Bodiam and Ian Rankine. The organisation, 4 T Solutions, gains the students through flyers and word-of-mouth.

**Core clients / target groups:**

The majority of clients are employed persons needing to up-skill.

**Delivery venues:**

Training is conducted at the organisation's business site plus employer sites. Where required, the organisation hires commercial premises.

**Fee revenue sources targeted:**

All fee-for-service.

Total number of current enrolments in RTO as at audit date:

- 14

**AUDIT SAMPLE**

Code	Qualification/Course/Unit name	Mode/s of delivery/assessment*	Current enrolments (If not yet on scope, record N/A)
CPP30212	Certificate II in Security Operations	Face to face	Nil
CPP30411	Certificate III in Security Operations	Face to face	Nil
AHCLPW306A	<i>Undertake sampling and testing of water</i>	Face to face	Nil
UETDRRF06B	<i>Perform rescue from a live LV panel</i>	Face to face	14
HLTPAT304D	<i>Collect pathology specimens other than blood</i>	Face to face	Nil
HLTAID003	<i>Provide first aid</i>	Face to face	Nil

\*Apprenticeship, Traineeship, Face to face, Distance, Online, Workplace, Mixed, Other (specify)

**INTERVIEWEES**

Name	Position	Qualification/Course/Unit code/s
Patricia Heumiller	Manager	HLTPLT304D, HLTAID003
Peter Heumiller	CEO	CPP20212, CPP30411, RII units
Keven Wall	Trainer/assessor	CPP20212, CPP30411, HLTAID003,
Fiona Merchie	Trainer/assessor	AHCLPW306A
Terriane Armour	Trainer/assessor	HLTAID003, UETDRRF06B
Samantha Wolski	Administration	n/a



## ORIGINAL AUDIT FINDING AT TIME OF AUDIT

### Audit finding as at 24/09/2014: Significant non-compliance

- The level of non-compliance considers the potential for an adverse impact on the quality of training and assessment outcomes for students.
- If non-compliance has been identified, this audit report describes evidence of the non-compliance.
- Refer to notification of non-compliance for information on providing further evidence of compliance.

## AUDIT FINDING FOLLOWING ANALYSIS OF RECTIFICATION EVIDENCE

### Audit finding following analysis of additional evidence provided on 03/11/2014: Compliant

## AUDIT FINDING BY STANDARD

Standard	Original finding	Finding following rectification
SNR 15	Not compliant	Compliant
SNR 16	Compliant	n/a
SNR 17	Not compliant	Compliant
SNR 18	Not compliant	Compliant
SNR 19	Not audited	n/a
SNR 20	Compliant	n/a
SNR 21	Not audited	n/a
SNR 22	Compliant	n/a
SNR 23/AQF	Not compliant	Compliant
SNR 24	Not audited	n/a
SNR 25	Compliant	n/a



**SNR 15 The NVR registered training organisation provides quality training and assessment across all of its operations, as follows:**

**15.1 The NVR registered training organisation collects, analyses, and acts on relevant data for continuous improvement of training and assessment.**

**Original finding:** Compliant

**Following rectification:** n/a

**15.2 Strategies for training and assessment meet the requirements of the relevant Training Package or VET accredited course and have been developed through effective consultation with industry.**

**Original finding:** Not compliant

**Following rectification:** Compliant

*Reasons for finding of non-compliance:*

- **CPP20212 Certificate II in Security Operations**  
**CPP30411 Certificate III in Security Operations**

The organisation has developed strategies for each unit of competency on its scope of registration, including each of the units that sit within the above qualifications. However the organisation has not developed strategies for the delivery of the full qualifications.

***HLTAID003 Provide first aid***

The Strategy does not align with the delivery program in that the strategy identifies various lengths of delivery such as 8, 12 and 16 hours delivery.

*In order to become compliant, the organisation is required to:*

- **CPP20212 Certificate II in Security Operations**  
**CPP30411 Certificate III in Security Operations**

Provide training and assessment strategies for the above qualifications. The strategies are to ensure assessment methods align with the individual strategies previously developed, ensure industry consultation and meet Training Package rules.

***HLTAID003 Provide first aid***

Provide a strategy for the above unit of competency which aligns to all aspects of the delivery of the program, including but not limited to the duration of delivery.

*Analysis of rectification evidence:*

- The organisation provided the following rectification evidence:

**CPP20212 Certificate II in Security Operations**  
**CPP30411 Certificate III in Security Operations**

Audit Document.docx (pages 3 & 4): The organisation provided Training and Assessment strategies that meet the Training Package rules for the above qualifications.

***HLTAID003 Provide first aid***

Audit Document.docx (page 5): The organisation provided a Learning and Assessment strategy which identifies the length of delivery as 10 hours total and now aligns all aspects of delivery of the program.

**The evidence provided supports compliance with the requirements of SNR15.2.**

**15.3 Staff, facilities, equipment and training and assessment materials used by the NVR registered training organisation are consistent with the requirements of the Training Package or VET accredited course and the NVR registered training organisation's own training and assessment strategies and are developed through effective consultation with industry.**





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**Original finding:** Not compliant

**Following rectification:** Compliant

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*Reasons for finding of non-compliance:*

- Assessment materials do not evidence that they are consistent with the requirements of the relevant Training Package/units of competency in that there is insufficient evidence of recording the observations undertaken during the practical assessments.

*In order to become compliant, the organisation is required to:*

- Provide evidence of assessment materials that meet the relevant Training Package/units of competency as noted within this report at SNR 15.5.
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*Analysis of rectification evidence:*

- The organisation provided the following evidence:  
Audit document.docx (Pages 8 – 36) – The organisation provided student and assessor assessment instruments which meet the relevant Training Package/units of competency requirements.

**The evidence provided supports compliance with the requirements of SNR15.3**

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**15.4 Training and assessment is delivered by trainers and assessors who:**

- (a) have the necessary training and assessment competencies as determined by the National Skills Standards 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.**
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**Original finding:** Not compliant

**Following rectification:** Compliant

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*Reasons for finding of non-compliance:*

- **Fiona Murchie**  
The organisation did not comply with the requirements as noted at SNR 15.4 (d) for the continued development of Fiona's VET currency and there was no evidence of a plan for Fiona to continue to develop her VET currency.

*In order to become compliant, the organisation is required to:*

- **Fiona Murchie**
  - Provide VET currency evidence and professional development plan to ensure continued VET currency
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*Analysis of rectification evidence:*

- **Fiona Murchie**  
The organisation provided the following rectification evidence:  
Audit Document.docx (Page 6): The organisation provided a 'Personal Development Plan' for Fiona which includes VET currency.

**The evidence provided supports compliance with the requirements of SNR15.4**



**15.5 Assessment including Recognition of Prior Learning (RPL):**

- (a) meets the requirements of the relevant Training Package or VET accredited course; and
- (b) is conducted in accordance with the principles of assessment and the rules of evidence; and
- (c) meets workplace and, where relevant, regulatory requirements; and
- (d) is systematically validated.

**Original finding:** Not compliant

**Following rectification:** Compliant

*Reasons for finding of non-compliance:*

- **AHCLPW306A Undertake sampling and testing of water**  
**UETDRRF06B Perform rescue from a live LV panel**  
**HLTPAT304D Collect pathology specimens other than blood**  
**HLTAID003 Provide first aid**  
**CPPSEC2011B Control access to and exit from premises**  
**CPPSEC2012A Monitor and control individual and crowd behaviour**  
**CPPSEC3051A Implement cash-in-transit security procedures**  
**CPPSEC3008A Control security risk situations using firearms**

Whilst the organisation's assessment instruments are designed to meet the unit of competency requirements, they lack the ability for an assessor to record evidence of the practical demonstrations, and there is a lack of information for the trainer and student regarding instructions on the conduct of the practical tasks. Further, the organisation has not evidenced that the assessors are to allow for reasonable adjustment. Assessment is not conducted in accordance with the principles of assessment and rules of evidence.

*HLTPAT304D Collect pathology specimens other than blood* – assessment does not cover all aspects of the required knowledge.

*In order to become compliant, the organisation is required to:*

- **AHCLPW306A Undertake sampling and testing of water**  
**UETDRRF06B Perform rescue from a live LV panel**  
**HLTPAT304D Collect pathology specimens other than blood**  
**HLTAID003 Provide first aid**  
**CPPSEC2011B Control access to and exit from premises**  
**CPPSEC2012A Monitor and control individual and crowd behaviour**  
**CPPSEC3051A Implement cash-in-transit security procedures**  
**CPPSEC3008A Control security risk situations using firearms**
- Ensure all aspects of the required skills are assessed to evidence a decision of a competent outcome. For each of the above units of competency, provide:
  1. Assessment instruments which allow for the collection of sufficient observable behaviour to determine valid assessment against skills and underpinning knowledge outcomes.
  2. Clear instructions for both student and assessor for each of the above units of competency for the practical assessments.
  3. Instruction which ensures assessors are informed about the allowance of reasonable adjustment.
  4. *HLTPAT304D Collect pathology specimens other than blood*, also provide evidence of all knowledge requirements being assessed.

*Analysis of rectification evidence:*

- **AHCLPW306A Undertake sampling and testing of water**  
**UETDRRF06B Perform rescue from a live LV panel**  
**HLTPAT304D Collect pathology specimens other than blood**  
**HLTAID003 Provide first aid**



**CPPSEC2011B Control access to and exit from premises**  
**CPPSEC2012A Monitor and control individual and crowd behaviour**  
**CPPSEC3051A Implement cash-in-transit security procedures**  
**CPPSEC3008A Control security risk situations using firearms**

The organisation has provided the following rectification evidence:

1. Audit Document.docx (pages 8 - 36) – Assessment instruments for the above units of competency. Assessment now includes the collection of sufficient observable behaviour to determine valid assessment.
2. Audit Document.docx (pages 8 - 36) – Clear instructions for students and assessors now included within the Unit of competency assessment tools.
3. Audit Document.docx (page 7) – Staff Handbook has been amended to include instructions and examples of reasonable adjustment allowances to be extended to students requiring supported learning. Additional reasonable adjustment information added to all assessment instruments.
4. Audit Document.docx (page 14) – Training and Assessment mapping guide and assessment tools provided for *HLTPAT304D Collect pathology specimens other than blood*.

**The evidence provided supports compliance with the requirements of SNR15.5**

<b>SNR 16</b>	<b>The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients, as follows:</b>	
<b>16.1</b>	<b>The NVR registered training organisation establishes the needs of clients, and delivers services to meet these needs.</b>	
	<b>Original finding:</b> Compliant	<b>Following rectification:</b> n/a
<b>16.2</b>	<b>The NVR registered training organisation continuously improves client services by collecting, analysing and acting on relevant data.</b>	
	<b>Original finding:</b> Compliant	<b>Following rectification:</b> n/a
<b>16.3</b>	<b>Before clients enrol or enter into an agreement, the NVR registered training organisation informs them about the training, assessment and support services to be provided, and about their rights and obligations.</b>	
	<b>Original finding:</b> Compliant	<b>Following rectification:</b> n/a
<b>16.4</b>	<b>Employers and other parties who contribute to each learner's training and assessment are engaged in the development, delivery and monitoring of training and assessment.</b>	
	<b>Original finding:</b> Compliant	<b>Following rectification:</b> n/a
<b>16.5</b>	<b>Learners receive training, assessment and support services that meet their individual needs.</b>	
	<b>Original finding:</b> Compliant	<b>Following rectification:</b> n/a
<b>16.6</b>	<b>Learners have timely access to current and accurate records of their participation and progress.</b>	
	<b>Original finding:</b> Compliant	<b>Following rectification:</b> n/a



**16.7 The NVR registered training organisation provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.**

**Original finding:** Compliant

**Following rectification:** n/a

**SNR 17 Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates, as follows:**

**17.1 The NVR registered training organisation's management of its operations ensures clients receive the services detailed in their agreement with the NVR registered training organisation.**

**Original finding:** Compliant

**Following rectification:** n/a

**17.2 The NVR registered training organisation uses a systematic and continuous improvement approach to the management of operations.**

**Original finding:** Compliant

**Following rectification:** n/a

**17.3 The NVR registered training organisation monitors training and/or assessment services provided on its behalf to ensure that it complies with all aspects of the VET Quality Framework.**

**Original finding:** Not compliant

**Following rectification:** Compliant

*Reasons for finding of non-compliance:*

- The organisation has two third party arrangements in place. There is no formal agreement in place with the organisation that conducts the water testing unit of competency, 4 T Solutions. Whilst the organisation's representative provided a verbal outline of the process used by both parties, this process is not adequately monitored by the RTO.

*In order to become compliant, the organisation is required to:*

- Provide evidence of each third party arrangement which identify the conditions of the agreement, the responsibilities of each party and how the RTO will monitor all aspects of the marketing, training and assessment conducted by the third party organisation/s.

*Analysis of rectification evidence:*

- The organisation provided the following rectification evidence:  
4t Agreement.pdf and Kev Wall.pdf: The documents provided ensure all parties are aware of their responsibilities and monitoring arrangements.

**The evidence provided supports compliance with the requirements of SNR17.3**

**17.4 The NVR registered training organisation manages records to ensure their accuracy and integrity.**

**Original finding:** Not compliant

**Following rectification:** Compliant

*Reasons for finding of non-compliance:*

- There is no validation conducted against the assessed outcomes and decisions made by the assessors. Therefore, the organisation is unable to ensure the accuracy and integrity of its records management.



*In order to become compliant, the organisation is required to:*

- Provide evidence of how it will ensure the accuracy and integrity of its records management and how it will monitor/validate assessment outcomes to ensure consistency amongst assessors and that the students have been assessed in accordance with the requirements of the relevant Training Package and assessor guidelines.

*Analysis of rectification evidence:*

- The organisation provided the following rectification evidence:  
Audit document.docx (Page 38-46): Revised Continuous Improvement policy and eight assessment Validation Checklists.

**The evidence provided supports compliance with the requirements of SNR17.4**

**SNR 18 The NVR registered training organisation has governance arrangements in place as follows:**

**18.1 The NVR registered training organisation's Chief Executive must ensure that the NVR registered training organisation complies with the VET Quality Framework. This applies to all of the operations within the NVR registered training organisation's scope of registration, as listed on the National Register.**

**Original finding:** Not compliant

**Following rectification:** Compliant

*Reasons for finding of non-compliance:*

- The organisation's CEO has not ensured the RTO complies with the VET Quality Framework.

*In order to become compliant, the organisation is required to:*

- Provide the required evidence of rectification against non-compliance issues as noted within this report.

*Analysis of rectification evidence:*

- The organisation provided the following rectification evidence:  
The CEO has provided sufficient evidence to ensure that the organisation complies with the VET Quality Framework.

**The evidence provided supports compliance with the requirements of SNR18.1**

**18.2 The NVR registered training organisation must also explicitly demonstrate how it ensures the decision making of senior management is informed by the experiences of its trainers and assessors.**

**Original finding:** Compliant

**Following rectification:** n/a

**SNR 19 Interactions with the National VET Regulator**

**19.1 The NVR registered training organisation must co-operate with the National VET Regulator:**  
(a) in the conduct of audits and the monitoring of its operations;  
(b) by providing accurate and timely data relevant to measures of its performance;  
(c) by providing information about significant changes by its operations;  
(d) by providing information about significant changes to its ownership; and



(e) in the retention, archiving, retrieval and transfer of records consistent with National VET Regulator's requirements.

Original finding: Not audited

Following rectification: n/a

#### **SNR 20 Compliance with legislation**

**20.1 The NVR registered training organisation must comply with relevant Commonwealth, State or Territory legislation and regulatory requirements relevant to its operations and its scope of registration.**

Original finding: Compliant

Following rectification: n/a

**20.2 The NVR registered training organisation must ensure that its staff and clients are fully informed of legislative and regulatory requirements that affect their duties or participation in vocational education and training.**

Original finding: Not audited

Following rectification: n/a

#### **SNR 21 Insurance**

**21.1 The NVR registered training organisation must hold public liability insurance throughout its registration period.**

Original finding: Not audited

Following rectification: n/a

#### **SNR 22 Financial management**

**22.1 The NVR registered training organisation must be able to demonstrate to the National VET Regulator, on request, that it is financially viable at all times during the period of its registration.**

Original finding: Not audited

Following rectification: n/a

**22.2 The NVR registered training organisation must provide the following fee information to each client:**

- (a) the total amount of all fees including course fees, administration fees, materials fees and any other charges;**
- (b) payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee;**
- (c) the nature of the guarantee given by the NVR registered training organisation to complete the training and/or assessment once the student has commenced study in their chosen qualification or course;**
- (d) the fees and charges for additional services, including such items as issuance of a replacement qualification testamur and the options available to students who are deemed not yet competent on completion of training and assessment; and**
- (e) the organisation's refund policy.**

Original finding: Compliant

Following rectification: n/a



<b>22.3</b>	<p>Where the NVR registered training organisation collects student fees in advance it must ensure it complies with one of the following acceptable options:</p> <p>(a) (Option 1) the NVR registered training organisation is administered by a State, Territory or Commonwealth government agency;</p> <p>(b) (Option 2) the NVR registered training organisation holds current membership of an approved Tuition Assurance Scheme;</p> <p>(c) (Option 3) the NVR registered training organisation may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, the NVR registered training organisation may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500;</p> <p>(d) (Option 4) the NVR registered training organisation holds an unconditional financial guarantee from a bank operating in Australia for no less than the full amount of funds held by the NVR registered training organisation which are prepayments from students (or future students) for tuition to be provided by the NVR registered training organisation to those students; or</p> <p>(e) (Option 5) the NVR registered training organisation has alternative fee protection measures of equal rigour approved by the National VET Regulator.</p>
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Original finding: Not audited

Following rectification: n/a

## SNR 23 Certification, issuing and recognition of qualifications & statements of attainment

<b>23.1</b>	<p>The NVR registered training organisation must issue to persons whom it has assessed as competent in accordance with the requirements of the Training Package or VET accredited course, a VET qualification or VET statement of attainment (as appropriate) that:</p> <p>(a) meets the Australian Qualifications Framework (AQF) requirements;</p> <p>(b) identifies the NVR registered training organisation by its national provider number from the National Register and</p> <p>(c) includes the NRT logo in accordance with its current conditions of use.</p>
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Original finding: Not compliant

Following rectification: Compliant

*Reasons for finding of non-compliance:*

- The organisation's Statement of Attainment wording did not meet the required wording requirements of the AQF issuance policy.

*In order to become compliant, the organisation is required to:*

- Prior to completion of the site audit the organisation provided the required rectification evidence.

**No further evidence required. The RTO is compliant with SNR 23.1**

<b>23.2</b>	<p>The NVR registered training organisation must recognise the AQF and VET qualifications and VET statements of attainment issued by any other RTO.</p>
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Original finding: Not audited

Following rectification: n/a

<b>23.3</b>	<p>The NVR registered training organisation must retain client records of attainment of units of competency and qualifications for a period of 30 years.</p>
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Original finding: Not audited

Following rectification: n/a



- 23.4 The NVR registered training organisation must provide returns of its client records of attainment of units of competency and VET qualifications to the National VET Regulator on a regular basis, as determined by the National VET Regulator. [no requirements currently exist]**

This element was not audited.

- 23.5 The NVR registered training organisation must meet the requirements for implementation of a national unique student identifier. [no requirements currently exist]**

This element was not audited.

#### **SNR 24 Accuracy and integrity of marketing**

- 24.1 The NVR registered training organisation must ensure its marketing and advertising of AQF and VET qualifications to prospective clients is ethical, accurate and consistent with its scope of registration.**

**Original finding:** Compliant

**Following rectification:** n/a

- 24.2 The NVR registered training organisation must use the NRT logo only in accordance with its conditions of use.**

**Original finding:** Not audited

**Following rectification:** n/a

#### **SNR 25 Transition to Training Packages/expiry of VET accredited courses**

- 25.1 The NVR registered training organisation must manage the transition from superseded Training Packages within 12 months of their publication on the National Register so that it delivers only currently endorsed Training Packages.**

**Original finding:** Compliant

**Following rectification:** n/a

- 25.2 The NVR registered training organisation must manage the transition from superseded VET accredited courses so that it delivers only currently endorsed Training Packages or currently VET accredited courses.**

**Original finding:** Compliant

**Following rectification:** n/a