

VRQA Re Registration Audit - Rectification - 7 August 2015

RTO: Ringwood Secondary College TOID: 22475 Audit Dates: 4th – 5th May 2015

PROVIDER ACTION PLAN

AQTF & VRQA Guideline Reference	Provider Rectification Action Plan
AQTF Conditions of Registration	
Condition 6 Certification & Issuing of Qualifications and Statements of Attainment	<p>C 6.1.1 All Certificates and Statements of Attainment to identify Ringwood Secondary College as the RTO.</p> <p>C 6.1.2 All SOA to reflect current AQF requirements including addition of seal/watermark change paper, removal of employability skills reference, revision of explanatory statement.</p> <p>RTO is rebranding from RTTF to a new trading name. RT Ringwood Training will be registered with ASIC and the VRQA.</p>
C 8 Accuracy and Integrity of Marketing	C 8.1 All marketing materials to identify Ringwood Secondary College as the RTO.
AQTF Standards	
Standard 1 S 1.2 Training and Assessment Strategies	S 1.2.1 Industry consultation will be documented in the development of future Training and Assessment Strategies (TAS).
S 1.4 Trainer and Assessor Competency	S1.4.1 Supervision process to be documented to ensure that trainers and assessors who do not have required training and assessment competencies (National Quality Council) are appropriately supervised by a qualified individual.
S1.5 Assessment Strategies	<p>S 1.5.1 ICA30111 Assessment tools for sampled units to be made consistent with TAS; Clear assessment criteria/model answers to be developed for all assessment tasks</p> <p>S 1.5.2 22015VIC Assessment approach for sampled units/modules to meet all requirements of Training package; Clear assessment criteria/model answers to be developed for all assessment tasks</p> <p>S 1.5.3 AUR30612 Assessment approach for sampled units/modules to meet all requirements of Training package; Clear assessment criteria/model answers to be developed for all assessment tasks</p> <p>S 1.5.4 22209VIC Assessment approach for sampled units/modules to meet all requirements of Training package; Clear assessment criteria/model answers to be developed for all assessment tasks</p> <p>S 1.5.5 Validation of sampled units to include schedule, validation tools and criteria to guide the validation process</p>
VRQA Guidelines for VET Providers	
G 1 Governance, Probity and Compliance – 1.3 Management Systems	G 1.3.1 Trainer matrices for 4 trainers to complete mapping of vocational competence or vocational experience to units of competency/modules
G 2 Quality Assurance, review and Evaluation Processes – 2.1 Course Quality	G 2.1.1 Processes for the moderation of student performance and assessment outcomes to be put in place.
G 5 Teaching, Learning and Assessment – 5.1 Capacity to Deliver Scope of Registration	<p>G 5.1.1 ICA30111 Align assessment matrix in TAS with assessment methods at unit level</p> <p>G 5.1.2 22015VIC, 22209VIC and AUR30612 In future demonstrate the involvement of industry in the development of the assessment approach.</p>

	G 5.1.3 22209VIC Develop communication strategy to inform students of assessment requirements for each module/unit
	G 5.1.4 22015Vic, 22209VIC & AUR30612 Demonstrate that assessment approaches meet the requirements of each unit of competency including performance criteria
	G 5.1.5 22209VIC & AUR30612 Add student instructions for each assessment task / activity
	G 5.1.6 ICA30111, 22209VIC & AUR30612 Add assessor guidelines
	G 5.1.7 Add assessment criteria/model answers for sampled units
	G 5.1.8 22209VIC Add assessment record sheets / tools for each assessment activity/task
	G 5.1.9 22209VIC Add overall assessment record sheet on participant basis
	G 5.1.10 Document processes to ensure assessment validation