

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

**Audit Date:** 4<sup>th</sup> – 5<sup>th</sup> May 2015

**Applicant:** Ringwood Secondary College

Applicant Details			
Applicant Name	Ringwood Secondary College	TOID	22475
Address	Bedford Road, Ringwood VIC 3134		
		Website	www.ringwoodsc.vic.edu.au
Registration Contact	Joe Pollock		
Phone Number	03 9845 7561	Email	jpollock@ringwoodsc.vic.edu.au
Audit Team			
Audit Firm	ShingWing Australia	Auditor/s	Sandra Surguy
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	2, 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, 2.6, 2.7	3.1, 3.2, 3.3, 3.4
VRQA Guidelines Audited	1, 2, 4, 5		
Audit Date/s	4 <sup>th</sup> – 5 <sup>th</sup> May 2015		
RTO Background			
<p>Ringwood Secondary College gained initial registration as an RTO in 2010; in the same year an onsite purpose built trade centre, the Ringwood Trade Training Facility (RTTF), was established. Since the commencement of RTO operations a number of structural changes have occurred, particularly as this relates to state and federal responsibility for RTTF operations and funding. Over this time, RTO management have successfully adapted to the requirements of such arrangements.</p> <p>The RTO provides a range of nationally recognised training and assessment services to internal Year 10 – 12 secondary school students. Students from other state, independent and Catholic schools may also access the College's VET courses and there is opportunity for students to undertake school based apprenticeships/traineeships. Additionally, courses offered by the College attract a number of work-based apprentices who undertake studies in conjunction with school-based students. The RTO also has partnership arrangements in place with two high schools, Mount Waverley Secondary College and Fairhills High School.</p> <p>The audit identified a number of areas for rectification and areas for improvement. College representatives were enthusiastic about moving forward and addressing identified non-compliances however they were cognisant of the resources and time that this would take. The audit report was developed with the aim of assisting the College to ensure that all quality system compliance issues were expediently addressed, as appropriate to its scope and scale of operations.</p>			
Post Audit Provider Comments			
In conjunction with the completed Audit Report Acceptance Form, the RTO submitted an Action Plan to address			



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identified areas of non compliance.

Qualifications/Units Audited <sup>1</sup>		
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE		
TGA Code	Qualification/Unit of Competence/Accredited Course (as per TGA)	Delivery Site
ICA30111	Certificate III in Information, Digital Media and Technology	Ringwood; Mount Waverley; Knoxfield
AUR30612	Certificate III in Light Vehicle Technology	Ringwood
22015VIC	Certificate II in Automotive Studies (Pre-vocational)	Ringwood
22209VIC	Certificate II in Engineering Studies	Ringwood

Interviewee(s) – Staff name and position; employer name and position	
Joe Pollock	Centre Manager
Alan Platt	Automotive Coordinator
Kevork Krozian	IT Pathways Manager
David Wilson	Engineering Coordinator
Loretta Yost	Administration Coordinator
David Godfrey	Engineering Training and Assessor
Mary Molloy	Compliance Consultant

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:		

<sup>1</sup> Samples have been selected in accordance with the VRQA VET Audit Sampling Methodology