



Victorian Registration &
Qualifications Authority

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TOId: 21707
VRQA-2011-063

Mr Nathan Wheldon
Chief Executive Officer
Education Institute Pty Ltd
Level 1, 58 Rupert Street
Collingwood VIC 3066

Dear Mr Wheldon

Re: Rectification Matters

Thank you for your response regarding the rectification of non-compliance matters identified by the audit held on 27 and 28 October 2010.

Please be advised that the Victorian Registration and Qualifications Authority (VRQA) is satisfied that your organisation, Education Institute Pty Ltd is now compliant with the *Australian Quality Training Framework Essential Conditions and Standards for Continuing Registration (AQTF Conditions and Standards)* and the *VRQA Guidelines for VET Providers (VET Guidelines)*.

If you have any queries in relation to these matters, please contact Ms Julie Florence Registration Officer on (03) 9651 3229 or florence.julie.e@edumail.vic.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Maree Haynes', with a long horizontal flourish extending to the right.

Maree Haynes
Manager Quality Assurance VET

21 February 2011

VRQA2010-964
RTO 21707



Victorian Registration &
Qualifications Authority

Mr Nathan Wheldon
Chief Executive Officer
Choice Training Solutions Pty Ltd
Level 1 58 Rupert St
COLLINGWOOD VIC 3066

Level 6, 35 Spring St
Melbourne VIC 3000

GPO Box 2317
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Dear Mr Wheldon

Renewal of Registration Audit

I am writing to you in relation to the application from Choice Training Solutions Pty Ltd for renewal of registration as a Registered Training Organisation (RTO) pursuant to Part 4.3 of the *Education and Training Reform Act 2006*.

It is a condition of the *Education and Training Reform Act 2006* that an RTO must comply with the minimum conditions and standards and any guidelines for registration including the *Australian Quality Training Framework Essential Conditions and Standards for Continuing Registration (AQTF Conditions and Standards)* and the *VRQA Guidelines for VET Providers (VET Guidelines)*.

An independent audit held on 27 and 28 October 2010 assessed the compliance of Choice Training Solutions Pty Ltd against the *AQTF Conditions and Standards* and the *VET Guidelines* for the purpose of renewal of registration. I note that you have not commented on the draft audit report which was provided to you by the auditor.

I now enclose a copy of the final audit report for your attention. The *AQTF Conditions and Standards* audit report indicates significant non-compliance with the following:

- Standard 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.
- Standard 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.
- Standard 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.

The *VET Guidelines* audit report indicates non-compliance with the following:

- Guideline 1: Governance, Probity and Compliance with Statutory Requirements
- Guideline 2: Quality Assurance, Review and Evaluation Processes
- Guideline 5: Teaching, Learning and Assessment

Given the extent of non-compliance of Choice Training Solutions Pty Ltd as an RTO, you are required under Part 4.3.17 of the *Education and Training Reform Act 2006* to provide within **28 days** of receiving this correspondence documented evidence of how non-compliance has been rectified.

Please forward your submission of evidence to Ms Julie Florence, VET Quality Assurance, VRQA, GPO Box 2317, Melbourne 3001.

In anticipation of a comprehensive and satisfactory response, I have renewed the registration of Choice Training Solutions Pty Ltd as an RTO until **31 October 2015**.

Should you have concerns about the conduct of the registration/audit process please address these in writing to the Complaints Manager, VRQA, GPO Box 2317, Melbourne 3001.

If you have any further questions, please contact Ms Julie Florence on (03) 9651 3229 or email florence.julie.e@edumail.vic.gov.au.

Yours sincerely



Robyn Timmins
Deputy Director, VRQA

17th December 2010



AQTF Essential Conditions and Standards for Continuing Registration
AUDIT REPORT

RTO: Choice Training Solutions Pty Ltd

Audit Date: October 27 & 28, 2010

RTO DETAILS			
RTO Name	Choice Training Solutions Pty Ltd	NTIS Number	21707
Address	Level 2, 58 Rupert Street, Collingwood 3066 Vic		
		Website	www.choicets.com.au
Registration Contact	Mr Nathan Wheldon		
Phone Number	03 9445 0299	Email	nwheldon@choicets.com
Student Numbers	1000 active students		
AUDIT TEAM			
Lead Auditor	Frank Gallagher	Auditor/s	
Technical Advisor/s		Observer/s	
REGISTERING BODY DETAILS			
Contact Person	Katherine Papastathopoulos		
Phone Number	9651 3225	Email	vet.audit@edumail.vic.gov.au
AUDIT DETAILS			
Type of Audit	Post-initial/Extension to scope/Renewal/Monitoring/Complaint/Strategic		