

Australian Skills Quality Authority Audit report - Building Industry Training Pty Ltd RTO#40785

As a PQS we must publish the following summary of audit information:

1. Audit date: 15/01/2015	2. Qualifications audited: CPC40110 – Certificate IV in Building & Construction (Building) CPC30211 Certificate III in Carpentry	3. Audit outcomes: a) Audit non-compliance identified: Yes	c) Non-Compliances rectified
b) A summary of significant and/or critical non-compliances and actions taken to rectify			
Standard	Reasons for finding of non-compliance	Analysis of rectification	
STD 1 – 1.1	The RTO TAS for CPC40110 – Certificate IV in Building & Construction (Building) and CPC30211 Certificate III in Carpentry did not identify the amount of training to be provided to its learners that are consistent with the AQF's requirements.	The RTO provided amended training and assessment strategies for each of the above listed qualifications together with its Amount of Training policy, Carpentry Annex 1, and Certificate IV Annex 9, extracted from its student handbook. These documents combine to demonstrate compliance with Clause 1.1 and 1.2 - Closed	YES 26/02/15 compliant
STD 1 – 1.2	The RTO did not demonstrate how the amount of training to be provided is consistent with the existing skills, knowledge and experience of learners, the modes of delivery and the number of units being delivered. The RTO did not demonstrate that the above training and assessment strategies are consistent with the AQF volume of learning benchmarks, taking into account the above items	The RTO provided amended training and assessment strategies for each of the above listed qualifications together with its Amount of Training policy, Carpentry Annex 1, and Certificate IV Annex 9, extracted from its student handbook. These documents combine to demonstrate compliance with Clause 1.1 and 1.2 – Closed.	YES 26/02/15 compliant
STD 1 – 1.4	The RTO did not demonstrate that training and assessment practices are consistent with the requirements of each training product sampled. Refer to Clause 1.8 for further detail. CPC30211 Certificate III in Carpentry - CPCCCM2007B Use explosive power tools /CPCCCA3004A Construct wall frames CPC40110 Certificate IV in Building and Construction (Building) - CPCCBC4003A Select and prepare a construction contract /CPCCBC4010B Apply structural principles to residential low rise constructions	The RTO provided evidence of compliance with Clause 1.8; therefore, it has demonstrated compliance with Clause 1.4 – Closed	YES 26/02/15 compliant
STD 1 – 1.5	The RTO verbally advised that it consulted with industry however did not provide any documented evidence to support this. Therefore the RTO did not demonstrate that its training and assessment practices are relevant to the needs of industry and informed by industry engagement.	The RTO provided its industry engagement policy together with both questionnaire templates and completed questionnaires from students and employers, letters of support from building industry representatives and records of meetings with industry representatives for the review of training and assessment practices to meet industry needs. The RTO has demonstrated compliance – Closed.	YES 26/02/15 compliant
STD 1 – 1.6	The RTO verbally advised that it consulted with industry however did not provide any documented evidence to support this. Therefore the RTO did not provide evidence of undertaking systematic industry engagement with employers and workplace trainers and using the outcome of that engagement to develop and/or modify its training and assessment strategies, practices and resources, trainer and assessor skills, as required, to ensure industry relevance.	The RTO provided its industry engagement policy together with both questionnaire templates and completed questionnaires from students and employers, letters of support from building industry representatives and records of meetings with industry representatives for the review of training and assessment practices to meet industry needs. The RTO has demonstrated compliance – Closed.	YES 26/02/15 compliant

<p>STD 1 – 1.8</p>	<p>CPC30211 Certificate III in Carpentry CPC30211 Use explosive power tools CPC30211 Construct wall frames Assessment tools for the above units did not meet the principles of assessment and rules of evidence. The third party / practical assessment only incorporated a ‘yes’ or ‘no’ tick box, which did not allow the observer to record sufficient detail of the evidence observed to ensure that sufficient assessment evidence is gathered in order to determine competency. Further, criteria defining acceptable performance was not available for the practical tasks. For CPC30211 Construct wall frames, assessment did not meet the unit requirements, in particular the required knowledge and critical aspects of evidence.</p> <p>CPC40110 Certificate IV in Building and Construction (Building) CPC40110 Select and prepare a construction contract CPC40110 Apply structural principles to residential low rise constructions Assessment tools for the above units did not meet the principles of assessment and rules of evidence. The range of assessment tools provided did not meet the method of assessment requirement that competency is demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace. Further, the evidence provided did not relate to a number of performances assessed at different points in time and separated by further learning and practice.</p>	<p>The RTO provided a full suite of assessment materials relevant to the outstanding noncompliance. Although the auditor has some reservations concerning the effectiveness of these assessment materials, such effectiveness is best tested through use. Future regulatory activities should examine completed student assessments to confirm the effectiveness of these assessment materials. The RTO has demonstrated compliance with Clause 1.8 – Closed.</p>	<p>YES 26/02/15 compliant</p>
<p>STD 1 – 1.9</p>	<p>The RTO provided its assessment validation procedure. The evidence provided did not demonstrate when assessment validation will occur for each training product on the RTO’s scope of registration, who will lead and participate in validation activities and how the validation outcomes will be documented and acted upon.</p>	<p>The RTO provided evidence comprising its moderation and validation of assessment policy, validation moderation form, validation schedule, and results of validation, which combine to demonstrate compliance – Closed.</p>	<p>YES 26/02/15 compliant</p>
<p>STD 1 – 1.10</p>	<p>The RTO provided its assessment validation procedure. The validation procedure did not include how: o All training products will be validated at least once every five years; o At least 50% of training products will be validated in the first three years of the above cycle; o Relative risk of all training products are taken into account in scheduling validation; o Training products identified as high risk by ASQA are taken into account in the scheduling validation. How the above has been achieved in implementing the plan for validation of assessment.</p>	<p>The RTO provided evidence comprising its moderation and validation of assessment policy, validation moderation form, validation schedule, and results of validation, which combine to demonstrate compliance – Closed.</p>	<p>YES 26/02/15 compliant</p>
<p>STD 2 – 2.1</p>	<p>The non-compliances identified at audit demonstrated that the RTO had not ensured that it complies with these Standards at all times across all of the operations within the RTO’s scope of registration.</p>	<p>The RTO provided evidence demonstrating rectification of the non-compliances noted in this report; therefore, the RTO has demonstrated compliance with Clause 2.1 – Closed.</p>	<p>YES 26/02/15 compliant</p>
<p>STD 2 – 2.2</p>	<p>The RTO provided its learner surveys, AVETMISS data and assessment validation procedure. The RTO did not provide evidence to demonstrate how the outcomes of validation have improved the RTO’s training and assessment strategies and practices.</p>	<p>The RTO provided evidence comprising its moderation and validation of assessment policy, validation moderation form, validation schedule, and results of validation, which combine to demonstrate compliance – Closed</p>	<p>YES 26/02/15 compliant</p>

STD 4 – 4.1	The evidence provided did not support compliance with the requirements of Clause 4.1 because: The approved managerial course listed on the RTO’s website is not identified as nonaccredited training. The RTO’s course overview flyer refers to government funding available however does not include the details of the relevant funding available.	A review of the RTOs website confirms that the approved managerial course now includes a note “this is non-accredited training” - Closed. The RTO provided course overview flyers that include the details of the relevant government funding available – Closed.	YES 26/02/15 compliant
STD 5 – 5.2	The evidence provided did not include details regarding the learner’s rights if the RTO closes or ceases to deliver the agreed training and/or assessment.	The RTO provided evidence in print detailing the learner’s rights if the RTO closes or ceases to deliver the agreed training and/or assessment – Closed	YES 26/02/15 compliant
STD 6 – 6.3	The evidence provided did not support compliance as the complaints and appeals policy did not include details of the independent party who is available to review the outcome of a complaint or appeal.	The RTO provided a copy of its complaints and appeals policy, which includes the details of the independent party who is available to review the outcome of a complaint or appeal. The policy identifies ASQA as an avenue for referral – Closed.	YES 26/02/15 compliant
STD 8 – 8.1	The RTO provided its Records Management Policy and Procedure. ☒ The Records Management Procedure referred to keeping a sample of student assessments for 6 months which is not consistent with ASQA’s General Direction – Retention requirements for completed student assessment items. The RTO advised that it receives Construction Skills Queensland and User Choice funding however has not provided this information to ASQA.	The RTO provided evidence of its records management process that includes detail consistent with ASQA’s General Direction – Retention Requirements – Closed. The RTO provided evidence of its submission to ASQA of its material changes relevant to the non-compliance – Closed.	YES 26/02/15 compliant