



Victorian Registration &  
Qualifications Authority

*This is to certify that*

# EduTrain Australia Pty Ltd

is a

## Registered Training Organisation

Registration No. 21 273

registered under part 4.3.10 of the  
*Education and Training Reform Act 2006*  
to provide the accredited courses and to  
award, confer or issue the recognised  
qualifications  
listed on its scope of registration.



NATIONALLY RECOGNISED  
TRAINING

LYNN GLOVER  
Director, VRQA

Valid to 30 November 2021



VRQA 2016-118  
RTO 21273



Victorian Registration &  
Qualifications Authority

Mr Paul Deegan  
Managing Director  
EduTrain Australia Pty Ltd  
5a Hartnett Close  
**MULGRAVE VIC 3170**

GPO Box 2317  
Melbourne VIC 3001  
T 61 3 9637 2806  
F 61 3 9032 1579  
vrqa@edumail.vic.gov.au  
www.vrqa.vic.gov.au

Dear Mr Deegan

### Renewal of Registration Audit

I am writing to you in relation to the audit of the application for renewal of registration of EduTrain Australia Pty Ltd registered 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 a 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)* and the *VRQA Guidelines for VET Providers (VRQA Guidelines)*.

An independent audit on 18 July 2016 assessed the compliance of EduTrain Australia Pty Ltd against these standards for the purpose of renewal of registration.

I enclose a copy of the final audit report for your attention. It is pleasing to note that the audit report indicates only minor non-compliance with the **AQTF** and with the **VRQA Guidelines**. You are required under section 4.3.17(2)(C) (ii) of the *Education and Training Reform Act 2006* to take the necessary steps to address all non-compliances.

On the basis of the findings I have decided to renew the registration of EduTrain Australia Pty Ltd as a registered training organisation until **30 November 2021**.

Please be advised that the Victorian Registration and Qualifications Authority (VRQA) is satisfied that your organisation meets the financial viability requirements in compliance with ETR Act.

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) 9032 1560 or email [gar@edumail.vic.gov.au](mailto:gar@edumail.vic.gov.au).

Yours sincerely

  
**Simon Thorn**  
Manager, Quality Assurance VET

7/9/2016





Audit Date: 18<sup>th</sup> July 2016

RTO: EduTrain Australia Pty Ltd

<b>Applicant Details</b>			
Applicant Name	EduTrain Australia Pty Ltd	TOID	21273
Address	5a Hartnett Close MULGRAVE		
	Website		
Registration Contact	Paul Deegan		
Phone Number	03 8562 2226/0419 150 272	Email	edutrain@bigpond.com.au
<b>Audit Team</b>			
Audit Firm	A2 Auditing Pty Ltd	Auditor/s	Anna-Louise Allen
Auditor/s		Other Attendees	
<b>Registering Body Details</b>			
Contact Person	Simon Thorn		
Phone Number	9032 1562	Email	vet.audit@edumail.vic.gov.au
<b>Audit Details</b>			
Type of Audit	Re-registration Audit		
Conditions Audited	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, 3.4
2016 VRQA Guidelines Audited	1.3	4.1,4.2	
	3.1, 3.2,		
Audit Date/s	18 <sup>th</sup> July 2016		
<b>RTO Background</b>			
<p>Edu Train Australia registered in 2002. They are a small boutique RTO which focusses on delivering the Certificate IV in Education Support to Learning Support Officers who are currently employed in a school for 15 – 20 hours per week. Schools see this as a PD opportunity for the people working in education.</p>			
<p>The RTO has a VTG contract and delivers to funded and non-funded students. The RTO has remained small and does not plan to grow its numbers</p>			

Audit Date: 18<sup>th</sup> July 2016

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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
CHC30213	Certificate III in Education Support	Vic
CHC40213	Certificate IV in Education Support	Vic

Interviewee(s) – Staff name and position; employer name and position	
Paul Deegan	CEO /trainer
Anne Deegan	Resource developer/ Trainer

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:		

Third party Arrangements –	Yes	No
Do the RTO's third party arrangements match the information provided by the VRQA?	X	
If ' No' , please provided amended details below: The RTO does not use third part arrangements		

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

Audit Date: 18<sup>th</sup> July 2016

RTO: EduTrain Australia Pty Ltd

**Audit Summary - AQTF Conditions of Registration**

AQTF Conditions		Compliant	Non - Compliant	Not audited
1	Governance			<input checked="" type="checkbox"/>
2	Interactions with the Registering Body			<input checked="" type="checkbox"/>
3	Compliance with Legislation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Insurance			<input checked="" type="checkbox"/>
5	Financial Management			<input checked="" type="checkbox"/>
6	Certification & Issuing of Qualifications & Statements of Attainment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Recognition of Qualifications Issued by other RTOs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Accuracy and Integrity of Marketing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Transition to Training Packages/Expiry of Accredited Courses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summary of Non-Compliance <sup>2</sup>				
CF.3.1				
<ul style="list-style-type: none"> <li>Insufficient information about the requirements that affect staff and students duties or participation in vocational education and training.</li> </ul>				
Strengths				
Training is provided to people who are currently working as Learning Support Officers in schools.				

<sup>2</sup> CF = Condition Finding. Finding references are aligned to the Detailed Findings section of this report.

Audit Date: 18<sup>th</sup> July 2016

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Audit Summary - AQTF Standards

AQTF Standards/Elements	Compliant	Non - Compliant	Not audited
<b>Standard 1</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.1 – Continuous Improvement Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 – Training and Assessment Strategies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 – Training and Assessment Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 – Trainer and Assessor Competency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 – Assessment Strategies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standard 2</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 – Meeting the Needs of Clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 – Continuous Improvement of Client Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 – Provision of Information to Clients	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 – Third-Party Engagement in Training and Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 – Provision of Support Services to Clients	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.6 – Learner Access to Records of Participation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 – Complaints and Appeals Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standard 3</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.1 – Operations Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 – Continuous Improvement of Operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 – Third-Party Training and/ or Assessment Services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.4 – Records Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summary of Non-Compliance <sup>3</sup>			
No non compliances identified			

<sup>3</sup> SF = Standard Finding. Finding references are aligned to the Detailed Findings section of this report.



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Audit Summary – 2016 VRQA Guidelines for VET Providers			
2016 VRQA Guidelines	Compliant	Non - Compliant	Not audited
1. Governance, Financial viability and Management systems			<input checked="" type="checkbox"/>
1.1 – Strategic Plan and Business Plan			<input checked="" type="checkbox"/>
1.2 – Financial Viability			<input checked="" type="checkbox"/>
1.3 – Management Systems			<input checked="" type="checkbox"/>
1.4 – Governance			<input checked="" type="checkbox"/>
2. Transparency and oversight of third parties	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.1 – Third party agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.2 – Co-operation with VRQA	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.3 – Notifying VRQA of Third party agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.4 – Information - Disclosure of third party services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.5 – Pre-enrolment materials - Disclosure of third party services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.6 – Changes to third party services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.7 – Complaints - Third party services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.8 – Appeals - Third party services	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Trainer and assessor qualification (including individuals working under the supervision of a trainer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.1 – Vocational & Industry skill requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.2 – Training and Assessment (TAE) skill requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 – Assessment only skill requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.4 – Supervision arrangement requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.5 – Trainer under supervision skill requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Delivery of training and assessment services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.1 – Training and assessment practices	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.2 – Amount of training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.3 – TAE - Independent validation of assessment system, tools, processes and outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.4 – TAE – Trainer and Assessor skills (1 January 2016 to 31 December 2016)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.5 – TAE – Trainer and Assessor skills (1 January 2017 onwards)			<input checked="" type="checkbox"/>
4.6 – TAE – Trainer under supervision requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 – TAE – Registration requirements			<input checked="" type="checkbox"/>
5. Annual Declaration of Compliance			<input checked="" type="checkbox"/>
5.1 – Annual Declaration of Compliance			<input checked="" type="checkbox"/>

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RTO: EduTrain Australia Pty Ltd

**Summary of Non-Compliance<sup>4</sup>**

**GF.3.1.1**

The Trainer matrix does not provide sufficient unit specific information about the vocational experience of one of the trainers.

**GF.4.1.1**

Insufficient detail about how the amount of training is sufficient to meet the training packages and enable each student to meet the requirements for each unit of competency in which they are enrolled.

**GF.4.2.1**

Insufficient detail about how the amount of training provided meets:

- the existing skills, knowledge and the experience of the student;
- the mode of delivery; and
- unit requirements of the qualification.

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<sup>4</sup> GF = Guideline Finding. Finding references are aligned to the Detailed Findings section of this report.