



# AUDIT REPORT

## VET Quality Framework

Continuing registration as a national VET  
regulator (NVR) registered training organisation (RTO)

### ORGANISATION DETAILS

Organisation's legal name	Help Enterprises
Trading name/s	Help Enterprises
RTO number	1653
CRICOS number	N/A

### AUDIT TEAM

Lead auditor	Pauline Bowtell
Auditors	Emma Betts
Technical adviser/s	N/A

### AUDIT DETAILS

Application number/s	1033058	
Audit number	1002191	
Audit reason	Application – Renewal Specify other	
Scope of audit	<input checked="" type="checkbox"/> Standards for NVR Registered Training Organisations <input checked="" type="checkbox"/> Australian Qualifications Framework (AQF)	
Activity type	Site visit	
Address of site/s visited	47 Nundah Street, NUNDAH,QLD, 4012	
Date/s of audit	19 & 20 December 2012	
Organisation's contact for audit	Stacey Turnbull	General Manager - Employment and Training
	<a href="mailto:Stace.turnbull@helpenterprises.com.au">Stace.turnbull@helpenterprises.com.au</a>	07 3260 6411
NVR Standards audited	Selected Essential Standards for Continuing Registration: 15, 16, 17, 18, 20 & 22.2	

## BACKGROUND

The organisation operates from several locations throughout Queensland. Whilst training.gov.au noted some delivery had occurred in New South Wales, the organisation advised that this has not occurred. The organisation has nine delivery sites throughout Queensland, primarily in South East Queensland. The organisation has over 200 staff and was established to work with disadvantaged client groups. The organisation is an Australian Disability Enterprise who also operates as a Job Network provider and Registered Training Organisation. Clients are primarily jobseekers, people with a disability, trainees and some corporate clients. The RTO is looking to expand its services to offer apprenticeships in the automotive industry. Over 10 million dollars has recently been invested in the organisation's training facilities which include warehousing facilities, a commercial kitchen, nursery site and automotive garage. The organisation is ISO certified and operates electronic systems with the exception of student records which are stored in hardcopy at the Eagle Farm site. The organisation received a range of funding from state and federal agencies.

CHC30712 Certificate III in Children's Services was withdrawn from the RTO's scope of registration during the audit.

## AUDIT SAMPLE

Code	Qualification / Accredited course name	Mode(s) of delivery &/or assessment
30719QLD	Course in Adult Literacy and Numeracy	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input checked="" type="checkbox"/> Other – Self-paced
AHC20410	Certificate II in Horticulture	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input checked="" type="checkbox"/> Workplace <input checked="" type="checkbox"/> Traineeship <input type="checkbox"/> Other – specify
AUR20505	Certificate II in Automotive Vehicle Servicing	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input checked="" type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input type="checkbox"/> Other – specify

AUR30405	Certificate III in Automotive Mechanical Technology	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input checked="" type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input type="checkbox"/> Other – specify
BSB30407	Certificate III in Business Administration	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input type="checkbox"/> Workplace <input checked="" type="checkbox"/> Traineeship <input checked="" type="checkbox"/> Other – Site visits
BSB51107	Diploma of Management	<input type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Distance <input type="checkbox"/> Face to face <input type="checkbox"/> Online <input checked="" type="checkbox"/> Mixed <input type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input type="checkbox"/> Other – specify
CHC30212	Certificate III in Aged Care	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input checked="" type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input checked="" type="checkbox"/> Other – Partnership
CHC30712	Certificate III in Children's Services	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input checked="" type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input checked="" type="checkbox"/> Other – Partnership
CHC42012	Certificate IV in Employment Services	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input checked="" type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input type="checkbox"/> Other – specify

CPC10111	Certificate I in Construction	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input checked="" type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input type="checkbox"/> Other – specify
MEM20105	Certificate II in Engineering	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input type="checkbox"/> Other – specify
SIR20212	Certificate II in Retail Services	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input checked="" type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input type="checkbox"/> Other – specify
SIT30707	Certificate III in Hospitality	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input type="checkbox"/> Other – specify
TAE40110	Certificate IV in Training and Assessment	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input type="checkbox"/> Other – specify
TLI21610	Certificate II in Warehousing Operations	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Face to face <input type="checkbox"/> Online <input type="checkbox"/> Mixed <input checked="" type="checkbox"/> Workplace <input type="checkbox"/> Traineeship <input type="checkbox"/> Other – specify

### INTERVIEWEES - Staff

Name	Position	Qualification/course
Stacey Turnbull	General Manager - Employment and Training	CHC4012 Certificate IV in Employment Services TAE40110 Certificate IV in Training and Assessment
Stacey Carley	Trainign Services Manager	
Kathleen Duggan	Compliance/Admin	<a href="#">Click here to enter text.</a>

## AUDIT FINDING

### ORIGINAL AUDIT FINDING

Audit finding as at Thursday, 20 December 2012:

The organisation has not demonstrated compliance with one or more compliance requirements examined for the audit.

The level of non-compliance is considered to be significant when considering the potential for adverse impact on the quality of training and assessment outcomes for students.

This audit report describes evidence of non-compliance identified. Refer to Notification of non-compliance for information on providing further evidence of compliance.

### AUDIT FINDING FOLLOWING ANALYSIS OF RECTIFICATION EVIDENCE

Audit finding following additional evidence received [Click here to enter a date.](#)

Choose an item.

### AUDIT FINDING BY REQUIREMENT

#### Standards for NVR Registered Training Organisations 2011 – Essential Standards for Continuing Registration

Standard	Original finding	Following rectification
SNR 15	Non-compliant	Choose an item.
SNR 16	Compliant	Not applicable
SNR 17	Non-compliant	Choose an item.
SNR 18	Non-compliant	Choose an item.
SNR 19	Not audited	Not applicable
SNR 20	Compliant	Not applicable
SNR 21	Not audited	Not applicable
SNR 22	Compliant	Not applicable
SNR 23	Not audited	Not applicable
SNR 24	Not audited	Not applicable
SNR 25	Not audited	Not applicable

**STANDARDS FOR NVR REGISTERED TRAINING ORGANISATIONS –  
ESSENTIAL STANDARDS FOR CONTINUING REGISTRATION**

**SNR 15:** The NVR registered training organisation provides quality training and assessment across all of its operations, as follows:

**15.1 The NVR registered training organisation collects, analyses, and acts on relevant data for continuous improvement of training and assessment.**

Select one:

- 1. Compliance with the requirements of this element was **not examined**
- 2. The organisation has **demonstrated** compliance with the requirements of this element.
- 3. The organisation has **not demonstrated** compliance with the requirements of this element.

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- 1. The organisation has **demonstrated** compliance with the requirements of this element.
- 2. The organisation has **not demonstrated** compliance with the requirements of this element

Reason for finding of non-compliance:

- N/A

**15.2 Strategies for training and assessment meet the requirements of the relevant training package or accredited course and have been developed through effective consultation with industry.**

Select one:

- 1. Compliance with the requirements of this element was **not examined**
- 2. The organisation has **demonstrated** compliance with the requirements of this element.
- 3. The organisation has **not demonstrated** compliance with the requirements of this element.

Reasons for finding of non-compliance:

AUR30405 Certificate III in Automotive Mechanical Technology

The organisation currently delivers partial units of competency from the AUR30405 Certificate III in Automotive Technology qualification, however intends to deliver the full qualification in 2013. The organisation confirmed they had not developed a training and assessment strategy for the full qualification, which met the requirements of the AUR05 Training Package.

SIR20212 Certificate II in Retail Services

The training and assessment strategy includes packaging rules which conflict with the training package.

In order to become compliant the organisation is required to:

AUR30405 Certificate III in Automotive Mechanical Technology

Provide a training and assessment strategy for delivery of AUR30405 Certificate III in Automotive Technology which meets the requirements of the AUR05 Training Package.

SIR20212 Certificate II in Retail Services

Provide a training and assessment strategy for delivery of SIR20212 Certificate II in Retail Services which meets the requirements of the SIR07 Retail Services Training Package.

**Analysis of rectification evidence**

- [Click here to enter text.](#)

**Audit finding following review of rectification evidence**

- 1. The organisation has **demonstrated** compliance with the requirements of this element.
- 2. The organisation has **not demonstrated** compliance with the requirements of this element

Reason for finding of non-compliance:

- please provide reasons for finding non-compliance or enter N/A

**15.3 Staff, facilities and equipment and training and assessment materials used by the NVR registered training organisation are consistent with the requirements of the training package or accredited course and the NVR registered training organisation's own training and assessment strategies and are developed through effective consultation with industry.**

Select one:



<input type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input checked="" type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	
In order to become compliant the organisation is required to:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

#### Analysis of rectification evidence

- N/A

#### Audit finding following review of rectification evidence

<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
Reason for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

- 15.4 Training and assessment is delivered by trainers and assessors who:**
- have the necessary training and assessment competencies as determined by the National Quality Council (NQC) or its successors; and
  - have the relevant vocational competencies\* at least to the level being delivered or assessed; and
  - can demonstrate current industry skills directly relevant to the training/assessment being undertaken; and
  - continue to develop their vocational education and training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.

Select one:

<input type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input checked="" type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	
BSB51107 Diploma of Management	
<ul style="list-style-type: none"> <li>The evidence provided for trainer and assessor Julie Hall did not demonstrate relevant vocational competency for the Diploma of Management. Furthermore, there was no evidence to support current industry skills directly relevant to the Diploma of Management.</li> </ul>	

Reasons for finding of non-compliance:

CHC30212 Certificate III in Aged Care

- Sara Yet Foy obtained relevant qualifications in 2004 however, there was no evidence to support current industry skills directly relevant to the Certificate III in Aged Care.
- The evidence provided for Cathy Fendley does not demonstrate relevant vocational competency for Certificate III in Aged Care. The RTO verbally advised that Cathy would not be delivering the full qualification. Furthermore, there was no evidence to support current industry skills directly relevant to the qualification.

In order to become compliant the organisation is required to:

BSB51107 Diploma of Management

- Provide evidence for trainer and assessor Julie Hall which demonstrates relevant vocational competency and current industry skills for the Diploma of Management.

CHC30212 Certificate III in Aged Care

- Provide evidence for trainer and assessor Sara Yet Foy which demonstrates current industry skills directly relevant to the Certificate III in Aged Care.
- Provide evidence for trainer and assessor Cathy Fendley which demonstrates relevant vocational competency and current industry skills for the Certificate III in Aged Care. If Cathy is only delivering selected units of competency then the specific units must be identified and evidence provided to support the specific units.

#### Analysis of rectification evidence

- [Click here to enter text.](#)

#### Audit finding following review of rectification evidence

1. The organisation has **demonstrated** compliance with the requirements of this element.
2. The organisation has **not demonstrated** compliance with the requirements of this element

Reason for finding of non-compliance:

- please provide reasons for finding non-compliance or enter N/A

#### 15.5 Assessment including Recognition of Prior Learning (RPL):

- (a) meets the requirements of the relevant Training Package or VET accredited course; and
- (b) is conducted in accordance with the principles of assessment and the rules of evidence; and
- (c) meets workplace and, where relevant, regulatory requirements; and
- (d) is systematically validated.

Select one:

1. Compliance with the requirements of this element was **not examined**
2. The organisation has **demonstrated** compliance with the requirements of this element.
3. The organisation has **not demonstrated** compliance with the requirements of this element.

Reasons for finding of non-compliance:

AHC20410 Certificate II in Horticulture

- AHCPGD203A Prune shrubs and small trees  
The assessment tools do not collect sufficient evidence to address all required skills, required knowledge or critical aspects.

AUR20505 Certificate II in Automotive Vehicle Servicing

- AURT200108A Carry out servicing operations  
Assessment did not meet the requirements of the AUR05 Training Package. An observation checklist was provided to record evidence of the direct observation of tasks relevant to the elements and performance criteria, required skills, critical aspects for assessment, and method of assessment; the checklist did not identify these tasks. In discussion with the assessor, he identified a number servicing tasks observed during assessment, however these were not recorded on the tool, either on the template or on completed student files.
- AURT200368A Select and use bearings, seals, gaskets, sealants and adhesives  
Assessment did not meet the requirements of the AUR05 Training Package. An observation checklist was provided, which identified the assessment of tasks relevant to the elements and performance criteria; the checklist did not assess all requirements of the required skills, range statement, and critical aspects for assessment.

AUR30405 Certificate III in Automotive Mechanical Technology

- AURE318866A Repair electrical systems  
Assessment did not meet the requirements of the AUR05 Training Package. The critical aspects for assessment and range statement list tasks which must be fully observed; these were not assessed using the provided observation checklist. The tools provided did not demonstrate that assessment would be conducted in accordance with the rules of evidence. The observation checklist instructions identified four separate observations to be undertaken; the checklist however only allowed for one observation to be recorded. Sufficient assessment evidence therefore could not be gathered to substantiate a competency judgement.
- AURT203170B Service petrol fuel systems  
Assessment did not meet the requirements of the AUR05 Training Package. The critical aspects for assessment and range statement list tasks which must be fully observed; these were not assessed using the provided observation checklist.

CPC10111 Certificate I in Construction

- CPCCOHS1001A Work safely in the construction industry  
Assessment did not meet the requirements of the CPC08 Training Package as it did not address all aspects of the required skills.

CHC30712 Certificate III in Aged Care

- CHCAC319A Support older people living with dementia
  - HLTAP301B Recognise healthy body systems in a health care context
- The organisation identified its assessment tools for the above qualification had not been fully developed. The organisation chose not to provide any assessment tools for the above units of competency. As a result, the organisation did not demonstrate it has assessment tools that meet the requirements of the CHC08 Training Package and that the assessment of these units will be conducted in accordance with the principles of assessment and rules of evidence.

Reasons for finding of non-compliance:

CHC42102 Certificate IV in Employment Services

- CHCDIS301C Work effectively with people with a disability
- CHCES404B Promote clients to employers

The organisation identified its assessment tools for the above qualification had not been fully developed. The organisation chose not to provide any assessment tools for the above units of competency. As a result, the organisation did not demonstrate it has assessment tools that meet the requirements of the CHC08 Training Package and that the assessment of these units will be conducted in accordance with the principles of assessment and rules of evidence.

TAE40110 Certificate IV in Training and Assessment

- TAEDEL401A Plan, organise and deliver group-based learning

Assessment did not meet the requirements of the TAE10 Training Package as it did not address all aspects of the required skills.

In order to become compliant the organisation is required to:

AHC20410 Certificate II in Horticulture

- AHCPGD203A Prune shrubs and small trees

AUR20505 Certificate II in Automotive Vehicle Servicing

- AURT200108A Carry out servicing operations
- AURT200368A Select and use bearings, seals, gaskets, sealants and adhesives

AUR30405 Certificate III in Automotive Mechanical Technology

- AURE318866A Repair electrical systems
- AURT203170B Service petrol fuel systems

CPC10111 Certificate I in Construction

- CPCCOHS1001A Work safely in the construction industry

CHC30712 Certificate III in Aged Care

- CHCAC319A Support older people living with dementia
- HLTAP301B Recognise healthy body systems in a health care context

CHC42102 Certificate IV in Employment Services

- CHCDIS301C Work effectively with people with a disability
- CHCES404B Promote clients to employers

TAE40110 Certificate IV in Training and Assessment

- TAEDEL401A Plan, organise and deliver group-based learning

Provide assessment tools which collect sufficient evidence to address all requirements of the units of competency, training package and rules of evidence. The tools must be supported by the criteria used by assessors to determine competence.

**Analysis of rectification evidence**

- [Click here to enter text.](#)

**Audit finding following review of rectification evidence**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.    |
| <input type="checkbox"/> | 2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element |

Reason for finding of non-compliance:

- please provide reasons for finding non-compliance or enter N/A

**SNR 16:** The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients, as follows:

**16.1 The NVR registered training organisation establishes the needs of clients, and delivers services to meet these needs.**

Select one:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | 1. Compliance with the requirements of this element was <b>not examined</b>                       |
| <input checked="" type="checkbox"/> | 2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.     |
| <input type="checkbox"/>            | 3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element. |

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.    |
| <input type="checkbox"/> | 2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element |

Reason for finding of non-compliance:

- N/A

**16.2 The NVR registered training organisation continuously improves client services by collecting, analysing and acting on relevant data.**

Select one:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | 1. Compliance with the requirements of this element was <b>not examined</b>                       |
| <input checked="" type="checkbox"/> | 2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.     |
| <input type="checkbox"/>            | 3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element. |

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:

- N/A

Reasons for finding of non-compliance:

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.    |
| <input type="checkbox"/> | 2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element |

Reason for finding of non-compliance:

- N/A

(EOS)

**16.3 Before clients enrol or enter into an agreement, the NVR registered training organisation informs them about the training, assessment and support services to be provided, and about their rights and obligations.**

Select one:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | 1. Compliance with the requirements of this element was <b>not examined</b>                       |
| <input checked="" type="checkbox"/> | 2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.     |
| <input type="checkbox"/>            | 3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element. |

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.    |
| <input type="checkbox"/> | 2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element |

Reason for finding of non-compliance:

- N/A

**16.4 Employers and other parties who contribute to each learner's training and assessment are engaged in the development, delivery and monitoring of training and assessment.**

Select one:

<input type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input checked="" type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
	Reasons for finding of non-compliance:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	In order to become compliant the organisation is required to:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
	Reason for finding of non-compliance:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**16.5 Learners receive training, assessment and support services that meet their individual needs.**

Select one:

<input type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input checked="" type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
	Reasons for finding of non-compliance:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	In order to become compliant the organisation is required to:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Analysis of rectification evidence**

- N/A

Reasons for finding of non-compliance:

**Audit finding following review of rectification evidence**

- 1. The organisation has **demonstrated** compliance with the requirements of this element.
- 2. The organisation has **not demonstrated** compliance with the requirements of this element

Reason for finding of non-compliance:

- N/A

**16.6 Learners have timely access to current and accurate records of their participation and progress.**

Select one:

- 1. Compliance with the requirements of this element was **not examined**
- 2. The organisation has **demonstrated** compliance with the requirements of this element.
- 3. The organisation has **not demonstrated** compliance with the requirements of this element.

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- 1. The organisation has **demonstrated** compliance with the requirements of this element.
- 2. The organisation has **not demonstrated** compliance with the requirements of this element

Reason for finding of non-compliance:

- N/A

**16.7 The NVR registered training organisation provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.**

Select one:

- 1. Compliance with the requirements of this element was **not examined**
- 2. The organisation has **demonstrated** compliance with the requirements of this element.



<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
In order to become compliant the organisation is required to:	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Analysis of rectification evidence</b>	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Audit finding following review of rectification evidence</b>	
<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
Reason for finding of non-compliance:	
<ul style="list-style-type: none"> <li>• N/A</li> </ul>	

**SNR 17: Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates, as follows:**

**17.1 The NVR registered training organisation's management of its operations ensures clients receive the services detailed in their agreement with the NVR registered training organisation.**

Select one:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | 1. Compliance with the requirements of this element was <b>not examined</b>                       |
| <input checked="" type="checkbox"/> | 2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.     |
| <input type="checkbox"/>            | 3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element. |

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.    |
| <input type="checkbox"/> | 2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element |

Reason for finding of non-compliance:

- N/A

**17.2 The NVR registered training organisation uses a systematic and continuous improvement approach to the management of operations.**

Select one:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | 1. Compliance with the requirements of this element was <b>not examined</b>                       |
| <input checked="" type="checkbox"/> | 2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.     |
| <input type="checkbox"/>            | 3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element. |

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- 1. The organisation has **demonstrated** compliance with the requirements of this element.
- 2. The organisation has **not demonstrated** compliance with the requirements of this element

Reason for finding of non-compliance:

- N/A

**17.3 The NVR registered training organisation monitors training and/or assessment services provided on its behalf to ensure that it complies with all aspects of the VET Quality Framework.**

Select one:

- 1. Compliance with the requirements of this element was **not examined**
- 2. The organisation has **demonstrated** compliance with the requirements of this element.
- 3. The organisation has **not demonstrated** compliance with the requirements of this element.

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- 1. The organisation has **demonstrated** compliance with the requirements of this element.
- 2. The organisation has **not demonstrated** compliance with the requirements of this element

Reason for finding of non-compliance:

- N/A

**17.4 The NVR registered training organisation manages records to ensure their accuracy and integrity**

Select one:

- 1. Compliance with the requirements of this element was **not examined**
- 2. The organisation has **demonstrated** compliance with the requirements of this element.
- 3. The organisation has **not demonstrated** compliance with the requirements of this element.

Reasons for finding of non-compliance:

- The organisation has enrolled and issued qualifications to some of its employees. The records relating to these student files were not managed in the same manner as records for other student files; and, consequently, were not managed in a manner that ensured their accuracy and integrity.

In order to become compliant the organisation is required to:

- Provide evidence to demonstrate it manages the records of its employees, who are also enrolled as students, in a manner that ensures their accuracy and integrity.

**Analysis of rectification evidence**

- [Click here to enter text.](#)

**Audit finding following review of rectification evidence**

- 1. The organisation has **demonstrated** compliance with the requirements of this element.
- 2. The organisation has **not demonstrated** compliance with the requirements of this element

Reason for finding of non-compliance:

- please provide reasons for finding non-compliance or enter N/A

**SNR 18: The NVR registered training organisation has governance arrangements in place, as follows:**

**18.1 The NVR registered training organisation's chief executive must ensure that the NVR registered training organisation complies with the VET Quality Framework. This applies to all of the operations within the NVR registered training organisation's scope of registration, as listed on the National Register.**

Select one:

<input type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input checked="" type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	
<ul style="list-style-type: none"> <li>Non-compliances have been identified with other SNR standards audited.</li> </ul>	
In order to become compliant the organisation is required to:	
<ul style="list-style-type: none"> <li>The RTO is required to provide satisfactory evidence for non-compliances to ensure compliance with the VET Quality Framework.</li> </ul>	

**Analysis of rectification evidence**

- [Click here to enter text.](#)

**Audit finding following review of rectification evidence**

<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
Reason for finding of non-compliance:	
<ul style="list-style-type: none"> <li>please provide reasons for finding non-compliance or enter N/A</li> </ul>	

**18.2 The NVR registered training organisation must also explicitly demonstrate how it ensures the decision making of senior management is informed by the experiences of its trainers and assessors.**

Select one:

<input type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input checked="" type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

In order to become compliant the organisation is required to:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.    |
| <input type="checkbox"/> | 2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element |

Reason for finding of non-compliance:

- N/A

**SNR 19: Interactions with the National VET Regulator**

**19.1 The NVR registered training organisation must co-operate with the National VET Regulator:**  
 (a) in the conduct of audits and the monitoring of its operations  
 (b) by providing accurate and timely data relevant to measures of its performance  
 (c) by providing information about significant changes by its operations  
 (d) by providing information about significant changes to its ownership;  
 (e) in the retention, archiving, retrieval and transfer of records consistent with National VET Regulator’s requirements

Select one:

<input checked="" type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	
In order to become compliant the organisation is required to:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
Reason for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

**SNR 20: Compliance with legislation**

**20.1 The NVR registered training organisation must comply with relevant Commonwealth, state or territory legislation and regulatory requirements relevant to its operations and its scope of registration**

Select one:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | 1. Compliance with the requirements of this element was <b>not examined</b>                       |
| <input checked="" type="checkbox"/> | 2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.     |
| <input type="checkbox"/>            | 3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element. |

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.    |
| <input type="checkbox"/> | 2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element |

Reason for finding of non-compliance:

- N/A

**20.2 The NVR registered training organisation must ensure that its staff and clients are fully informed of legislative and regulatory requirements that affect their duties or participation in vocational education and training**

Select one:

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | 1. Compliance with the requirements of this element was <b>not examined</b>                       |
| <input checked="" type="checkbox"/> | 2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.     |
| <input type="checkbox"/>            | 3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element. |

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:



Reasons for finding of non-compliance:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.    |
| <input type="checkbox"/> | 2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element |

Reason for finding of non-compliance:

- N/A

**SNR 21: Insurance**

**21.1 The NVR registered training organisation must hold public liability insurance throughout its registration period**

Select one:

<input checked="" type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
	Reasons for finding of non-compliance: <ul style="list-style-type: none"> <li>• N/A</li> </ul>
	In order to become compliant the organisation is required to: <ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
	Reason for finding of non-compliance: <ul style="list-style-type: none"> <li>• N/A</li> </ul>

**SNR 22: Financial management**

**22.1 The NVR registered training organisation must be able to demonstrate to the National VET Regulator, on request, that it is financially viable at all times during the period of its registration.**

Select one:

<input type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
	Reasons for finding of non-compliance:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	In order to become compliant the organisation is required to:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
	Reason for finding of non-compliance:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**22.2 The NVR registered training organisation must provide the following fee information to each client:**

- (a) the total amount of all fees including course fees, administration fees, materials fees and any other charges
- (b) payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee
- (c) the nature of the guarantee given by the NVR registered training organisation to complete the training and/or assessment once the student has commenced study in their chosen qualification or course
- (d) the fees and charges for additional services, including such items as issuance of a replacement qualification testamur and the options available to students who are deemed not yet competent on completion of training and assessment
- (e) the organisation's refund policy.

Select one:

<input type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
--------------------------	---

<input checked="" type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
	Reasons for finding of non-compliance:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	In order to become compliant the organisation is required to:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
	Reason for finding of non-compliance:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**22.3 Where the NVR registered training organisation collects student fees in advance it must ensure it complies with one of the following acceptable options:**

(a) (Option 1) the NVR registered training organisation is administered by a state, territory or Commonwealth government agency

(b) ~~(Option 2) the NVR registered training organisation holds current membership of an approved Tuition Assurance Scheme [Not available]~~

(c) (Option 3) the NVR registered training organisation may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, the NVR registered training organisation may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500

(d) (Option 4) the NVR registered training organisation holds an unconditional financial guarantee from a bank operating in Australia for no less than the full amount of funds held by the NVR registered training organisation which are prepayments from students (or future students) for tuition to be provided by the NVR registered training organisation to those students

(e) (Option 5) the NVR registered training organisation has alternative fee protection measures of equal rigour approved by the National VET Regulator.

Fee protection option/s nominated by organisation:

<input checked="" type="checkbox"/> Not applicable	<input type="checkbox"/> Option 1	<input checked="" type="checkbox"/> <del>Option 2</del>	<input type="checkbox"/> Option 3	<input type="checkbox"/> Option 4	<input type="checkbox"/> Option 5
--	-----------------------------------	---	-----------------------------------	-----------------------------------	-----------------------------------

**SNR 23: Certification, issuing and recognition of qualifications & statements of attainment**

**23.1 The NVR registered training organisation must issue to persons whom it has assessed as competent in accordance with the requirements of the training package or accredited course, a qualification or statement of attainment (as appropriate) that:**  
**(a) meets the Australian Qualifications Framework (AQF) requirements**  
**(b) identifies the NVR registered training organisation by its national provider number from the National Register; and**  
**(c) includes the NRT logo in accordance with its current conditions of use.**

Select one:

<input checked="" type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	
In order to become compliant the organisation is required to:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
Reason for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

**23.2 The NVR registered training organisation must recognise the AQF qualifications and statements of attainment issued by any other RTO.**

Select one:

<input checked="" type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

1. The organisation has **demonstrated** compliance with the requirements of this element.
2. The organisation has **not demonstrated** compliance with the requirements of this element

Reason for finding of non-compliance:

- N/A

**23.3 The NVR registered training organisation must retain client records of attainment of units of competency and qualifications for a period of 30 years.**

Select one:

1. Compliance with the requirements of this element was **not examined**
2. The organisation has **demonstrated** compliance with the requirements of this element.
3. The organisation has **not demonstrated** compliance with the requirements of this element.

Reasons for finding of non-compliance:

- N/A

In order to become compliant the organisation is required to:

- NA

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

1. The organisation has **demonstrated** compliance with the requirements of this element.
2. The organisation has **not demonstrated** compliance with the requirements of this element

Reason for finding of non-compliance:

- N/A

**23.4 The NVR registered training organisation must provide returns of its client records of attainment of units of competence and qualifications to the National VET Regulator on a regular basis, as determined by the National VET Regulator.**

Select one:

<input checked="" type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
	Reasons for finding of non-compliance:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	In order to become compliant the organisation is required to:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
	Reason for finding of non-compliance:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**23.5 The NVR registered training organisation must meet the requirements for implementation of a national unique student identifier.**

Select one:

<input checked="" type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
	Reasons for finding of non-compliance:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	In order to become compliant the organisation is required to:
	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Analysis of rectification evidence**

Reasons for finding of non-compliance:

- N/A

**Audit finding following review of rectification evidence**

- 1. The organisation has **demonstrated** compliance with the requirements of this element.
- 2. The organisation has **not demonstrated** compliance with the requirements of this element

Reason for finding of non-compliance:

- N/A



**SNR 24: Accuracy and integrity of marketing**

**24.1 The NVR registered training organisation must ensure its marketing and advertising of AQF qualifications to prospective clients is ethical, accurate and consistent with its scope of registration**

Select one:

<input checked="" type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	
In order to become compliant the organisation is required to:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
Reason for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

**24.2 The NVR registered training organisation must use the NRT logo only in accordance with its conditions of use.**

Select one:

<input checked="" type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	
In order to become compliant the organisation is required to:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

Reasons for finding of non-compliance:

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.    |
| <input type="checkbox"/> | 2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element |

Reason for finding of non-compliance:

- N/A

**SNR 25: Transition to Training Packages/expiry of VET accredited courses**

**25.1 The NVR registered training organisation must manage the transition from superseded training packages within 12 months of their publication on the National Register so that it delivers only currently endorsed Training Packages.**

Select one:

<input type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	
In order to become compliant the organisation is required to:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

<input type="checkbox"/>	1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element
Reason for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	

**25.2 The NVR registered training organisation must manage the transition from superseded accredited courses so that it delivers only currently endorsed training packages or currently accredited courses.**

Select one:

<input checked="" type="checkbox"/>	1. Compliance with the requirements of this element was <b>not examined</b>
<input type="checkbox"/>	2. The organisation has <b>demonstrated</b> compliance with the requirements of this element.
<input type="checkbox"/>	3. The organisation has <b>not demonstrated</b> compliance with the requirements of this element.
Reasons for finding of non-compliance:	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	
In order to become compliant the organisation is required to:	

Reasons for finding of non-compliance:

- N/A

**Analysis of rectification evidence**

- N/A

**Audit finding following review of rectification evidence**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 1. The organisation has <b>demonstrated</b> compliance with the requirements of this element.    |
| <input type="checkbox"/> | 2. The organisation has <b>not demonstrated</b> compliance with the requirements of this element |

Reason for finding of non-compliance:

- N/A