



Evidence analysis – VET Quality Framework

ORGANISATION DETAILS

Organisation's legal name	Advanced Training Institute Pty Ltd
Trading name/s	nil
RTO number (if any)	40683

REVIEW DETAILS

Type of review	Sanction
Audit number	1007498
Date evidence received	18/02/2015
Date review conducted	24/02/2015 - 26/02/2015

REVIEW TEAM

Reconsideration officer	Ian Penna & Brad Kovak
Review officer	Rob East
Technical adviser/s	N/A

SCOPE OF REVIEW

Code	Training Product	Mode/s of delivery/assessment*
CHC30113	Certificate III in Early Childhood Education and Care	Face to face/Workplace
CHC50113	Diploma of Early Childhood Education and Care	Face to face/Workplace
22024VIC	Course in Emergency Management of Asthma in the Workplace	Face to face/Workplace
HLTAID001	Provide cardiopulmonary resuscitation	Face to face
22099VIC	Course in First Aid management of Anaphylaxis	Face to face



*Apprenticeship, Traineeship, Face to face, Distance, Online, Workplace, Mixed, Other (specify)

FINDING FOLLOWING EVIDENCE REVIEW

Finding as at 27/02/2015: Compliant

- The level of non-compliance considers the potential for an adverse impact on the quality of training and assessment outcomes for students.
- If non-compliance has been identified, this analysis describes evidence of the non-compliance.

SNR 15.2

FINDING: Compliant

Outstanding non-compliance:

- Revised training and assessment strategy (TAS) for *CHC30113 Certificate III in Early Childhood Education and Care* does not include details of the planned assessment strategy for all units. The provider has included an Assessment Summary Plan in their TAS to identify the relevant assessment modes for each unit. Assessment method(s) were not identified for the following 5 units:
 - *CHCORG303C Participate effectively in the work environment*
 - *CHCECE017 Foster the holistic development and wellbeing of the child in early childhood*
 - *BSBINN301A Promote innovation in a team environment*
 - *BSBSUS301A Implement and monitor environmentally sustainable work practices*
 - *SRCCRO008B Interact positively with infants, toddlers and parents in a recreation environment.*
- The mode(s) of assessment for *HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people* unit still includes a work placement. The Compliance Manager previously advised the auditor that there is no work placement assessment for this unit of competency. The final workplace visit is scheduled to take place in week 38 which will occur prior to the scheduled commencement of the *HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people* unit. This further supports the view that assessment of this unit will not include evidence collected from a work placement

Analysis of evidence:

Evidence audited:

- RTO Rectification response summary table
- Training and assessment strategy for *CHC30113 – Certificate III in Early Childhood Education and care* (version 1.6)
- Work placement logbook for *CHC30113 – Certificate III in Early Childhood Education and care* (version 2.4).

Findings:

The provider's evidence (above) demonstrates compliance with SNR 15.2



SNR 15.3

FINDING: Compliant

Outstanding non-compliance:

The provider's evidence does not satisfy the requirements for rectification. Access to specific physical resources prescribed in the Training Package has not been demonstrated (refer to resources above for *22024VIC Course in Emergency Management of Asthma in the Workplace* and *HLTAID004 - Provide an emergency first aid response in an education and care setting*)

Analysis of evidence:

Evidence audited:

- RTO Rectification response summary table.
- Photo's (25) of Infant, child and adult manikins, and learning resources required for delivery of:
 - *HLTAID004 – Provide an emergency First aid response in an education and care setting*
 - *22099VIC – Course in first aid Management of Anaphylaxis.*
- Training and assessment strategy for *22099VIC – Course in First Aid Management of Anaphylaxis* (version 1.6)
- Simulated resources checklist checklist for:
 - *22099VIC – Course in first Aid Management of Anaphylaxis*
 - *HLTAID004 – Provide an Emergency First aid response in an Education and care setting.*
- Invoices for the purchase of various First aid & CPR resources.
- NB: no evidence was provided with regards to the *22024VIC Course in Emergency Management of Asthma in the Workplace* course as this course has now expired (31/12/14) and will no longer be delivered.

Findings:

The provider's evidence (above) demonstrates compliance with SNR 15.3

SNR 15.5

FINDING: Compliant

Outstanding non-compliance:

Except for completed validation records, no additional evidence has been provided to demonstrate how the provider has addressed the issues of non-compliance found at audit with regards to the following 2 courses:

- *22099VIC Course in First Aid management of Anaphylaxis*
- *22024VIC Course in the Emergency Management of Asthma in the Workplace*

In addition to the completed validation records for the 2 courses above, and *HLTAID001 Provide cardiopulmonary resuscitation*, the audit reviewed additional evidence which included assessment materials for the following 4 units of competence:

- *CHCECE003 - Provide care for children*
- *CHCECE004 - Promote and provide healthy food and drinks*
- *CHCECE005 - Provide care for babies and toddlers*
- *HLTHIR404D - Work effectively with Aboriginal and/or Torres Strait Islander people*



The provider submitted an assessment tool for *CHCECE005 - Provide care for babies and toddlers* which identified 7 activities in addition to a work placement (120 hours). The assessment summary indicated that assessment activity number 2 includes a question and answer test, and a case study exercise. There was no case study activity included in the assessment tool.

It was noted that the revised assessment tool included 2 different sets of assessor instructions (pages 7-8, and 9-10).

The provider also submitted a 'Student Assessment Sheet' and corresponding 'Assessors Answer Sheet' for *CHCECE005 - Provide care for babies and toddlers*. The assessment tasks referred to in these documents are not included in the assessment tool for this unit. The provider has not indicated how this assessment tool will be utilised and why these documents were submitted.

The rectification evidence provided by the RTO did not demonstrate that their assessment tools and instruments meet the Principles of Assessment and the Rules of Evidence. The revised assessment materials still do not provide sufficient guidance to assessors to enable consistent judgements about competence, nor adequately inform students about the planned assessment process.

Analysis of evidence:

Evidence audited:

- RTO Rectification response summary table
- Simulated resources checklist for:
 - *22099VIC – Course in first Aid Management of Anaphylaxis*
 - *HLTAID004 – Provide an emergency first aid response in an education and care setting*
- Rectification continuous improvement register
- Certification issuance policy and procedure (version 4.0)
- E-mail to Carmen Sione dated 16/02/15
- Anaphylaxis ASCIA and WorkCover support Learner booklet
- Amended assessment tool for:
 - *CHCECE005 Provide care for babies and toddlers* (version 2.4)
 - *CHCECE004 Promote and provide healthy food and drinks* (version 2.4)
 - *CHCECE003 Provide care for children* (version 2.4)
 - *HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people Assessment Guide* (version 3.0)
- Marking guide for assessment tool for:
 - *CHCECE005 Provide care for babies and toddlers* (version 2.4)
 - *CHCECE004 Promote and provide healthy food and drinks* (version 2.4)
 - *CHCECE003 Provide care for children* (version 2.4)
 - *HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people Assessment Guide* (version 3.0)
- Mapping document for:
 - *CHCECE005 Provide care for babies and toddlers* (version 1.4)
 - *CHCECE004 Promote and provide healthy food and drinks* (version 1.4)
 - *CHCECE003 Provide care for children* (version 1.4)
 - *HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people Assessment Guide* (version 3.0)
- Assessment guide – *22099VIC First Aid Management of Anaphylaxis* (version 2.2)



- NB: no evidence was provided with regards to the 22024VIC *Course in Emergency Management of Asthma in the Workplace* course as this course has now expired (31/12/14) and will no longer be delivered.

Findings:

The provider's evidence (above) demonstrates compliance with SNR 15.5

SNR 17.4	FINDING: Compliant
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Outstanding non-compliance:

The additional evidence submitted for audit did not sufficiently demonstrate how the RTO will manage their records in future to ensure accuracy and integrity (eg student and staff files).

Analysis of evidence:

Evidence audited:

- Records Management Policy and Procedure (version 4.0)
- Certification issuance policy and procedure (version 4.0)
- Recruitment policy and procedure (version 4.0)
- Conduct assessment procedure (version 1.0)
- Assessment Summary templates (version 1.0) for:
 - *CHC30113 Certificate III in Early Childhood Education and Care*
 - *CHC50113 Diploma of Early Childhood Education and Care*
- Student file for Helen Lafi – practical placement assessment record
- Student file for Tahani Alwathery – practical placement assessment record
- Student file for Teresa Deng – practical placement assessment record not sighted
- Staff files including copies of original documents stamped, and completed skills analysis for:
 - Lubna Jajo
 - Osman Ali
 - Naba Al Taay
 - Tapati Sharma
 - Tejal Gyani
 - Abdirashid Ali

Findings:

The provider's evidence (above) demonstrates compliance with SNR 17.4

SNR 18.1	FINDING: Compliant
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Outstanding non-compliance:

The provider has not demonstrated that it meets the requirements of Standards 15.2, 15.3, 15.5 and 17.4.

Findings:

The provider's evidence provided for Standards 15.2, 15.3, 15.5 and 17.4 demonstrates compliance with SNR 18.1