

**AQTF Essential Conditions and Standards for Continuing Registration  
 AUDIT REPORT**

**PRIVATE &  
 CONFIDENTIAL**

**RTO: BRACE Education and Employment Limited**

**Audit Date: 25 - 27 October 2010**

<b>RTO DETAILS</b>			
RTO Name	BRACE Education and Employment Limited	NTIS Number	3621
Address	602 Urquhart Street, Ballarat, VIC, 3350		
	Website	www.brace.com.au	
Registration Contact	Christopher Carroll		
Phone Number	5333 3700	Email	christopher.carroll@brace.com.au
Student Numbers	984		
<b>AUDIT TEAM</b>			
Lead Auditor	Les Comley	Auditor/s	
Technical Advisor/s		Observer/s	
<b>REGISTERING BODY DETAILS</b>			
Contact Person	Katherine Papastathopoulos		
Phone Number	9651 3225	Email	vet.audit@edumail.vic.gov.au
<b>AUDIT DETAILS</b>			
Type of Audit	Post-initial/Extension to scope/Renewal/Monitoring/Complaint/Strategic		

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Conditions audited	1, 3, 4, 6, 7, 8, 9. (Conditions 2 & 5 are not required to be audited, see page 3 below)		
Standards audited	<ul style="list-style-type: none"> <li>• 1.1, 1.2, 1.3, 1.4, 1.5.</li> </ul>	<ul style="list-style-type: none"> <li>• 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7</li> </ul>	<ul style="list-style-type: none"> <li>• 3.1, 3.2, 3.3, 3.4</li> </ul>
Audit Dates	25 - 27 October 2010		
Other audit notes	<p>NTIS information as at 24 October 2010:</p> <p>Jen Mann should be shown on the NTIS as the day to day contact; Gary Argent is no longer the Manager, VET Services. Maria Zaluski is shown as the Geelong Training Officer contact; she is no longer employed by the organisation.</p> <p>Telephone discussion and email messages were exchanged with Julie Nicholas, Manager Corporate Services during the week beginning 1 November 2010.</p>		

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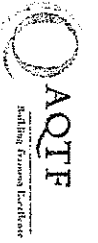
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ACCOMPANYING REPORTS	Yes	No
VRQA Guidelines Audit Report	✓	
VRQA Guidelines – Re-registration Checklist	✓	

FOCUS OF AUDIT		
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE		
NTIS Code	Qualification/Unit of Competence/Accredited Course (as per NTIS)	Delivery Site
BSB40407	Certificate IV in Small Business Management	Adelaide, Ballarat, Geelong
CHC30708	Certificate III in Children's Services	Ballarat, Geelong, Ararat
TAA40104	Certificate IV in Training and Assessment	Ballarat
TAE40110	Certificate IV in Training and Assessment	

INTERVIEWEES: Staff name and position, employer name and position, students by program (do not list by name)	
Christopher Carroll	CEO



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Julie McBride	Marketing Coordinator & Public Relations
Jen Mann	Manager VET Services
Julie Boatman	Trainer – Training and Assessment
Gary Argent	Project Manager LLNP & TAA
Jarrod Waterhouse	Administration Officer VET Services
Traci Pearson	Access Program Coordinator
Lyn Wolff	Manager Services to Business
Robert Francis	Coordinator Business & Hospitality
Jude Sobey	Deputy Manager VET Services and Manager Geelong Campus
Warren Stanley	Director Finance & IT
Rob Lawler	Trainer – Photography/Visual Arts

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### AUDIT SUMMARY

	Conditions of Registration	Compliant	Non-compliant	Not audited
1	<b>Governance</b> 1.1 CEO must ensure the RTO complies with relevant conditions, standards and guidelines 1.2 Fit & Proper Persons Tests 1.3 Input of Trainers and Assessors in senior management decision making	✓	✓	✓
2	Interactions with the Registering Body			✓
3	Compliance with Legislation		✓	
4	Insurance	✓		
5	Financial Management			✓
6	Certification & Issuing of Qualifications & Statements of Attainment		✓	
7	Recognition of Qualifications Issued by other RTOs	✓		
8	Accuracy and Integrity of Marketing	✓		
9	Transition to Training Packages/Expiry of Accredited Courses		✓	