



RTO: Skills Plus Ltd

Audit Date: 4th and 5th December 2014

Acceptance Form	
RTO Name:	Skills Plus Ltd TOID: 4087
RTO Contact:	Ms Sue Cattermole Contact Phone Number: 03 9784 0424 / 0415 039 737
Audit Type:	Re-Registration Audit Date: 4th and 5th December 2014
Auditor's Name:	Anna-Louise Allen

Does the RTO accept the findings of the **AQTF Essential Conditions and Standards for Continuing Registration** audit in full?
 Yes
 No*

Does the RTO accept the findings of the **VRQA Guidelines for VET Providers** audit in full?
 Yes
 No*

*Where the RTO disputes the audit findings, the reasons should be detailed in the "Provider Comments" document attached. This page together with any comments on the audit findings should be faxed or e-mailed back to the auditor within four business days of receipt of the draft audit report.

Name of CEO: Susan Cattermole CEO's Signature: S. Cattermole Date: 11/12/14
(or authorised representative)

Name of Auditor: Anna-Louise Allen Auditor's Signature: Anna Louise Allen Date 4th and 5th December 2014



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Provider Comments	
RTO name:	Skills Plus Ltd
Audit Date(s):	4th and 5th December 2014
AQTF/Guideline Reference	Comments
Condition 6	SkillsPlus will rectify the use of logos within 60 days. This will include the the use of the AQF logo or statement on Certificates, removal of the reference to the AQF on the Statement of Attainment and the removal of the VRQA statement on Certificates and Statements of Attainment.
Condition 8	SkillsPlus will remove the VRQA and NRT logo from the VCAL brochure within 60 days.
Element 1.4	SkillsPlus ensures trainers/assessors undertake professional development in order to develop their VET knowledge and skills in a number of ways. All staff complete an annual Performance Feedback System and six monthly review which includes a section on PD and training. Staff are encouraged to attend a number of internal and external PD's which is captured on the Staff Performance Development register. PD is also sent out from the CEO and HR as changes occur to different packages or legislation. Staff also utilise reflective practice in order to develop their skills further.
Guideline 1.3	SkillsPlus will ensure that all Trainer Skills Matrix's and CV's are signed by the relevant trainer/assessor within 90 days.
Guideline 2.2	SkillsPlus will include a definition of cheating and the measures in place to detect cheating and plagiarism in the SkillsPlus Plagiarism Policy and Student Handbook within 60 days.
Guideline 5.1	SkillsPlus will adapt its current record sheets and mapping tools to ensure that a best practice template is used, for example the record sheet utilised by the SEE program. This will ensure that assessment processes include all necessary components.



Registered Training Organisation Name:	Skills Plus Ltd
TOID:	4087
Survey Completed by:	Ms Sue Cattermole
Position/Title:	CEO
Name of Auditor:	Anna-Louise Allen
Date of Audit:	4th and 5th December 2014
Type of Audit:	Re-Registration
Audit Site/s:	31 Playne Street, Frankston vic 3199
Duration of Audit(hours):	

1. Did the auditor contact you to confirm the audit date a minimum of 14 days prior to the audit visit? Yes No
2. Was the auditor punctual on the audit day/s? Yes No
3. Was an entry meeting (minimum 30mins) held at the commencement of the audit to discuss your organisation's business operations, the purpose of the audit and the processes involved? Yes No
4. Was an exit interview held at the conclusion of the audit visit? Yes No
5. Were the draft audit findings discussed at the exit interview? Yes No
6. Did the audit process assist you to identify areas for continuous improvement of your training operations? Yes No
7. In your opinion, did the auditor perform the audit in a thorough and professional manner? If "No", would you please state the reason(s) for your response Yes No

8. Have you any other comments relating to any aspects of the audit?

Signature..... *S Cattermole* Date..... *11/12/14*

Please return to: Emma Hickingbotham
 VET Audit Services
 Victorian Registration & Qualifications Authority
 GPO Box 2317 Melbourne VIC 3001
 (03) 9032 1579

OR fax to: