

Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, Hospitality Training Association is required to publish audit information in relation to its compliance with the Australian Quality Training Framework (AQTF). The User Choice program provides public funding paid directly to Pre-qualified Suppliers for the delivery of accredited entry-level training to eligible Apprentices and Trainees. The AQTF is the national set of standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training system. An AQTF audit reviews evidence of an organisations' compliance with the requirements of the AQTF *Essential Conditions and Standards of Initial/Continuing Registration* to confirm that it is achieving quality training and assessment outcomes. The process also identifies opportunities for improvement on these outcomes. This information is published to assist apprentices, trainees and their employers to make informed decisions regarding their selection of a Pre-qualified Supplier for the delivery of training and assessment services.

Audit Date: 28 June 2008 (integrated user choice/AQTF Audit)

Qualifications audited: THH31502 Certificate III in Hospitality (Commercial Cookery)

Audit Outcome			Rectification	
Was non-compliance identified? <i>Yes/No</i>	If 'Yes', non-compliance type <i>Minor, Significant, Critical</i>	Summary of non-compliance	Actions taken to rectify the non-compliance	Has the non-compliance been rectified? <i>Yes/No</i>
Yes	Minor	A document was titled Identify and Prepare Meat and should have the title THHBCC07B Select, Prepare and Cook Meat.	HTA amended the document to reflect the current name for THHBCC07B during the audit.	Yes
	Minor	A student had completed 48 live restaurant services as part of competency THHCCH02A Prepare, Cook & Serve Food for Menus and it was found that he had not completed one element of his previous competency.	HTA have reviewed their procedures and if a student has not achieved elements of their previous competencies undertaken they are provided the opportunity this competency during the live restaurant service.	Yes
	Minor	No evidence was produced for recognition of prior learning or non-achievement of competency for a particular student.	This did not affect the student due to the holistic nature of the delivery of HTA of competencies where he undertook training in all required modules and demonstrated competency to the required industry standard. HTA has subsequently reviewed its data collection policies.	Yes
	Minor	Training Record Books of the Apprentice and the dates signed by the employer and the apprentice did not reflect that of the RTO.	HTA (RTO) reviews the Training Record Books when the Apprentice attends College (annually) and the Employer and Apprentice review them quarterly.	Yes

Explanatory notes:

Non-compliance with the AQTF means that requirements of the AQTF have not been met based on the evidence reviewed. Non-compliances are categorised as minor, significant or critical. For the purposes of the User Choice 2010 – 2015 program, only significant and Critical non-compliances need to be published

Minor: No, or minor, adverse impact on learners with no serious breakdown of provision of quality training and assessment.

Significant: Significant adverse impact on learners with insufficient focus on quality training and assessment outcomes.

Critical: Critical adverse impact on learners with widespread or persistent dissatisfaction with services and outcomes.