

**AQTF Audit****RTO: Employ-Ease P/L****Audit Date: 6/4/2009****AQTF 2007 AUDIT REPORT**

RTO DETAILS			
RTO Name	Employ-Ease P/L	NTIS Number	6832
Address	284 Dorset Rd, Boronia 3155		
	Website	<a href="http://www.employease.com.au">http://www.employease.com.au</a>	
Registration Contact	Ms Sheila Douglas		
Phone Number	9761 2156	E-mail	<a href="mailto:sheila@employease.com.au">sheila@employease.com.au</a>
Student Numbers	574		
AUDIT TEAM			
Lead Auditor	Sue Foster	Auditor/s	
Technical Advisor/s		Observer/s	
REGISTERING BODY DETAILS			
Contact Person	Mr J. Gill		
Phone Number	9651 3226	E-mail	<a href="mailto:gill.jerzy.j@edumail.vic.gov.au">gill.jerzy.j@edumail.vic.gov.au</a>
AUDIT DETAILS			
Type of Audit	Renewal		
Standards audited	1,2,3		
Conditions audited	6		
Audit Date/s	6/4/09		
Other audit notes			
FOCUS OF AUDIT			
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE			
NTIS Code	Qualification/Unit of Competence/Accredited Course (as per NTIS)	Delivery Site	
CHC30102	CERTIFICATE III IN AGED CARE WORK	ON- AND OFF-THE-JOB	
CHCAC1C	PROVIDE SUPPORT TO AN OLDER PERSON	ON- AND OFF-THE-JOB	
CHCINF8B	COMPLY WITH INFORMATION REQUIREMENTS OF THE AGED CARE AND COMMUNITY CARE SECTORS	ON- AND OFF-THE-JOB	
CHC40302	CERTIFICATE IV IN DISABILITY WORK	ON- AND OFF-THE-JOB	

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CHCDIS3C	PROVIDE SERVICES TO PEOPLE WITH DISABILITIES	ON- AND OFF-THE-JOB
CHCDIS6C	PLAN AND IMPLEMENT COMMUNITY INTEGRATION	ON- AND OFF-THE-JOB
TAA40104	CERTIFICATE IV IN TRAINING AND ASSESSMENT	ON- AND OFF-THE-JOB
TAAASS401C	PLAN AND ORGANISE ASSESSMENT	ON- AND OFF-THE-JOB
TAAASS402C	ASSESS COMPETENCE	ON- AND OFF-THE-JOB
CHC30202	CERTIFICATE III IN HOME AND COMMUNITY CARE	ON- AND OFF-THE-JOB
CHCHC301B	WORK EFFECTIVELY IN A HOME AND COMMUNITY CARE ENVIRONMENT	ON- AND OFF-THE-JOB
CHCHC302B	PARTICIPATE IN SAFETY PROCEDURES FOR DIRECT CARE WORK	ON- AND OFF-THE-JOB

INTERVIEWEE/S (Staff -name and position; employer name and position ; students (by program, do not list by name))	
	Ms Sheila Douglas, Training Manager, Employease PL

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Standard 1: The RTO provides quality training and assessment across all of its operations		
Audit conclusion	Result	ü
Findings The RTO was compliant with this standard	Compliant	ü
	Non-compliant	
	Not audited	
Strengths		
Opportunities for Improvement		

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Standard 2: The RTO adheres to principles of access and equity and maximises outcomes for its clients		
Audit conclusion	Result	ü
Findings The RTO was compliant with this standard.	Compliant	ü
	Non-compliant	
	Not audited	
Strengths		
Opportunities for Improvement		

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Standard 3: Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the RTO operates		
Audit conclusion	Result	ü
Findings The RTO was compliant with this standard.	Compliant	ü
	Non-compliant	
	Not audited	
Strengths		
Opportunities for Improvement		

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Condition 6 – Certification And Issuing Of Qualifications And Statements Of Attainment		
Audit conclusion	Result	ü
The RTO was compliant with this condition.	Compliant	ü
	Non-compliant	
	Not audited	
Strengths		
Opportunities for Improvement		