

**AQTF Initial Registration Audit**

**RTO: 22394 X-seed Education & Development Pty Ltd**

**Audit Date: 25 February 2010**

**AQTF 2007 AUDIT REPORT**

<b>RTO DETAILS</b>			
RTO Name	X-seed Education & Development Pty Ltd	NTIS Number	22394
Address	2 Sandilands Street, South Melbourne, VIC 3205		
		Website	None
Registration Contact	Nathan Bower		
Phone Number	03 9207 8611	E-mail	<a href="mailto:Nathan.bower@x-seed.com.au">Nathan.bower@x-seed.com.au</a>
Student Numbers	150 potentially in first year, mainly in the Certificate III		
<b>AUDIT TEAM</b>			
Lead Auditor	Gail Morley	Auditor/s	-
Technical Advisor/s	-	Observer/s	-
<b>REGISTERING BODY DETAILS</b>			
Contact Person	Jerzy Gill		
Phone Number	03 9651 3226	E-mail	<a href="mailto:Gill.jerzy.j@edumail.vic.gov.au">Gill.jerzy.j@edumail.vic.gov.au</a>
<b>AUDIT DETAILS</b>			
Type of Audit	Initial		
Standards audited	AQTF Essential Standards for Registration 1-3		

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Conditions audited	6		
Audit Date/s	25 February 2010		
Other audit notes	The applicant proposes to provide training to AFL footballers. The Certificate III targets rookie football players as induction training in being a professional footballer. Certificate IV and Diploma provide existing players with a range of experiences so they can take up opportunities within the sporting industry when their career as a footballer is over (average span of football career is 4 years).		
<b>FOCUS OF AUDIT</b>			
<b>QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE</b>			
NTIS Code	Qualification/Unit of Competence/Accredited Course (as per NTIS)	Delivery Site	
SRS40506	Certificate IV in Sport (Development)	MSAC South Melbourne	
SRS50506	Diploma of Sport (Development)	MSAC South Melbourne	
<b>INTERVIEWEE/S (Staff -name and position; employer name and position ; students (by program, do not list by name)</b>			
Nathan Bower	CEO		
Bruce Davis	Senior trainer/assessor		
Catherine Beven	AQTF Compliance Manager		

Victorian Registration & Qualifications Authority

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**AUDITOR DECLARATION**

I have examined the application from the above named organisation against the Australian Quality Training Framework 2007 *Essential Standards for Registration* for the purpose of initial registration. It is my opinion that the organisation *does not meet* the requirements in the standards for the training identified in their application.

Name of Auditor Gail Morley

Signed .....  ..... Date 28 February 2010

**AUDIT REPORT**

No.	Audit Findings	Recommendations
1.	<p><b>Training Package Requirements:</b> (Std 1.2, 1.3, 1.5)</p>	<p>The applicant was compliant with this section.</p>
2.	<p><b>Assessment Tools</b> (Std 1.2, 1.3)</p>	<p>The applicant was not compliant with this section.</p>
	<p>Assessment tools for units from <i>SRS40506 Certificate IV in Sport (Development)</i> and <i>SRS50506 Diploma of Sport (Development)</i> were reviewed in detail.</p> <p>Assessment strategies and tools which had been developed met the requirements of the units of competency, but the information provided for assessors in particular, and also for participants, was not adequate to ensure that assessment would be valid, reliable and fair. Instructions to the assessor and guide answers had not been prepared. Because the applicant's assessment strategy relies strongly on completion of a major project, it is particularly important that clear guidelines are developed for both participant and assessor. Participant guidelines exist, but could be more detailed.</p> <p>Assessment tools had not been prepared for some of the football skills units, as the assessment strategy for the proposed target group assumes this unit would be completed through RPL.</p> <p><b>RPL:</b> application forms and explanation as well as administrative forms were sighted. The process was comprehensive but not burdensome. RPL Policy and Procedure provides for rigorous and fair handling of applications.</p>	<p>It is recommended that the applicant:</p> <ul style="list-style-type: none"> <li>• develop, for all assessment instruments, clear information for assessors and the candidate about the conditions under which assessment is conducted and the standard of response expected</li> <li>• develop assessment instruments for all units of competency to be incorporated in the qualifications on the proposed scope of registration.</li> </ul>
3.	<p><b>Staff Qualifications</b> (Std 1.4)</p>	<p>The applicant was not compliant with this section.</p>
	<p>The information provided about the proposed trainers and assessors showed them all to be current in their knowledge and understanding of the industry as specifically required by SRS03 Sport Industry Training Package.</p>	<p>It is recommended that the applicant:</p> <ul style="list-style-type: none"> <li>• ensure processes for verifying trainer/assessor qualifications and vocational expertise are followed and that relevant documentary</li> </ul>

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	<p>A policy and procedure for supervision of staff without the TAA Certificate IV in Training and Assessment or equivalent was sighted. The applicant had developed a policy and procedure and designed a form to be used to record details of verification of trainer qualifications and experience. The form had not been completed for proposed staff. All resumes provided correlated with the qualifications documentation provided, but there were significant gaps in documentation. Most proposed staff had copies of qualifications missing, and/or unverified copies of qualifications/transcripts on file. CVs were originals but were not signed, as the proponent was unaware of this requirement.</p>	<p>evidence of this is retained on file for each proposed trainer/assessor</p> <ul style="list-style-type: none"> <li>ensure that all copies of qualifications and transcripts which are kept as evidence of vocational and/or training and assessment competence are appropriately verified copies.</li> </ul>
4.	<b>Resources (Std 1.3)</b>	The applicant was compliant with this section.
5.	<b>Continuous Improvement (Std 1.1, 2.1, 3.1)</b>	The applicant was compliant with this section.
6.	<b>Client Services (Std 2.2, 2.6)</b>	The applicant was compliant with this section.
7.	<b>Records Management (Std 3.3)</b>	The applicant was compliant with this section.