

ASQA audit response

Clause	Non compliance identified	Rectification	Completed date
1.1 & 1.2	<p>The documented training and assessment strategy for delivery of the above training product is not consistent with the organisation's demonstrated practice. Specifically:</p> <ul style="list-style-type: none"> ○ entry requirements require the students to acquire a working with children check prior to commencing work in industry. Megan Sharman informed that prospective students are required to have employment in the childcare sector prior to enrolment. However, the training and assessment strategy does not inform this nor how the organisation will support the prospective student in acquiring employment in childcare. ○ does not inform the target cohort and differentiate between a domestic student and/or a traineeship. ○ does not inform the trainer and assessor ratio to student for workplace visits. 	<p>Training and Assessment Strategy (workplace delivery) Certificate III and diploma, updated February 2020 to specify:</p> <ul style="list-style-type: none"> ● Entry requirements including wwcc and police checks ● Details trainer/assessor: student ratio ● Clarifies that all participants in this cohort are trainees 	12.2.20
	<p>The organisation has not identified a target student cohort within its documented training and assessment strategy for the above training product. Accordingly, it could not be confirmed that the strategy enables each student to meet the requirements for each unit of competency in which they are enrolled. Specifically:</p> <ul style="list-style-type: none"> ○ delivery mode in the enrolment confirmation letter has part time study of 20 hours study per week, however this is not consistent with the training and assessment strategy. ○ mode of study is offered using a blended learning approach and self-paced in the workplace. However, the training and assessment mode is conducted at the workplace 	<p>Training and Assessment Strategy (workplace delivery) Certificate III and diploma, updated February 2020 to clarify:</p> <ul style="list-style-type: none"> ● Commitment of the student per week – ● Length of monthly trainer visits to conduct training and assessment within the workplace <p>Compile signed MOU's for all current workplaces where trainees are employed</p>	12.2.20

	<ul style="list-style-type: none"> o training and assessment is conducted in the workplace and the suitability of the childcare facilities where the student is undertaking employment is confirmed by a facilities and WHS assessment of the venue. This is conducted prior to commencing the program by a Memorandum of Understanding (MOU) with centre and workplace checklist. However only a workplace checklist was produced at audit and no MOU was sited for individual centres. 	Modify enrolment procedures to ensure that a signed MOU is obtained for all employers prior to first onsite delivery.	
	<p>The organisation's documented training and assessment strategy does not separate training from assessment; therefore, it cannot be confirmed what the actual amount of training is. For example, but not limited to:</p> <ul style="list-style-type: none"> o training and assessment matrix has a training mode of workplace and self-paced. The delivery sequence, for example <i>CHC30113</i> is five units over 12 weeks approximately for a training period of 12 to 24 months. The trainer and assessor visits the student every four to five weeks between two to four hours. During interviews with the trainer and assessor it was confirmed that assessment was occurring, therefore, it cannot be confirmed what the actual training is occurring during these visits. 	Update session plans for site visits to include clear guidelines as to training delivery included in each site visit.	12.2.20
1.8	<p>The assessment practices for the following students do not confirm the organisation conducted adequate assessment of the students that ensured they were competent against all requirements of the training product and that the assessment was conducted in accordance with the Principles of Assessment and the Rules of Evidence. For example, but not limited to:</p>	Modify training and assessment policy to ensure that site visit is recorded, noting units covered and including supervisor and student signatures and stored on vettrak	12.2.20

	<p>○ student P.B for unit <i>CHCECE016</i> and <i>HLTWHS003</i>, Workplace Visit Form, dated 30 October 2018, the summary of discussion with the supervisor is not confirmed, signed and dated by the supervisor and student. At audit ASQA was advised that all visits and correspondence of the students training and assessment is updated by the trainer and assessor on the organisations Student Management System Vetrack. However, entries on VETrack for P.B were 1 March, 29 April 2019 and 15 May 2019. It cannot be substantiated that the visit actually occurred on 30 October 2018.</p> <p>○ student C.F for <i>CHCECE002</i> assessment task five, the student is required to provide a portfolio of work caring for the health and safety of children. The portfolio covers a number of areas where an educator needs to care for the safety and health of children. The areas are:</p> <ul style="list-style-type: none"> - Part A: Quiet play activities Part B: Children's privacy - Part C: Teaching children about safety - Part D: Medication - Part E: Allergies - Part F: Asthma - Part G: Keep a safe and clean environment - Part H: Teaching children about health and hygiene. <p>All areas of the portfolio were not sighted and signed by the supervisor. Therefore, it cannot be determined if the assessment actually occurred in the presence of the supervisor and validated by the trainer and assessor.</p>		
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