



**As well as regular internal audits, the College must “pass” a re-registration audit with the NSW Vocational Education and Training Accreditation Board.**

**The College is please to advise that on the 17 January 2011 the College renewal was approved for the maximum period of 5 years - to 17 January 2016. As part of this audit a range of additional qualifications were requested and approved for delivery.**

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## **Audit Parameters**

The audit was conducted by 3 VETAB auditors under Section 22 of the NSW VET Act 2005 to assess compliance with the Australian Quality Training Framework Essential Standards for Continuing Registration. The Conditions for Continuing Registration were also audited.

The audit was a “full” audit that looked at all qualifications as well as requested new qualifications. The asterixed courses were added to Scope as part of this audit process.

The audit was a site audit conducted on the 10th November 2010.

## **Qualification Details**

<b>Business Services Qualifications</b>	<b>Code</b>
Certificate III in Business Administration	BSB30407
Certificate IV in Business Administration	BSB40507
Certificate III in Business Administration (Education) *	BSB30907
Certificate III in Business Administration (Legal) *	BSB31007
Certificate III in Business Administration (Medical) *	BSB31107
Certificate II in Business	BSB20107
Certificate III in Business	BSB30107
Certificate IV in Business	BSB40207
Certificate IV in Business Sales	BSB40607
Certificate II in Customer Contact	BSB20207
Certificate III in Customer Contact	BSB30207
Certificate IV in Customer Contact	BSB40307
Certificate III in Frontline Management	BSB31207
Certificate IV in Frontline Management	BSB40807
Certificate IV in Human Resources	BSB41007

Certificate IV in Legal Services *	BSB40110
Certificate IV in Marketing	BSB41307
Certificate III in Micro Business Operations *	BSB30307
Certificate III in Recordkeeping *	BSB30807
Certificate IV in Recordkeeping *	BSB41707
Certificate IV in Small Business Management	BSB40407
<b>Diploma of Business</b>	<b>BSB50207</b>
<b>Diploma of Customer Contact *</b>	<b>BSB50307</b>
<b>Diploma of Business Administration</b>	<b>BSB50407</b>
<b>Diploma of Management</b>	<b>BSB51107</b>

<b>Financial Services Qualifications</b>	<b>Code</b>
Certificate IV in Accounting	FNS40610
Certificate III in Accounts Administration	FNS30310
Certificate IV in Banking Services	FNS41010
Certificate IV in Bookkeeping *	FNS40210
Certificate IV in Credit Management	FNS40110
Certificate II in Financial Services	FNS20110
Certificate III in Financial Services	FNS30110
Certificate IV in Finance And Mortgage Broking	FNS40810
Certificate III in General Insurance	FNS30510
Certificate IV in General Insurance	FNS41410
Certificate III in Mercantile Agents	FNS30410
<b>Diploma of Accounting *</b>	<b>FNS50210</b>
<b>Diploma of Finance and Mortgage Broking Management</b>	<b>FNS50310</b>
<b>Diploma of Credit Management</b>	<b>FNS51510</b>

<b>Information Technology Qualifications</b>	<b>Code</b>
Certificate II in Information Technology	ICA20105
Certificate III in Information Technology	ICA30105
Certificate IV in Information Technology (General)	ICA40105
Certificate IV in Information Technology (Networking)	ICA40405
Certificate IV in Information Technology (Support)	ICA40205
Certificate IV in Information Technology (Websites) *	ICA40305

<b>Training and Assessment Qualification</b>	<b>Code</b>
Certificate IV in Training and Assessment *	TAE40110
Certificate IV in Training and Assessment	TAA40104

## Audit Outcomes

Minor improvements to processes were identified and subsequently implemented such as:

- added sections to the Student Information Guide on access to records
- reference to RPL in client Assessment Strategies
- addition of unit names to assessment cover sheets.