

AQTF Post Initial Audit**RTO: Innovative Business Training****Audit Date: 23 March 2010****AQTF 2007 AUDIT REPORT**

RTO DETAILS			
RTO Name	Innovative Business Training (IBT)	NTIS Number	3875
Address	49 Morrah St. Parkville VIC		
	Website	www.ibtraining.com.au	
Registration Contact	Ms Wendy Tagliabue		
Phone Number	9347 0252	E-mail	wendy@innovativebusinessstraining.com.au
Student Numbers	46		
AUDIT TEAM			
Lead Auditor	Lesley Shaw	Auditor/s	
Technical Advisor/s		Observer/s	
REGISTERING BODY DETAILS			
Contact Person	Mr. Jerzy Gill		
Phone Number	9651 3226	E-mail	Gill.jerzy.j@edumail.vic.gov.au
AUDIT DETAILS			
Type of Audit	Post-initial		
Standards audited	1,3.3		
Conditions audited			
Audit Date/s	March 23 2010		
Other audit notes	<p>The VRQA directed the scope of the audit be as follows:</p> <ul style="list-style-type: none"> • Audit TAA against standard one only • Select two BSB qualifications and sample 2 units from each qualification and audit against standard 3.3 only • Select two RTE qualifications and sample 2 units from each qualification and audit against standard 3.3 only <p>The RTO's scope included only 1 RTE qualification therefore only 2 units were audited from this qualification.</p>		
FOCUS OF AUDIT			
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE			

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NTIS Code	Qualification/Unit of Competence/Accredited Course (as per NTIS)	Delivery Site
TAA40104	Certificate IV in Training and Assessment	Melbourne/Statewide
BSB50407	Diploma of Business Administration	Mildura/ Melbourne/Statewide
BSB51107	Diploma of Management	Mildura/ Melbourne/Statewide
RTE50403	Diploma of Rural Business Management	Mildura/ Melbourne

INTERVIEWEE/S (Staff -name and position; employer name and position ; students (by program, do not list by name))		
Ms Wendy Tagliabue	Director	

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Standard 1: The RTO provides quality training and assessment across all of its operations		
Audit conclusion	Result	✓
Findings: The RTO was compliant with elements 1.1, 1.2, 1.3, 1.4 and 1.5.	Compliant	✓
Element 1.1 Training and assessment is continuously improved by collecting, analysing and acting on relevant data. The RTO was compliant with this element.	Non-compliant	
Element 1.2 Strategies for training and assessment meet Training Package and/or accredited courses and consultation with industry stakeholders has been undertaken. The RTO was compliant with this element.	Not audited	
Element 1.3: Training and assessment resources meet training package requirements. The RTO was compliant with this element.		
Element 1.4 Trainer and assessor skills. The RTO was compliant with this element.		
Element 1.5 Quality of assessment. The RTO was compliant with this element.		
Strengths		
In respect to seeking industry feedback for TAA40104 the RTO validates their training and assessment practices with experienced external VET practitioners.		
Opportunities for Improvement		
1.2 The RTO should consider including within each training and assessment template a section describing how industry has been engaged in the development of each course.		

Standard 2: The RTO adheres to principles of access and equity and maximises outcomes for its clients

Audit conclusion	Result	✓

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This standard was not audited.	Compliant	
	Non-compliant	
	Not audited	✓
Strengths		
Opportunities for Improvement		

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	✓
Findings: Elements 3.1 and 3.2 were not audited. The RTO was compliant with 3.3 Element 3.3 Records are managed to ensure their accuracy and integrity. The RTO was compliant with this element.	Compliant	✓
	Non-compliant	
	Not audited	
Strengths		
Opportunities for Improvement		

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3.3 The RTO should consider scanning a sample of assessment evidence not the entire student's assessment portfolio, to meet AQTF compliance requirements. This suggestion however must be considered in conjunction with any government funded training record keeping requirements as specified in the relevant performance agreement.

DRAFT