

## Queensland Summary of AQTF audit information

As a Pre-qualified Supplier under the User Choice 2010 – 2015 program, Australian College of Management is required to publish audit information in relation to its compliance with the Australian Quality Training Framework (AQTF).

The Queensland User Choice program provides public funding paid directly to Pre-qualified Suppliers for the delivery of accredited entry-level training to eligible Apprentices and Trainees.

The AQTF is the national set of standards which assures nationally consistent, high-quality training and assessment services for the clients of Australia's vocational education and training system.

An AQTF audit reviews evidence of an organisations' compliance with the requirements of the AQTF *Essential Conditions and Standards of Initial/Continuing Registration* to confirm that it is achieving quality training and assessment outcomes. The process also identifies opportunities for improvement on these outcomes.

This information is published to assist apprentices, trainees and their employers to make informed decisions regarding their selection of a Pre-qualified Supplier for the delivery of training and assessment services.

**Australian College of Management, RTO Number 91086**

**Audit Date: 04 March 2005**

Qualification Code	Qualification Name
BSA30200	Certificate III in Business (Legal Administration)
BSA40200	Certificate IV in Business (Legal Services)
BSB30101	Certificate III in Business
BSB30107	Certificate III in Business
BSB30201	Certificate III in Business Administration
BSB30301	Certificate III in Business (Sales)
BSB30401	Certificate III in Business (Recordkeeping)
BSB30407	Certificate III in Business Administration
BSB30504	Certificate III in Business (Frontline Management)
BSB30601	Certificate III in e-Business
BSB30704	Certificate III in Business (Medical Administration)
BSB30807	Certificate III in Recordkeeping
BSB31007	Certificate III in Business Administration (Legal)
BSB31107	Certificate III in Business Administration (Medical)
BSB31207	Certificate III in Frontline Management
BSB40101	Certificate IV in Business
BSB40207	Certificate IV in Business
BSB40301	Certificate IV in Business (Recordkeeping)
BSB40401	Certificate IV in Business (Small Business Management)
BSB40407	Certificate IV in Small Business Management
BSB40501	Certificate IV in Business Development
BSB40601	Certificate IV in Business (Advertising)
BSB40607	Certificate IV in Business Sales
BSB40701	Certificate IV in Business (Marketing)
BSB40707	Certificate IV in Franchising
BSB40801	Certificate IV in Business (Human Resources)
BSB40807	Certificate IV in Frontline Management

BSB40901	Certificate IV in Business (Governance)
BSB40907	Certificate IV in Governance
BSB41004	Certificate IV in Business (Frontline Management)
BSB41007	Certificate IV in Human Resources
BSB41101	Certificate IV in Business Management
BSB41201	Certificate IV in e-Business
BSB41207	Certificate IV in Legal Services
BSB41301	Certificate IV in e-Business Development
BSB41307	Certificate IV in Marketing
BSB41404	Certificate IV in Business (Purchasing)
BSB41504	Certificate IV in Project Management
BSB41507	Certificate IV in Project Management
BSB41607	Certificate IV in Purchasing
BSB41704	Certificate IV in Business (Franchising)
BSB41707	Certificate IV in Recordkeeping
BSB41904	Certificate IV in Business (Employment Services)
BSB41907	Certificate IV in Business (Governance)
BSB50101	Diploma of Business
BSB50201	Diploma of Business Administration
BSB50207	Diploma of Business
BSB50401	Diploma of Business Management
BSB50407	Diploma of Business Administration
BSB50501	Diploma of Business Development
BSB50507	Diploma of Franchising
BSB50607	Diploma of Human Resources Management
BSB50801	Diploma of Business (Human Resources)
BSB51004	Diploma of Business (Frontline Management)
BSB51101	Diploma of e-Business
BSB51107	Diploma of Management
BSB51301	Diploma of e-Learning
BSB51407	Diploma of Project Management
BSB51504	Diploma of Project Management
BSB51704	Diploma of Business (Franchising)

Audit Outcome			Rectification	
Was non-compliance identified?	If Yes', non – compliance type	Summary of non-compliance	Actions taken to rectify the non-compliance	Has the non-compliance been rectified?
Yes/No	Minor, Significant, Critical			Yes/No
<b>No</b>				

Explanatory notes:

Non-compliance with the AQTF means that requirements of the have not been met based on the evidence reviewed. Non-compliances are categorised as minor, significant or critical. For the purposes of the User Choice 2010 – 2015 program, only significant and Critical non-compliances need to be published

Minor: No, or minor, adverse impact on learners with no serious breakdown of provision of quality training and assessment.

Significant: Significant adverse impact on learners with insufficient focus on quality training and assessment outcomes.

Critical: Critical adverse impact on learners with widespread or persistent dissatisfaction with services and outcome