



NSW Vocational  
Education & Training  
Accreditation Board

# **AQTF Compliance Audit Report**

International College of Capoeira

17 August 2007

## AQTF Compliance Audit Report

Legal name	International College of Capoeira Pty Ltd		ACN	125 114 730
Trading name	As above		ABN	90 125 114 730
Contact details	Name	Julio Chaves	Position	Director
	Email	info@capoeira.com.au	Phone	9130 1326
			Fax	9130 1327
Date of audit	2007-08-17	Type of Audit	<input type="checkbox"/> Desk <input checked="" type="checkbox"/> Site	
Purpose of audit:	<input type="checkbox"/> Variation to scope	<input type="checkbox"/> Complaint investigation		
<input checked="" type="checkbox"/> Application for registration	<input type="checkbox"/> 12 month compliance	<input type="checkbox"/> Other (specify)		
<input type="checkbox"/> Application for re-registration	<input type="checkbox"/> Strategic industry audit			
Lead auditor	Robyn Trigg	Auditor	Judy Duffy	
Adviser	Reiner Wilton-NSW Project Officer: Sport and Recreation	Observer		
Summary of audit	This audit was conducted under Section 22 of the NSW Vocational Education and Training Act 2005 (VET Act) to assess compliance with the Australian Quality Training Framework Standards for Registered Training Organisations (RTOs) .			
Audit Outcome	2007-08-21 The organisation has not demonstrated compliance with all the AQTF Standards for RTOs. The audit report contains 16 non-compliances in relation to the AQTF that must be corrected by the organisation and evidence of corrective action provided to VETAB within 28 calendar days of the date of the letter accompanying this audit report.			
2007-09-27 Additional evidence received	The organisation has demonstrated compliance with all the standards of the AQTF for RTO			
Recommendation	2007-08-21 No recommendation pending the outcome of corrective action by the training organisation to address the non-compliances identified in this report.			
2007-09-27 That, under the relevant section of the VET Act 2005, the organisation's application be approved.				
Auditor's Name	Judy Duffy	Signature	Date of Report	27 September 2007

**Introduction**

International College of Capoeira Pty Ltd (registered 27/4/2007: ACN 125 114 730) is applying for initial registration as a training organisation. There are two directors, Julio Chaves and Andre Cerutti, each of whom are qualified in this Brazilian martial art form. Currently, the organization provides training at the Surry Hills headquarters venue.

The practice of Capoeira has been in Australia since 1992, originating from a renowned Capoeira school in Brazil, Grupo Capoeira Brasil. International College of Capoeira has grown to become the largest such academy in Australia and the only one with a permanent location.

The decision to become an RTO was prompted by the directors, to enable the organization to have Capoeira recognized nationally and for recognition of its instructors. A further intention is to be listed on CRICOS to provide training to international students.

Rainer Wilton of the Recreation and Sports ITAB participated in the audit as technical advisor. Geoff Brown, the organisation's consultant, also participated in the audit.

The application indicates the delivery mode for the 3 qualifications is institute-based.

Scope of Audit The following courses were applied for and audited for compliance:	Site(s) visited	Audit date(s)	Auditor(s) Initials
SRS20306 Certificate II in Sport (Coaching)	Level 1, 11 Randle St, Surry Hills NSW	17/8/2007	RT and JD
SRS20306 Certificate III in Sport (Coaching)			
SRS20306 Certificate IV in Sport (Coaching)			

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
<b>1</b>		<b>Systems for quality training and assessment</b> The RTO has systems in place to plan for and provide quality training and assessment across all of its operations.
1.1	Yes	Policies and Procedures Manual V1 2007
	Yes	Organisation Chart incorporating duties and responsibilities. Directors' contracts sighted. Contract trainer contracts sighted.
1.2	Yes	Directors' responsibilities as indicated in Organisation Chart that incorporates duties and responsibilities. Directors' contracts sighted. Staff Handbook. Code of Practice.
	Yes	As in 1.2i
	Yes	As in 1.2i
	Yes	As in 1.2i
	Yes	As in 1.2i

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
v	Yes	As in 1.2i
vi	Yes	As in 1.2i
vii	Yes	As in 1.2i
1.3	Yes	Organisation Chart incorporating duties and responsibilities of directors, training manager, trainers and support staff Directors, contracts Staff contracts
1.4	Yes	Self-Assessment Report submitted with application Policy & Procedures Manual Section 2 - Self Audit and Continuous Improvement
1.4	Yes	Self-Assessment Report signed and dated by J. Chaves, I. Hall, G. Brown Directors' duties and responsibilities

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
<p><b>1.5</b></p> <p>The RTO must document and implement policies and procedures for dealing in a constructive and timely manner with client complaints and appeals against decisions made by the RTO. The policies and procedures must ensure that:</p>		
<p>i each complaint and appeal and its outcome is recorded in writing</p>	Yes	Policy & Procedures Manual - Grievance Policy and Procedures, Appeals Procedure Grievance Report Student Handbook Staff Handbook
<p>ii each appeal is heard by an independent person or panel</p>	Yes	As in 1.5i
<p>iii each appellant:</p> <p>a has an opportunity to formally present his or her case</p> <p>b is given a written statement of the appeal outcomes, including reasons for the decision</p>	Yes	<p>Review grievance form to indicate student is issued with a written copy and a copy is also retained by ICC. It was noted at audit that the term grievance is no longer used in the standards.</p> <p><b>Additional evidence provided 2007-09-19</b></p> <p>Revised Complaint Report form indicates the complainant will be provided with a copy and ICC will retain a copy.</p> <p>Extract from Student Handbook with amended information on Complaints Policy and Procedure</p> <p>Extract from Policies and Procedures Manual with amended Complaints Policy and Procedure</p>
<p>iv the RTO should act upon the subject of any complaint found to be substantiated.</p>	Yes	As in 1.5i
<p><b>1.6</b></p> <p>a The RTO must have, and comply with, a written agreement with each organisation that provides training and/or assessment on behalf of the RTO.</p>	N/A	No such arrangements are currently in place or planned. Undertaking to implement agreement requirements and inform VETAB if these circumstances change.
<p>b The agreement must specify how each party to the agreement will discharge its responsibilities for compliance with all aspects of the <i>Standards for Registered Training Organisations</i>.</p>	N/A	As in 1.6a
<p>c The RTO must maintain a register of all agreements made under standard 1.6a including,</p>	N/A	As in 1.6a

AQTF Standard	Evidence submitted, audit notes and evidence required	Compliant Yes/No	
<ul style="list-style-type: none"> <li>i but not limited to:</li> <li>ii the responsible person from each organisation</li> <li>iii the duration of the agreement</li> <li>the qualifications or units of competency to be delivered by the partner organisation.</li> </ul>			
1.7	The RTO must have a written plan for its business as an RTO that is consistent with its scope of registration and scale of operations.	Yes	Business Plan 2008-2011 Annual review planned Policy & Procedures Manual - Financial Management.
1.8	The RTO must:		
i	document and implement procedures to identify and manage risks concerned with compliance with the <i>Standards for Registered Training Organisations</i>	Yes	Policy & Procedures Manual - Risk Management Risk matrix – risk category, compliance risks, compliance controls Risk Management Team responsibilities identified.
ii	take corrective and preventative action in relation to failure to comply with the <i>Standards for Registered Training Organisations</i> and the RTO's quality system, policies or procedures.	Yes	Risk Management Team meetings planned x 2 per year.
1.9	a The RTO must collect and analyse stakeholder and client feedback and satisfaction data on the services it provides as the basis for improvement.	Yes	Policy & Procedures Manual includes: Risk management-Continuous Improvement Staff-Program Evaluation Training Delivery-Evaluation of Training Evaluation of Assessment Procedures- Feedback to Students-Validation of Assessment
b	The RTO must use the information mentioned in standard 1.9a to review its policies and procedures.	Yes	Feedback to be analysed by director and training manager, recorded on running sheet, discussed and recorded at staff meetings.
1.10	The RTO must develop and implement written procedures relating to:		
i	acting on opportunities for improvement identified by any means	Yes	P&PM Section 2 - Continuous Improvement Stakeholder feedback OHS external audit

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
ii continuous improvement of its systems.	Yes	International Capoeira recognition CAC review As in standards 1.4, 1.8, 1.9 and 1.10i.
<b>2</b> Compliance with Commonwealth, state/territory legislation and regulatory requirements The RTO ensures that compliance with Commonwealth, state/territory legislation and regulatory requirements relevant to its operations is integrated into its policies and procedures and that compliance is maintained.		
<b>2.1</b> The RTO must identify and comply with relevant Commonwealth, state/territory legislation and regulatory requirements including, but not limited to:		Information provided at orientation and induction sessions. Websites for accessing legislation in Student and Staff Handbooks. Policy & Procedures Manual - Legislative Requirements Staff induction checklist Websites of relevant government bodies identified in handbooks
i occupational health and safety	Yes	Staff and Student Handbooks V1 2007
ii workplace harassment, victimisation and bullying	Yes	Staff and Student Handbooks V1 2007
iii anti-discrimination, including equal opportunity, racial vilification and disability discrimination	Yes	Staff and Student Handbooks V1 2007
iv privacy	Yes	Staff and Student Handbooks V1 2007
v VET	Yes	Staff and Student Handbooks V1 2007
vi apprenticeships and traineeships.	N/A	No apprenticeships or traineeships plans
<b>2.2</b> The RTO must ensure that its policies and procedures meet the requirements of Commonwealth or state/territory legislation and regulatory requirements that are relevant to the RTO's operations including industry legislation and regulatory requirements specific to its scope of registration and that:		
i staff are provided with information about current legislation and regulatory requirements that significantly affect their duties	Yes	Staff Handbook
ii clients are provided with information about current legislation and regulatory requirements that significantly affect their participation in VET.	Yes	Student handbook
<b>2.3</b> The RTO must ensure that it has all the insurance cover	Yes	Public Liability and Professional Liability with Sportscover Australia. Policy no.



AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
<p>necessary to carry out its business, including insurance for workers' compensation, public liability, professional indemnity, building and contents.</p>		<p>PMEL99/0060754. Expiry 1/3/2008            WC with Gallagher Bassett agents for NSW WorkCover. Policy No.00000292163. Expiry date 30/9/2007            Building insurance with Australian Unity. Expiry date 31/5/2008. Ref No. ILA CAPOEI. Invoice No. 131517.</p>
<p><b>3</b>  <b>Effective financial management procedures</b>            The RTO has effective financial management procedures in place.</p>		
<p><b>3.1</b>            The RTO must designate the chief executive or a person with direct access to the chief executive, who has defined responsibility and authority to:</p>		
<p>i ensure that the RTO has financial management policies in place and that it complies with these policies</p>	Yes	<p>Policy &amp; Procedures Manual - Financial Management includes annual audit by CPA, fees and charges for students, fee protection, refund policy and business plan.            Directors' responsibilities identified in duty statements.            Also see separate standard 3 files on financial management.</p>
<p>ii monitor and report on compliance with its financial management policies and procedures, for review and as a basis for improvement</p>	Yes	<p>Policy &amp; Procedures Manual - Financial Management</p>
<p>iii when requested, provide the state or territory registering body that has registered it with a formal assurance that the RTO has sound financial management standards for matters related to the RTO's scope of registration and scale of operations.</p>	Yes	<p>Policy &amp; Procedures Manual - Financial Management</p>
<p><b>3.2</b>            The RTO's accounts must be certified, at least annually, by a qualified accountant:  <b>a</b> with membership of:                i Certified Practising Accountants Australia                ii the Institute of Chartered Accountants of Australia                or                iii the National Institute of Accountants or  <b>b</b> otherwise registered as an auditor with the Australian Securities and Investment Commission  <b>and</b>, on request, the report must be made available to the state or territory registering body that has registered</p>	Yes	<p>Ideal Accounting            231 Wardell Red            Dulwich Hill HSW 2203            Ph 9558 2111            Sighted application to ASIC for listing as a company completed by Ideal Accounting</p>

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
the organisation.		
<b>3.3</b> The RTO, if requested by the state or territory registering body that has registered it, must obtain, and make available to the state or territory registering body, a full audit report from a qualified independent accountant: <ul style="list-style-type: none"> <li><b>a</b> with membership of:               <ul style="list-style-type: none"> <li>i Certified Practising Accountants Australia</li> <li>ii the Institute of Chartered Accountants of Australia</li> <li>or</li> <li>iii the National Institute of Accountants</li> </ul> </li> <li><b>b</b> otherwise registered as an auditor with the Australian Securities and Investment Commission.</li> </ul>	Yes	Policy & Procedures Manual - Financial Management. Statement of commitment.
<b>3.4</b> The RTO must document and implement systems to protect fees paid in advance	Yes	Policy & Procedures Manual - Financial Management Fees brochure detailing fees and refunds arrangements Separate trust account with Westpac Bondi to be opened into which fees will be paid. Refund policy in Student Handbook and Policies and Procedures Manual Included in handbooks, marketing material and to be available on website.
<b>3.5</b> The RTO must have a fair and reasonable refund policy.	Yes	

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
<p><b>4</b></p> <p><b>Effective administrative and records management procedures</b> The RTO has effective administrative and records management procedures in place.</p>		
<p><b>4.1</b></p> <p>The RTO must document and implement procedures to assure the integrity, accuracy and currency of records that include, but are not limited to:</p>		<p>P&amp;PM Records kept on disc/hard copy and secured</p>
<p>i</p> <p>secure storage, including backup of electronic records</p>	Yes	<p>Policy and Procedures Manual – Records Management Directors' responsibilities List of records to be maintained USB records transported between Surry Hills and Bondi (office space) Back-up records backed up on DVD and archived in Bondi office for 3 years. To be refreshed every 3 years. Password protected access to computer</p>
<p>ii</p> <p>retention, archiving and retrieval of sufficient information on client results to enable the re-issue of a qualification or statement of attainment if required, for a period of 30 years, and transfer of these records consistent with state or territory registering body requirements in the event of closure of the RTO</p>	Yes	<p>Policy and Procedures Manual – Records Management Back-up records backed up on DVD and archived in Bondi office for 3 years. To be refreshed every 3 years.</p>
<p>iii</p> <p>retention, archiving, retrieval and transfer of all other records consistent with contractual and legal requirements and the requirements of the state or territory registering body that has registered the organisation</p>	Yes	As in 4.1 i and ii
<p>iv</p> <p>compliance with external reporting requirements (for example the Australian Vocational Education</p>	N/A	No external reporting required at this stage.

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
and Training Management Information Statistical Standard (AVETMISS) for those RTOs in receipt of government funding)		
v safeguarding any confidential information obtained by the RTO and committees, individuals or organisations acting on its behalf	Yes	Statement in Policies and Procedures Manual V1 2007 Statement in Staff Handbook V1 2007
vi ensuring that, except as required under the Standards for Registered Training Organisations or by law, information about a client is not disclosed to a third party without the written consent of the client	Yes	Student Handbook V1 2007 – legislative requirements
vii access by clients to their personal records.	Yes	Student Handbook P 17 Assessment. This information was difficult to locate. Evidence that it is forefronted in contents and appropriate section is required.
4.2		Additional evidence provided 2007-09-19 Extract from Student Handbook with information on and procedures for accessing personal records.
The RTO must maintain up-to-date records of:		
i the verified training and/or assessment and vocational competencies of all staff and persons working on behalf of the RTO as trainers and assessors, consistent with the requirements of standard 7	Yes	Director-duty statement. Policies and Procedures Manual V1 2007 Section 4 "Staff-Qualifications" Staff records sighted
ii enrolments and participation	Yes	Register of student enrolments-separate file- standard 4. Student enrolment form. Currently students mark their attendance on computer record. Plans in place to introduce swipe cards in future, particularly for CRICOS purposes
iii fees paid and refunds given.	Yes	Policy and Procedures Manual FFA PaySmart system
4.3 The RTO must develop and implement version control procedures for managing materials that relate to its scope of registration (including Training Packages, accredited course documents and learning/assessment materials) so that:		

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
<ul style="list-style-type: none"> <li>i materials are reviewed for currency by authorised and competent staff prior to issue or re-issue</li> <li>ii a list of materials with the respective issue and/or amendment status identified is maintained</li> <li>iii all persons required to perform any function under the RTO's scope of registration have ready access to all necessary current materials.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	<ul style="list-style-type: none"> <li>Policy and Procedures Manual – Version Control Document History Version Control Procedure</li> <li>Document History Version Control – Replacement and Amendments in each file Footer on all documents</li> <li>Policy and Procedures Manual – list of training resources</li> </ul>
<p><b>5 Recognition of qualifications issued by other RTOs</b> The RTO recognises the Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by any other RTO.</p>	<ul style="list-style-type: none"> <li>Yes</li> </ul>	<ul style="list-style-type: none"> <li>Staff induction checklist</li> <li>Evidence of course register of materials and resources for each qualification is required.</li> <li><b>Additional evidence provided 2007-09-19</b></li> <li>A Register of Materials/Resources for each qualification applied for scope of registration.</li> </ul>
<p><b>5.1</b> The RTO's policies and procedures must include a requirement that the RTO recognises the AQF qualifications and statements of attainment issued by any other RTO.</p>	<ul style="list-style-type: none"> <li>Yes</li> </ul>	<ul style="list-style-type: none"> <li>Policy and Procedures Manual – Recognition of Qualifications</li> <li>Also stated in marketing/advertising materials. Induction and Orientation checklists</li> </ul>
<p><b>5.2</b> The RTO must include its obligation to recognise the AQF qualifications and statements of attainment issued by other RTOs, in information to clients.</p>	<ul style="list-style-type: none"> <li>Yes</li> </ul>	<ul style="list-style-type: none"> <li>Student Handbook– Recognition of Qualifications</li> </ul>
<p><b>5.3</b> The RTO must provide information to staff on the obligation to recognise the AQF qualifications and statements of attainment issued by other RTOs.</p>	<ul style="list-style-type: none"> <li>Yes</li> </ul>	<ul style="list-style-type: none"> <li>Staff Handbooks– Recognition of Qualifications</li> </ul>
<p><b>6 Access and equity and client service</b> The RTO applies access and equity principles and provides timely and appropriate information, advice and support services which assist clients to identify and achieve their desired outcomes.</p>		
<p><b>6.1</b> The RTO's policies and procedures must incorporate</p>	<ul style="list-style-type: none"> <li>Yes</li> </ul>	<ul style="list-style-type: none"> <li>Policies &amp; Procedures Manual Section 3 "Students-Access &amp; Equity"</li> </ul>

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
access and equity principles.		<p>Student and Staff Handbooks.</p> <p>Student handbook to be linked from the website.</p> <p>Sighted Code of Practice Marketing strategy</p> <p>Director responsible for dissemination outlined in Organisation Chart V1 June 2007</p> <p>Sighted Julio Chaves' Individual Employment Agreement with employee obligations</p> <p>Student induction information is also in Student Handbook</p> <p>Sighted Code of Practice. This will also appear on website</p>
6.2	Yes	Staff Handbook
6.3	Yes	<p>The RTO must provide clear information to each client, prior to enrolment, about:</p> <p>i client selection, enrolment and induction/orientation procedures</p>
	Yes	<p>Trifold flyer "The Pathway to becoming a Capoeira Coach" includes information about the International College of Capoeira (ICC), contact details, the outcome and career opportunities, the qualification names and course durations, the topics, the ICA policies, the trainers, the course requirements such as literacy and physical ability, selection procedures, RPL cost and Austudy Approval. "Fees and Charges 2008" leaflet explains fees structure.</p> <p>Student handbook to be linked from the website</p> <p>Code of Practice to be on website.</p> <p>Student Application Form (V ICC0018-01/06/07)</p> <p>Course Enrolment Form (V ICC0019)</p>
	Yes	<p>Trifold flyer "The Pathway to becoming a Capoeira Coach" includes information about the International College of Capoeira (ICC), the outcome and career opportunities, the qualification names and course durations, the ICA policies, the trainers, the course requirements such as literacy and physical ability, selection procedures, RPL cost and Austudy Approval. "Fees and Charges 2008" leaflet explains fees structure.</p>
ii	Yes	<p>Although topics are included in flyer there is no information about units of competency. Evidence of units of competency information to be provided on</p>
	No	

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
		website is required. Also see standard 8.2.  <b>Additional evidence provided 2007-09-19</b> Document titled "Pathways to Becoming a Capoeira Coach" which details the units of competence to be demonstrated for each qualification.
iii fees and charges, including refund policy and exemptions (where applicable)	Yes	Trifold flyer
iv provision for language, literacy and numeracy assistance	Yes	Trifold flyer Student handbook
v client support, including any external support the RTO has arranged for clients	Yes	Trifold flyer Student handbook
vi flexible learning and assessment procedures	Yes	Trifold flyer Student handbook
vii welfare and guidance services	Yes	Trifold flyer Student handbook
viii appeals and complaints procedures	Yes	Trifold flyer Grievances procedures in Student Handbook
ix disciplinary procedures	Yes	Trifold flyer Evidence of disciplinary procedure being provided to students prior to enrolment is required.
x staff responsibilities for access and equity as provided for in the RTO's code of practice or similar document	Yes	<b>Additional evidence provided 2007-09-19</b> Extract from Student Handbook detailing the <u>Disciplinary Policy for Students</u>
xi recognition of prior learning (RPL) arrangements and credit transfer.	Yes	Trifold flyer Student Handbook
<b>7 The competence of RTO staff</b>		Trifold flyer Student Handbook
<b>7.1</b>		Each member of the RTO's staff who is involved in training, assessment or client service is competent for the functions they perform.
2007-08-07 - International College of Capoeira - Site Audit Final Registration Report.doc		P&PM Section 4 "Staff-Recruitment and Selection-Induction-Staff Development" Staff Handbook

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
development of each member of its staff who is involved in training, assessment or client service; encourage and provide relevant opportunities for their professional development; and monitor their performance.		<b>Julio Chaves</b> has undertaken DET training: Statement of Participation "Applying to be an RTO" 15/6/2006 Statement of Participation "The AQTF Explained" 8/6/2006
<b>7.2</b> The RTO's induction program and materials for new staff must contain information, where relevant to their job role, on each of the following:		
i Training Packages	Yes	Staff Induction checklist Staff Handbook V1 2007
ii competency-based training and assessment	Yes	Staff Induction checklist Staff Handbook V1 2007
iii VET requirements and policies	Yes	Staff Induction checklist Staff Handbook V1 2007
iv requirements for apprenticeships/traineeships	Yes	Staff Induction checklist Staff Handbook V1 2007
v staff responsibilities for access and equity.	Yes	Staff Induction checklist Staff Handbook V1 2007 Staff Induction Questionnaire re Induction Program showing acknowledgement of and agreement to comply is required.
<b>7.3</b> a The RTO must ensure assessments are conducted by a person who has:		<b>Additional evidence provided 2007-09-19</b> Questionnaire to be completed by new staff as an evaluation of the staff induction program. Policies & Procedures Manual Section 4 "Staff-Competence" Original qualifications sighted at headquarters. Staff Contracts sighted Separate standard 7 file
i The following competencies from the Training and Assessment Training Package or is able to demonstrate equivalent competencies: a TAAASS401A Plan and organise assessment b TAAASS402A Assess competence	Yes	Staff Matrix for Cert II shows trainer/assessors Andre Cerutti (A), Julio Chaves (B), Imogen Hall (C), Meire Marichoni (D) and Chris Cornford (E). This lists their qualifications, experience and planned PD which is mapped to unit of competency level. <b>Imogen Hall</b>



AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
c TAAASS404A Participate in assessment validation		Certificate IV in Training and Assessment TAA40104 issued by WEA Sydney and dated 12/7/2007.
ii relevant vocational competencies, at least to the level being assessed.	Yes	<p><b>Imogen Hall</b>  Community Coach Training Program issued by Australian Government Australian Sports Commission dated 14/2/05 (includes Working with Children check)  CV attesting experience in:  2006-2007 Teaching Capoeira to children and adults for the Institute  2007 Blue belt in Capoeira as recognized in the Martial Arts Industry  <b>Julio Chaves</b>  Statement of Attainment in Course in Intermediate First Aid (21368VIC)  Australian Red Cross 14/10/2004 exp 14/10/2007  Community Coach Training Program, Australian Sports Commission 14/2/05 (includes Working with Children check)  III Trofeu Internacional de Capoeira do Rio do Janeiro, Federacao de Capoeira Desportiva do Estado do Rio de Janeiro-FCDRJ 18/7/2004  Evidence of attendance at international Capoeira workshops  Green belt in Capoeira  CV attesting experience in:  2004-current Qualified Senior Capoeira Instructor, Group Capoeira Brasil  <b>Andre Cerutti (Peixe Ensaboada)</b>  Diploma in toda a essencia filosofica e fundamentos da Capoeira e do Grupo Capoeira Brasil 1994 (Black belt)  III Trofeu Internacional de Capoeira do Rio do Janeiro, Federacao de Capoeira Desportiva do Estado do Rio de Janeiro-FCDRJ 18/7/2004  SRS40203 Certificate IV in Sports (Coaching-Martial Arts), International College of Kershusei (6936) Vic 9/12/2005  Community Coach Training Program, Australian Sports Commission 14/2/05 (includes Working with Children check)  Senior First Aid Certificate, RE:Viva (Workcover NSW Approval No: FA9872, , 10/4/2005 exp 10/4/2008  Small Business Management Certificate (NEIS) issued by Centre for Retail &amp; Wholesale Training Australia and dated 14/3/1997</p>

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
		<p>CV attesting experience in:</p> <p>2000-current Teaching of Capoeira in Educational Departments in Australia</p> <p>1993-current Conducting Capoeira Workshops in Australia</p> <p><b>Imogen Hall</b></p> <p>Community Coach Training Program issued by Australian Government</p> <p>Australian Sports Commission dated 14/2//05 (includes Working with Children check)</p> <p>CV attesting experience in:</p> <p>2006-2007 Teaching Capoeira to children and adults for the Institute</p> <p>2007 Blue belt in Capoeira as recognized in the Martial Arts Industry</p> <p><b>Christopher Cornford</b></p> <p>Community Coach Training Program issued by Australian Government</p> <p>Australian Sports Commission dated 14/2//05</p> <p>Certificate III in Fitness Gym Instruction SRF30204 issued by Australian Institute of Fitness and dated June 2006 (includes Working with Children check)</p> <p>III Trofeu Internacional de Capoeira do Rio do Janeiro, Federacao de Capoeira Desportiva do Estado do Rio de Janeiro-FCDRJ 18/7/2004</p> <p>Green belt in Capoeira</p> <p>CV attesting</p> <p>2004-current Capoeira Instructor with Group Capoeira Brasil</p> <p>2005-2007 Teaching Capoeira to children and adults for the Institute</p> <p><b>Meire Marchiori</b></p> <p>Community Coach Training Program issued by Australian Government</p> <p>Australian Sports Commission dated 26/5//06 (includes Working with Children check)</p> <p>Senior First Aid Certificate issued by RE:viva expiry date 10/4/2008</p> <p>Brown belt in Capoeira</p> <p>CV attesting experience in:</p> <p>1997-current Teaching Capoeira to children and adults</p> <p>Sighted signed contracts for contract trainers.</p> <p>Staff Matrix</p>

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
<p><b>b</b> However, if a person does not have the assessment competencies as defined in standard 7.3a i and the vocational competencies as defined in standard 7.3a ii, one person with all the assessment competencies listed in standard 7.3a i and one or more persons who have the vocational competencies listed in standard 7.3a ii may work together to conduct the assessments.</p>	<p>Yes</p>	<p>Staff Matrix indicates arrangements between Imogen Hall (qualified trainer and assessor) and instructors. Also covered in:</p> <ul style="list-style-type: none"> <li>• Casual instructor's contract sighted</li> <li>• Staff Handbook</li> <li>• Induction checklist</li> </ul> <p>Need to indicate more clearly the obligation for trainers without trainer/assessor qualifications to work with qualified trainer/assessor and for both to sign-off on all assessment tasks. Assessment tasks should be signed-off and dated by content matter expert and qualified assessor. Evidence is required to demonstrate how this is to be managed.</p> <p><b>Additional evidence provided 2007-09-19</b></p> <p>Extracts from Policies and Procedures Manual and Staff Handbook stating arrangements for non-qualified staff to work under supervision of a qualified staff member.</p> <p>Extract from Staff Contract stating qualification requirements and supervision arrangements</p> <p>Assessment Plan template to be completed, signed and dated by qualified assessor and candidate prior to conduct of assessments.</p> <p>Assessment Log Book template requiring signature and date of qualified trainer/assessor, non-qualified staff (where relevant) and candidate.</p>
<p><b>7.4</b></p>		
<p>The RTO must ensure that training is delivered by a person who:</p>		
<p>i holds the Certificate IV in Training and Assessment from the Training and Assessment Training Package or is able to demonstrate equivalent competencies or</p>	<p>Yes</p>	<p>See Standard 7.3 a i</p>
<p>ii is under the direct supervision of a person who has the competencies specified in standard 7.4 i and</p>	<p>Yes</p>	<p>See Standard 7.3 b</p>
<p>iii is able to demonstrate vocational competencies, at least to the level of those being delivered.</p>	<p>Yes</p>	<p><b>Additional evidence provided 2007-09-19</b></p> <p>See Standard 7.3 b</p> <p>See Standard 7.3 a ii</p>

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
<p><b>8</b></p> <p><b>RTO assessments</b></p> <p>The RTO's assessments meet the requirements of the endorsed components of Training Packages and the outcomes specified in accredited courses within the scope of its registration.</p>		
<p><b>8.1</b></p> <p>The RTO must ensure that assessments (including RPL):</p>		
<p>i</p> <p>comply with the assessment guidelines included in the applicable nationally endorsed Training Packages or the assessment requirements specified in accredited courses</p>	Yes	<p>Policies &amp; Procedures Manual V1 2007M Section 7 - Assessment</p> <p>Assessment Information in Staff and Student Handbooks</p> <p>Learning and assessment strategies</p> <p>Assessor checklist template</p> <p>Assessment plans for sample number of units</p> <p>Assessment tasks included in course workbooks</p>
<p>ii</p> <p>lead to the issuing of a statement of attainment or qualification under the AQF when a person is assessed as competent against nationally endorsed unit(s) of competency in the applicable Training Package or modules specified in the applicable accredited course</p>	Yes	<p>Range of assessment tasks – oral questions, short written answers, practical demonstration of skills</p> <p>Sighted workbooks incorporating assessment tasks for each unit sampled</p> <p>Assessment records sighted for SRSMAR05A</p> <p>Assessment record templates</p>
<p>iii</p> <p>are valid, reliable, fair and flexible</p>	Yes	<p>Range of assessment tasks – oral questions and answers, short written answers, practical demonstration of skills</p> <p>Exemplars for assessment of theoretical components of the course</p> <p>Assessment records templates</p>
<p>iv</p> <p>provide for applicants to be informed of the context and purpose of the assessment and the assessment process</p>	Yes	<p>Assessment agreement for each unit signed and dated by candidate</p>
<p>v</p> <p>where relevant, focus on the application of knowledge and skill to the standard of performance required in the workplace and cover all aspects of workplace performance, including task skills, task management skills, contingency management skills</p>	Yes	<p>Observation checklist of candidate's skills in instructing Capoeira</p>

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
vi	Yes	Range of assessment tasks covering knowledge and performance of skills
vii	Yes	Written feedback on examination sheet Verbal and written feedback on performance checklist. Also see standard 7 regarding assessment tasks being signed-off and dated by content matter expert and qualified assessor.
viii	Yes	Negotiated at pre-assessment interview and any adjustments discussed and approved by qualified trainer/assessor Special needs of students recorded on assessment plan.
ix	Yes	Staff and Student Handbooks V1 2007 – Re-assessment
8.2	Yes	RPL information in Policies and Procedures Manual V1 2007, Staff and Student Handbooks V1 2007 and trifold flyer
b		
i	Yes	RPL procedures in Policies and Procedures Manual V1 2007, Staff and Student Handbooks V1 2007
ii	Yes	List of units included in each qualification should be provided to participants. Evidence of draft information to be provided on website is required.
		<b>Additional evidence provided 2007-09-19</b> Units of Competence Checklist for RPL for each qualification applied for scope of registration. This indicates the unit code and title, date competence achieved and written explanation of the evidence demonstrated. These provide the opportunity to record skills in areas relevant to Capoeira such as gymnastics, music. Flowchart of proposed website structure and information.
<b>9</b>		<b>Learning and assessment strategies</b> The RTO identifies, negotiates, plans and implements appropriate learning and assessment strategies to meet the needs of each of its clients.
9.1	Yes	Learning and assessment strategy for each qualification. Sampled Certificate IV in Sport and Recreation (Coaching)

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
b	Yes	<p>Letter of support/recommendation from Salvation Army "OASIS" Youth Support Network (Jo Poynter-Education Coordinator 7/10/2002) regarding training conducted for chronically homeless young people.</p> <p>Letter of recommendation from Pedro Henrique E Magalhaes-Consulate General of Brazil in Sydney, 27/7/2004. This refers to Andre Ceruitti and Grupo Capoeira Brasil.</p> <p>Evidence of consultations between Rainer Wilton (State ITAB) and organisation's director and consultant</p> <p>Curriculum Advisory Committee – members include directors, ITAB, representative, Brazilian Jujitsu Federation representative.</p>
c	Yes	<p>Learning and assessment strategies identify proposed target groups, delivery period, institution based learning and assessment methods at Surry Hills.</p> <p>Assessment methods validated between qualified trainer/assessor, instructors, ITAB and the organisation's consultant.</p> <p>Achievement of qualification may be achieved through training and assessment or assessment only pathways.</p> <p>Vocational pathways outlined in tri-fold flyer.</p>
d	Yes	<p>Learning and assessment strategies documented.</p>
<b>9.2</b>		
i	Yes	<p>Training package research evident from correspondence between Rainer Werner and ICC.</p> <p>Assessment methods validated between qualified trainer/assessor, instructors, ITAB and the organisation's consultant.</p>
ii	Yes	<p>Policies and Procedures Manual V1 2007 – Validation indicates consultation between assessors.</p> <p>Assessment Plans – validation checklist template to be used and consultation conducted with qualified head trainer/assessor</p> <p>Assessment Evaluation template for students.</p>
<b>9.3</b>		

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
services: i methods used to identify learning needs are documented	Yes	Identification of individual's learning needs – Student Handbook V1 2007 Initial interview recorded on course enrolment form Capoeira skills assessed recorded on application form Information to students on enrolment of the specific units included in qualifications. Applicant's previous experience such as music, gymnastics, martial arts and first aid could also be significant in identification of learning needs. Evidence is required to demonstrate how these are captured as part of course enrolment or orientation/interview process.  <b>Additional evidence provided 2007-09-19</b> Units of Competence Checklists for RPL provide for skills relevant to Capoeira skills such as gymnastics, music to be recorded. Packaging rules have been addressed appropriately. Assessment tasks satisfy Assessment Guidelines Subscriber to Service Skills, VETAB and ACPET newsletters and emails alerts. The Director explained the procedure the organization will follow for transition to changed Training Packages.  Learning and assessment strategies include appropriate units for the qualification. See 8.2bil regarding identification of units on website draft documents.
ii the requirements of the Training Package or accredited course are met	Yes	Qualifications are customized to the art of Capoeira Generic resources for core units and specific Capoeira resources for specialist units No evidence of review and customization of commercial resources (Sport and Recreation) and manuals. For example one section of the learner and trainer resource was inconsistent regarding task instructions and assessment recording tools available for completion of task. Evidence is required to demonstrate that review and customization has been implemented.
iii steps are taken to manage the transition to reviewed Training Packages within 12 months of their publication	Yes	Additional evidence provided 2007-09-19 Assessment materials for SRXGRP001A Facilitate a group as an example of
iv core and elective units, as appropriate, are identified	Yes	Additional evidence provided 2007-09-19 Assessment materials for SRXGRP001A Facilitate a group as an example of
v customisation/contextualisation meets the requirements specified in the relevant Training Package or, for accredited courses, meets the NQQC's Guidelines for Customisation of Accredited Courses under the AQTF	Yes	Additional evidence provided 2007-09-19 Assessment materials for SRXGRP001A Facilitate a group as an example of

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
vi	Yes	<p>contextualisation to the Capoeira coaching context.</p> <p>Generic resources for core units and specific Capoeira resources for specialist units</p> <p>Opportunities provided for adjustments to assessment method. Much assessment is by demonstration/observation and candidates are given a clear idea of literacy level requirements prior to enrolment.</p>
vii	Yes	<p>Workbook for each unit of competence</p> <p>Tutorial support indicated in timetables to be supervised by an instructor</p>
viii	Yes	<p>Assessment conducted on-site.</p>
ix	N/A	<p>Not planned</p>
x	N/A	<p>Not planned</p>
9.4	Yes	<p>Core unit resources purchased from Sport and Recreation Training Australia Ltd - Copyright 2000</p> <p>Policies and Procedures Manual V1 2007 Training Resources</p> <p>Specialist Stream resources developed by Capoeira</p> <p>As in standards 7, 8 and 9 additional evidence is required to demonstrate that</p>



AQTF Standard	Evidence submitted, audit notes and evidence required	Compliant Yes/No	
	<p>campus and on-line).</p> <p><b>Additional evidence provided 2007-09-19</b> See standards 7, 8 and 9</p>		
<b>10</b>	<p><b>Issuing AQF qualifications and statements of attainment</b> The RTO issues AQF qualifications and statements of attainment that meet the requirements of the <i>Australian Qualifications Framework Implementation Handbook</i> and the endorsed Training Packages and accredited courses within the scope of its registration.</p>		
<b>10.1</b>	<p>The RTO must only issue AQF qualifications and statements of attainment that are within its scope of registration and that certify the achievement of:</p>		
	<p>i qualifications or industry/enterprise competency standards from nationally endorsed Training Packages or</p>	Yes	<p>Issuance of Certificates and S of A Policy and Procedures in Policy and Procedures Manual V1 2007 Sample Statement of Attainment and qualifications Logos used appropriately</p>
	<p>ii qualifications, competency standards or modules specified in accredited courses.</p>	Yes	<p>As in 10.1i</p>
<b>10.2</b>	<p>The RTO must issue, record and report AQF qualifications and statements of attainment that:</p>		
	<p>i meet the requirements in the current <i>Australian Qualifications Framework Implementation Handbook</i>, including the national codes</p>	Yes	<p>AQF statements of recognition must appear at the foot of the certificate qualification and statement of attainment as shown at <a href="http://www.vetab.nsw.gov.au/guidelines/AQF_certification.htm">http://www.vetab.nsw.gov.au/guidelines/AQF_certification.htm</a> in the AQF sample testamurs. Evidence of this is required. National Provider No is same number as NTIS number and only needs to appear once on testamurs. Statement of attainment should include wording: 'in partial completion of ...' and the qualification title and code from which the units are packaged. Evidence of this is required.</p>

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
		<b>Additional evidence provided 2007-09-19</b> Revised sample Statement of Attainment, qualifications and testamurs which satisfy requirements.
ii	Yes	Identify the units of competency from Training Packages, or competencies or modules from accredited courses, that the client has attained
iii	Yes	Identify the RTO by its national provider number.
10.3	N/A	The RTO must note the language of delivery and assessment on AQF qualifications and statements of attainment issued if the delivery and assessment have been entirely in a language other than English.
11		<b>Use of national and state/territory logos</b> The RTO complies with the requirements for the use of national and state/territory logos.
11.1		The RTO must use the nationally recognised training (NRT) logo:
i	Yes	on AQF qualifications and statements of attainment issued within its scope of registration
ii	Yes	in accordance with the <i>Nationally Recognised Training (NRT) Logo Specifications</i> .
11.2	Yes	The RTO may use the NRT logo in advertisements only where it complies with the requirements of standard 11.1 ii and standard 12.
11.3		The RTO may use the following statements in advertisements only in respect of training and/or assessment within its scope of registration:
i	Yes	'Nationally Recognised Training' and/or
ii	Yes	'registered by (the registering body) to issue the following qualifications....'

AQTF Standard	Compliant Yes/No	Evidence submitted, audit notes and evidence required
11.4	Yes No	See VETAB website, internet address <a href="http://www.vetab.nsw.gov.au/guidelines/AQF_certification.htm">http://www.vetab.nsw.gov.au/guidelines/AQF_certification.htm</a> regarding showing address and contact details of RTO on testamurs.  <b>Additional evidence provided 2007-09-19</b> Revised sample Statement of Attainment, qualifications and testamurs which satisfy requirements.
<b>12</b>		<b>Ethical marketing and advertising</b> The RTO's marketing and advertising of training and assessment products and services is ethical.
12.1	Yes No	Policy and Procedures Manual V1 June 2007 Ethical Marketing and Advertising Draft tri-fold as marketing material Director responsible for dissemination included in duty statement Marketing strategy in Business Plan Organisation Chart V1 June 2007 outlines director's responsibilities for marketing Sighted Julio Chaves' Individual Employment Agreement with employee obligations Student Handbook to be linked from the website As in standards 8.2 and 9.3iv, a draft of information to be provided on website is required.  <b>Additional evidence provided 2007-09-19</b> Flowchart of proposed website structure and information. Revised tri-fold flyer.
12.2	Yes No	The organization uses photographs of students in the manual. Evidence of how use of photographs of persons or organizations in marketing or advertising materials is managed regarding authorization to use this is required.  <b>Additional evidence provided 2007-09-19</b> Copies of signed and dated Photographic Model Release forms.

AQTF Standard		Compliant Yes/No	Evidence submitted, audit notes and evidence required
12.3	The RTO must accurately represent to prospective clients training products and services that lead to AQF qualifications or statements of attainment, and ensure that advertised outcomes are consistent with these qualifications.	Yes	Policy and Procedures Manual V1 June 2007 Ethical Marketing and Advertising
12.4	The RTO must advertise AQF qualifications only if they are included in the RTO's scope of registration and must not state or imply that services are within that scope of registration if they are not.	Yes	Draft tri-fold as marketing material Also see 12.1i
12.5	The RTO's marketing and advertising material must identify training and assessment services leading to AQF qualifications and/or statements of attainment separately from any other training/assessment services.	Yes	Draft tri-fold as marketing material Also see 12.1i

# Application Scope for (415001) International College of Capoeira

Application ID: 2007\71629.0

Training Package	Qualification Name	Unit of Competency NTIS ID	Status	Review / Expiry Date	Delivery Mode	Delivery Strategy	CRICOS	Mutual Recognition States
(SRS03) Sport Industry Training Package	Certificate II in Sport (Coaching)	SRS20306	Pending	30/01/2007	Deliver and Assess	Institute-Based	No	No
(SRS03) Sport Industry Training Package	Certificate III in Sport (Coaching)	SRS30306	Pending	30/01/2007	Deliver and Assess	Institute-Based	No	No
(SRS03) Sport Industry Training Package	Certificate IV in Sport (Coaching)	SRS40206	Pending	30/01/2007	Deliver and Assess	Institute-Based	No	No