



Australian Government  
Australian Skills Quality Authority

9 April 2013

Mrs Dianne Payne  
Chief Executive Officer  
MOM Training College Pty Ltd  
212 McCormack Street  
MANUNDA QLD 4870

File No: 30857  
Ref No: 1032171

Dear Mrs Payne

**Re: Outcome of renewal of registration application—granted**

I refer to your application to renew your registration as a national VET regulator (NVR) registered training organisation (RTO).

In accordance with the provisions of the *National Vocational Education and Training Regulator Act 2011* (the Act), your application for registration has been granted. A copy of the final audit report is attached for your reference.

The National Register has been updated to include the following key details of your organisation:

Legal name:	MOM Training College Pty Ltd
Trading name/s:	MOM TRAINING COLLEGE PTY LTD
RTO ID number:	30857

**Period of registration**

Your organisation has been granted registration for a period of 5 years which commenced on 1 April 2013 and is due to expire on 31 March 2018. A Certificate of Registration is attached. You can apply to the Australian Skills Quality Authority (ASQA) to renew or withdraw your organisation's registration, and timeframes and obligations apply to each process. There are also obligations on organisations that effectively cease to operate, even though they remain registered as RTOs. Further information about obligations in these circumstances is available from the ASQA website at [www.asqa.gov.au](http://www.asqa.gov.au)

Australian Skills  
Quality Authority  
ABN 72 581 678 650  
GPO Box 9928  
Melbourne VIC 3001  
Info line 1300 701 801  
[www.asqa.gov.au](http://www.asqa.gov.au)

### **Scope of registration**

The organisation's scope of registration – the vocational education and training (VET) courses that your organisation is registered to provide – is listed on the National Register. Please note that Sections 93-94 of the Act provide for the imposition of monetary penalties on RTOs that provide all or part of a VET course outside scope of registration.

If the training and assessment provided is likely to lead to students applying for a licence/recognition to operate in a relevant industry, you will need to ensure that you meet the requirements of the relevant national or state/territory regulator/s. Please contact the relevant regulator/s to ensure you have satisfied regulatory requirements before delivery and ensure that marketing materials are accurate.

### **Changes to scope of registration**

You must apply to ASQA if your organisation wishes to change its scope of registration by either adding or removing a VET course. Information on the process to make changes to your scope of registration is available from the ASQA website at [www.asqa.gov.au](http://www.asqa.gov.au)

### **RTO ID number**

You **must** quote your organisation's RTO ID number in all future correspondence with ASQA. This number **must** also be included on the qualifications and statements of attainment that you issue and the marketing materials that you use as an RTO.

### **Maintaining compliance**

I wish to remind you that you have signed a statutory declaration in which you have accepted responsibility for ensuring compliance with the VET Quality Framework. This framework comprises the following components:

- the Standards for NVR Registered Training Organisations
- the Australian Qualifications Framework
- the Fit and Proper Person Requirements of the Act
- the Financial Viability Risk Assessment Requirements of the Act
- the Data Provision Requirements of the Act.

This is an important commitment that requires you to actively manage and monitor your RTO's activities to ensure that compliance is maintained at all times and across all of your operations.

RTO compliance is the mandated foundation upon which organisations should plan and achieve quality improvements to their training and assessment services.

### **ASQA fees and charges**

Please refer to ASQA website for details of fees and charges that apply to your registration: [www.asqa.gov.au/About ASQA/Fees & Charges](http://www.asqa.gov.au/About%20ASQA/Fees%20&%20Charges).

### **Conditions of registration**

You are required to comply with the conditions of registration set out in Sections 22-28 of the Act, as well as any additional conditions that ASQA, as the national VET regulator, has imposed on your organisation's registration.

There are no additional conditions imposed on your organisation's registration.

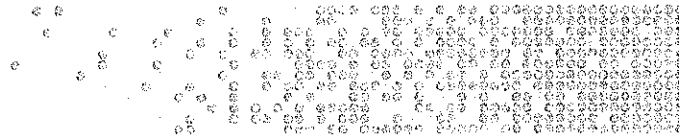
**Further information and assistance**

If you require further information or assistance in relation to this matter, please contact the ASQA Info Line on telephone 1300 701 801.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D Garner', written in a cursive style.

**DAVID GARNER**  
**Regional Manager**  
**Compliance**



## VET Quality Framework audit report

### **Continuing registration as a national VET regulator (NVR) registered training organisation (RTO)**

Legal name of organisation	MOM Training College Pty Ltd
Date of audit	23-24 January 2013

ORGANISATION DETAILS			
RTO legal name	MOM Training College Pty Ltd	RTO ID number	30857
Registered business trading name	MOM TRAINING COLLEGE PTY LTD	ABN	86 139 753 129
Address	212 McCormack Street MANUNDA QLD	Postcode	4870
Phone	07 4054 5511	Fax	07 4054 3293
E-mail	<a href="mailto:train@myothermum.qld.edu.au">train@myothermum.qld.edu.au</a>	Website	<a href="http://www.myothermum.qld.edu.au">http://www.myothermum.qld.edu.au</a>
Registration contact	Name Mrs Dianne Payne	Position	Chief Executive Officer

AUDIT TEAM			
Lead auditor	Ms Emma Betts	Technical adviser/s	N/A
Audit team members	Ms Debra Taylor		N/A

ASQA CONTACT DETAILS			
Phone	1300 701801 (ASQA Info line)	E-mail	<a href="mailto:compliancebrisbane@asqa.gov.au">compliancebrisbane@asqa.gov.au</a>

AUDIT DETAILS	
Audit type	<input checked="" type="checkbox"/> Renewal of registration <input type="checkbox"/> Extension to scope of registration <input type="checkbox"/> Compliance monitoring (incl. post-initial registration) <input type="checkbox"/> Other:
Scope of audit	<input checked="" type="checkbox"/> Standards for NVR Registered Training Organisations <input type="checkbox"/> Australian Qualifications Framework (AQF) <input type="checkbox"/> Data Provision Requirements <input type="checkbox"/> Fit and Proper Person Requirements <input type="checkbox"/> Financial Viability Risk Assessment Requirements
Date of site visit	23-24 January 2013
Site visited	212 McCormack Street MANUNDA QLD
Standards audited	Essential Standards for Continuing Registration 15, 16, 17, 18, 20 & 22.2

ORGANISATION
<p>MOM Training College was initially registered on 11 December 2002 and submitted its application for renewal of registration in September 2012. The application included a request to withdraw a number of superseded qualifications; the organisation having previously added the transitioned qualifications to its scope of registration. Discussions with the organisation identified they have current enrolments in some of these superseded qualifications, which cannot be withdrawn until all completions and transitions have been undertaken.</p> <p>Qualifications which the organisation had applied to withdraw, but which have current enrolments are:</p> <ul style="list-style-type: none"> <li>• CHC30108 Certificate III in Community Services Work</li> <li>• CHC30208 Certificate III in Aged Care</li> <li>• CHC30708 Certificate III in Children's Services</li> <li>• CHC30808 Certificate III in Education Support</li> <li>• CHC41208 Certificate IV in Children's Services [OSHC]</li> <li>• CHC41808 Certificate IV in Youth Work</li> <li>• HLT32407 Certificate III in Allied Health</li> </ul> <p>The organisation is owned by Dianne and Ken Payne, and both are heavily involved in the business. They also employ full-time trainers and assessors, contract trainers and assessors, and administration staff. In recent years, the organisation has expanded and moved to larger premises.</p> <p>Training and assessment is undertaken in a variety of modes. Where training is delivered by staff of the organisation, delivery is mixed mode – distance theory learning, supported by on the job training, with assessment on the job or in simulation. The organisation has vocational placement agreements, provides traineeships, and has access to User Choice funding. Although training is generally not undertaken in workshops, the organisation does provide tutorial time in a group format for students.</p>

Recognised vocational placement agreements are in place for:

- BSB30110 Certificate III in Business
- CHC20108 Certificate III in Community Services (withdrawn)
- CHC20112 Certificate III in Community Services
- CHC30108 Certificate III in Community Services Work (to be withdrawn)
- CHC30112 Certificate III in Community Services Work
- CHC30208 Certificate III in Aged Care (to be withdrawn)
- CHC30212 Certificate III in Aged Care
- CHC30408 Certificate III in Disability
- CHC30708 Certificate III in Children's Services (to be withdrawn)
- CHC30712 Certificate III in Children's Services
- CHC30808 Certificate III in Education Support (to be withdrawn)
- CHC30812 Certificate III in Education Support
- CHC41208 Certificate IV in Children's Services [OSHC] (to be withdrawn)
- CHC41212 Certificate IV in Children's Services [OSHC]
- CHC41808 Certificate IV in Youth Work (to be withdrawn)
- CHC41812 Certificate IV in Youth Work
- CHC50908 Diploma of Children's Services
- CHC60208 Advanced Diploma of Children's Services
- HLT32407 Certificate III in Allied Health (to be withdrawn)
- HLT32412 Certificate III in Allied Health
- SIS20310 Certificate II in Sport and Recreation
- SIS30310 Certificate III in Fitness
- SIS40210 Certificate IV in Fitness

User Choice funding:

- BSB30110 Certificate III in Business
- CHC30208 Certificate III in Aged Care (to be withdrawn)
- CHC30212 Certificate III in Aged Care
- CHC30408 Certificate III in Disability
- CHC30708 Certificate III in Children's Services (to be withdrawn)
- CHC30712 Certificate III in Children's Services
- CHC30808 Certificate III in Education Support (to be withdrawn)
- CHC30812 Certificate III in Education Support

The organisation also delivers training under partnering arrangements in public, private, catholic and independent schools, and currently delivers twelve qualifications on scope in this manner. Teachers participating in this arrangement all have current trainer and assessor qualifications, or are currently completing their qualification and are training under direct supervision arrangements. The organisation provides professional development to these teachers at quarterly moderation workshops and an annual State-wide moderation workshop.

All current enrolments are based in Queensland, excluding SIS30310 Certificate III in Fitness, which has three students enrolled in Victoria.

Current student enrolments, and student completions in the last 12 months are:

Qualification Code	Qualification Name	Student Completions		Current
		Full Qual	Partial Qual	
BSB30110	Certificate III in Business	0	3	22
CHC30108	Certificate III in Community Services	1	2	2
CHC30208	Certificate III in Aged Care	3	5	34
CHC30402	Certificate III in Children Services (Teach Out)	3	4	0
CHC30408	Certificate III in Disability	1	3	8
CHC30708	Certificate III in Children Services	748	1309	1566
CHC30808	Certificate III in Education Support	26	80	33
CHC41208	Certificate IV in Children Services (Outside School Hours Care)	0	1	3
CHC41808	Certificate IV in Youth Work	0	1	3
CHC50302	Diploma of Children Services (Teach Out)	26	32	0
CHC50908	Diploma of Children Services	7	96	83
CHC60202	Advanced Diploma of Children's Services (Teach Out)	0	1	0
CHC60208	Advanced Diploma of Children's Services	4	5	2

HLT32407	Certificate III in Allied Health	0	0	48
SIS20310	Certificate II in Sport and Recreation	9	9	0
SIS30310	Certificate III in Fitness	0	1	41

**FOCUS OF AUDIT**

Code	Qualification / Accredited course name	Mode(s) of delivery &/or assessment
BSB30110	Certificate III in Business	Vocational placement / on the job training Distance theory learning
CHC30212	Certificate III in Aged Care	Vocational placement / on the job training Distance theory learning
CHC30408	Certificate III in Disability	Vocational placement / on the job training Distance theory learning
CHC30708 / CHC30712	Certificate III in Children's Services	Vocational placement / on the job training Distance theory learning
CHC60208	Advanced Diploma of Children's Services	Vocational placement / on the job training Distance theory learning
HLT32407 / HLT32412	Certificate III in Allied Health Assistance	Vocational placement / on the job training Distance theory learning
SIS30310	Certificate III in Fitness	Vocational placement / on the job training Distance theory learning

**INTERVIEWEES**

Staff (name and position)		
Name	Position	Program (qualification, course, etc)
Dianne Payne	CEO	BSB30110; CHC30408; CHC30708/12
Ken Payne	Director / Course supervisor for Children's Services	Nil
Lynsey Neilson	Operations Manager	Nil
Emma Fuller	Administration / School Officer	BSB30110; CHC30708/12; CHC60208
Justine Lawrence	Trainer and Assessor	CHC30408; CHC30708/12; CHC60208
Robyn Stevens	Trainer and Assessor	CHC30212; HLT32407
Simon Forsyth	Trainer and Assessor	SIS30310
Kerry Dickey	Trainer and Assessor	BSB30110; CHC30708/12
Julie McGregor	Trainer and Assessor	CHC30708/12; CHC60208

## SUMMARY OF AUDIT OUTCOME

This audit was conducted under the *National Vocational Education and Training Regulator Act 2011* (the Act) to assess compliance with requirements of the VET Quality Framework as identified under the Scope of Audit section above.

### AUDIT OUTCOME

#### Audit status as at 24 January 2013:

- The organisation **has not demonstrated compliance** with all compliance requirements reviewed for the audit.

The level of non-compliance is considered to be **significant** when considering the potential for adverse impact on the quality of training and assessment outcomes for students.

The audit report describes evidence of non-compliance identified. Each issue referenced must be rectified by the organisation with evidence provided to ASQA within **20 working days** of the date of the letter accompanying this audit report to demonstrate corrective actions implemented.

<b>Auditor's Name</b>	Emma Betts	<b>Date of Report</b>	05/02/2013
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### AUDIT RECTIFICATION

#### Audit status following additional evidence received 5 March 2012

- The organisation **has demonstrated compliance** with all compliance requirements reviewed for the audit.

<b>Auditor's Name</b>	Emma Betts	<b>Date of Report</b>	05/03/2013
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## AUDIT SUMMARY OF VET QUALITY FRAMEWORK REQUIREMENTS

VET QUALITY FRAMEWORK COMPONENT		STATUS*
Financial Viability Risk Assessment Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
Fit and Proper Person Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
Data Provision Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
Australian Qualifications Framework (AQF) Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
<b>Standards for NVR Registered Training Organisations 2011</b> - Essential Standards for Continuing Registration		
15	The NVR registered training organisation provides quality training and assessment across all of its operations	<input type="checkbox"/> C <input checked="" type="checkbox"/> NC <input type="checkbox"/> NA
16	The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
17	Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
18	The NVR registered training organisation has governance arrangements in place	<input type="checkbox"/> C <input checked="" type="checkbox"/> NC <input type="checkbox"/> NA
19	Interactions with the National VET Regulator	<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
20	Compliance with legislation	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
21	Insurance	<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
22	Financial management	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
23	Certification, issuing and recognition of qualifications and statements of attainment	<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
24	Accuracy and integrity of marketing	<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
25	Transition to training packages/expiry of VET accredited courses	<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
*STATUS: Status of audit findings when audit was conducted      C = Compliant      NC = Not Compliant      NA = Not audited		

### Audit Findings

The organisation demonstrated compliance with the **Standards for NVR Registered Training Organisations 2011 (SNR) - Essential Standards for Continuing Registration 16, 17, 20 and 22.2.**

The organisation did not demonstrate compliance with SNR 15 or SNR 18. The level of non-compliance was considered to be **significant** due to the number of students affected by the non-compliances. It is noted that, on the second day of the audit, the organisation demonstrated rectification of these non-compliances had started.

#### Non-compliances:

##### SNR15

##### **CHC30212 Certificate III in Aged Care**

*CHCAC319A Provide support to people living with dementia*

*CHCICS302B Participate in the implementation of individualised plans*

##### **CHC30408 Certificate III in Disability**

*CHCICS301B Provide support to meet personal care needs*

##### **CHC30712 Certificate III in Children's Services**

*CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner*

*CHCPR301C Provide experiences to support children's play and learning*

##### **HLT32412 Certificate III in Allied Health Assistance**

*HLTCS305D Assist with client movement*

For each of the above units of competency, the self-developed assessment tools and processes did not meet all the requirements regarding the assessment of the practical aspects of the performance criteria, required skills, and critical aspects of assessment. The organisation had a workplace supervisor's training record book to validate performance in the workplace; however the organisation did not have assessment tools or processes for a qualified assessor to use to gather and judge evidence of a student's ability to competently perform the practical tasks. A discussion with the trainers and assessors identified that tasks were observed by the assessor during workplace visits; however only a general record of

observation was recorded in the student profile handbook.

In addition, for *CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner* and *CHCPR301C Provide experiences to support children's play and learning*, assessment did not meet all requirements of the required knowledge.

**BSB30110 Certificate III in Business**

*BSBCMM301B Process customer complaints*

**CHC30408 Certificate III in Disability**

*CHDIS323A Contribute to skill development and maintenance*

**CHC60208 Advanced Diploma of Children's Services**

*CHCCN520C Advocate for the rights and needs of children and young people*

**HLT32412 Certificate III in Allied Health Assistance**

*HLTAH301C Assist with an allied health program*

Each of the above units of competency utilised commercially developed assessment tools which consisted of knowledge based questions, activities, and a project; the instructions for the project identified the requirement to demonstrate tasks, with the assessor providing a "contextualised task list of the skills to be demonstrated". A discussion with the organisation confirmed the task list had not been developed; as a result, it could not be confirmed the practical aspects of the performance criteria and required skills are addressed.

**SIS30310 Certificate III in Fitness**

*SISFFIT304A Instruct and monitor fitness programs*

The self-developed assessment tools did not address all requirements of the elements and performance criteria, required skills, critical aspects for assessment, and context of and specific resources for assessment. As examples, assessment did not ensure the demonstration of skills; and was not undertaken using a range of clients to demonstrate, supervise, evaluate and adjust a fitness program to the level identified in the unit of competency.

*SISFFIT305A Apply anatomy and physiology principles in a fitness context*

The self-developed assessment tools did not address all requirements of the elements and performance criteria, required skills, critical aspects for assessment, context of and specific resources for assessment, and range statement. As examples, assessment did not ensure the demonstration of skills in a workplace or simulated workplace environment, which meet the Assessment Guideline requirements of the SIS10 Training Package; and did not include the development of a fitness program to demonstrate the application of anatomy and physiology principles to fitness and exercise instruction and activities.

**SNR 18**

The non-compliances identified at audit demonstrate the organisation's chief executive had not ensured the NVR registered training organisation had complied with the VET Quality Framework across all of its operations.

**Rectification requirements – evidence of rectification to be submitted within 20 working days**

**SNR 15**

**CHC30212 Certificate III in Aged Care**

*CHCAC319A Provide support to people living with dementia*

*CHCICS302B Participate in the implementation of individualised plans*

**CHC30408 Certificate III in Disability**

*CHCICS301B Provide support to meet personal care needs*

**CHC30712 Certificate III in Children's Services**

*CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner*

*CHCPR301C Provide experiences to support children's play and learning*

**HLT32412 Certificate III in Allied Health Assistance**

*HLTCSD305D Assist with client movement*

For each unit of competency listed, the organisation is required to provide the tool/s the assessor will use to gather and judge evidence of a student's ability to competently perform the practical aspects of the performance criteria, required skills, and critical aspects of assessment.

In addition, for *CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner* and *CHCPR301C Provide experiences to support children's play and learning*, the organisation is required to provide the assessment tool/s which demonstrate that all required knowledge is assessed, including the guidance for assessors to ensure performance standards are consistent across a range of assessors and learners, and in line with training package requirements.

**BSB30110 Certificate III in Business***BSBCMM301B Process customer complaints***CHC30408 Certificate III in Disability***CHDIS323A Contribute to skill development and maintenance***CHC60208 Advanced Diploma of Children's Services***CHCCN520C Advocate for the rights and needs of children and young people***HLT32412 Certificate III in Allied Health Assistance***HLTAH301C Assist with an allied health program*

For each unit of competency listed, the organisation is required to provide the contextualised task list to be used in the project, which addresses the practical aspects of the performance criteria and required skills.

Should the organisation choose to replace the commercially developed assessment tools with self-developed tools for a unit of competency, the organisation is required to provide the complete suite of assessment tools for that unit and demonstrate the new tools meet the requirements of the relevant training package.

**SIS30310 Certificate III in Fitness***SISFFIT304A Instruct and monitor fitness programs**SISFFIT305A Apply anatomy and physiology principles in a fitness context*

For each unit of competency, the organisation is required to provide the assessment tools which address the requirements of the SIS10 Training Package.

If appropriate, the organisation may cluster assessment tool/s to create holistic assessment.

**SNR 18**

Evidence provided to satisfactorily address the non-compliances identified at audit will demonstrate the organisation's chief executive has ensured the NVR registered training organisation has complied with the VET Quality Framework across all of its operations.

**Analysis of rectification received 5 March 2013****CHC30212 Certificate III in Aged Care***CHCAC319A Provide support to people living with dementia**CHCICS302B Participate in the implementation of individualised plans***CHC30408 Certificate III in Disability***CHCICS301B Provide support to meet personal care needs***HLT32412 Certificate III in Allied Health Assistance***HLTCS305D Assist with client movement*

The organisation provided the following for all units above:

- Training record – observation of skills by assessor, with confirmation by supervisor
- Practical Assessment Checklist

The rectification evidence submitted meets the training package requirements.

**CHC30712 Certificate III in Children's Services***CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner**CHCPR301C Provide experiences to support children's play and learning*

The organisation provided the following for both units of competency above:

- Training record – observation of skills by assessor, with confirmation by supervisor
- Practical Assessment Checklist
- Assessment Written Marking Guide
- Mapping Guide Legend

The rectification evidence submitted meets the training package requirements.

**BSB30110 Certificate III in Business***BSBCMM301B Process customer complaints***CHC30408 Certificate III in Disability***CHDIS323A Contribute to skill development and maintenance***CHC60208 Advanced Diploma of Children's Services***CHCCN520C Advocate for the rights and needs of children and young people***HLT32412 Certificate III in Allied Health Assistance***HLTAH301C Assist with an allied health program*

The organisation provided the following for all units above:

- Training record – observation of skills by assessor, with confirmation by supervisor
- Practical Assessment Checklist
- SmallPrint task list as per learner guide