



VET Quality Framework audit report

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

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|----------------------------|-------------------|
| Legal name of organisation | Manorgate Pty Ltd |
| Date of audit | 6 December 2012 |

| ORGANISATION DETAILS | | | |
|---|--|----------------------|--|
| RTO legal name | Manorgate Pty Ltd | RTO ID number | 21476 |
| Registered business trading name | National Business Institute of Australia | ABN | 56671686296 |
| Address | 23 Fredrick Street, Heidelberg, Victoria | | Postcode 3081 |
| Phone | 03 9457 1740 | Fax | 03 9457 1740 |
| E-mail | peter@nbi.com.au | Website | www.nbi.com.au |
| Registration contact | Name Peter Drapac | Position | CEO |

| AUDIT TEAM | | | |
|---------------------------|----------------|----------------------------|-----|
| Lead auditor | Anthony Barkey | Technical adviser/s | N/A |
| Audit team members | Sonja Anders | | |

| ASQA CONTACT DETAILS | | | |
|----------------------|------------------------------|---------------|--|
| Phone | 1300 701801 (ASQA Info line) | E-mail | compliancebrisbane@asqa.gov.au |

| 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 checked="" 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 | 6 December 2012 |
| Standards audited | Essential Standards for Continuing Registration 15, 16, 17, 18, 20, 22.2 |

| ORGANISATION |
|---|
| <p>The RTO specialises in financial services and business courses.</p> <p>Training and assessment is delivered predominately via distanced delivery with some delivery in the workplace to self-employed or businesses with one or two employees.</p> <p>The RTO has undertaken some non-accredited training, in team building exercises, has no partnerships with other RTO's.</p> <p>The RTO's core target groups are smaller employers who employ trainee or to existing staff needing to obtain units of competency to practice in conveyancing.</p> <p>The RTO has approximately 293 current enrolments across the range of qualifications on its scope of registration.</p> <p>The organisations fee revenue source is predominately fee for service.</p> |

| FOCUS OF AUDIT | | |
|----------------|--|--|
| Code | Qualification / Accredited course name | Mode(s) of delivery &/or assessment |
| BSB40207 | Certificate IV in Business | Distance and face to face in workplace |
| BSB51107 | Diploma of Management | |
| FNS40210 | Certificate IV in Bookkeeping | |
| FNS50411 | Diploma of Conveyancing | |

| INTERVIEWEES | | |
|---------------------------|----------|--------------------------------------|
| Staff (name and position) | | |
| Name | Position | Program (qualification, course, etc) |
| Peter Drapac | CEO | All BSB and FNS qualifications |

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 6 December 2012

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

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|-----------------------|----------------|-----------------------|------------|
| Auditor's Name | Anthony Barkey | Date of Report | 14/12/2012 |
|-----------------------|----------------|-----------------------|------------|

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 type="checkbox"/> NA |
| Standards for NVR Registered Training Organisations 2011 - Essential Standards for Continuing Registration | | |
| 15 | The NVR registered training organisation provides quality training and assessment across all of its operations | <input checked="" type="checkbox"/> C <input 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 checked="" type="checkbox"/> C <input 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 RTO demonstrated its compliance with the Standards for NVR Registered Training Organisations 2011 - Essential Standards for Continuing Registration on the day of the site audit.