

Audit Date: 23–24 March 2020

RTO: Westvic Staffing Solutions Inc

Applicant Details			
Applicant Name	Westvic Staffing Solutions Inc	TOID: 4184	
Address	190 Koroit Street, Warrnambool, 3280		
	Website https://westvic.org.au/		
Registration Contact	Mr Dean Luciani		
Phone Number	03 5561 9069	Email dluciani@westvic.org.au	
Audit Team			
Audit Firm	Quorum QA Australia Pty Ltd	Auditor/s	Carol Macreadie
Auditor/s		Other Attendees	
Registering Body Details			
Contact Person	Julie Florence		
Phone Number	9032 1560	Email	vet.audit@edumail.vic.gov.au
Audit Details			
Type of Audit	Re-registration Audit		
Conditions Audited	3, 6, 7, 8, 9		
Standards Audited	1.1, 1.2, 1.3, 1.4, 1.5	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7	3.1, 3.2, 3.3 , 3.4
2016 VRQA Guidelines Audited	1.3	2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8 (If applicable)	
	3.1, 3.2, 3.3 , 3.4, 3.5	4.1, 4.2, 4.3 to 4.6 (If applicable)	
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RTO Background			
<p>Westvic Staffing Solutions began in 1984 as a community-based Group Training Organisation in south-west Victoria. It currently operates three service divisions – the RTO, a GTO and an Employment Services business (Job Services Australia).</p> <p>The RTO delivers nationally accredited training in business and Work Health & Safety, often to workplace trainees but also fee-for-service customised training.</p> <p>The Head Office is in Warrnambool with sub-offices in Ballarat, Camperdown, Colac, Geelong, Hamilton, Portland and Cheltenham. In 2018 Westvic merged with a GTO in the south-east suburbs of Melbourne, hence the Cheltenham office.</p> <p>The RTO has a manager, three trainers, and draws on the broader organisation for administrative support. The student numbers are:</p>			
		2018	2019
	BSB30115 Certificate III in Business	4	38
	BSB51918 Diploma of Leadership and Management	8	28

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The BSB30115 students include school-based trainees. The BSB51918 students are all with a single employer and are fee-for-service.

The RTO plans to stay focussed on improving outcomes in their current areas of delivery.

Qualifications/Units Audited¹

QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE

TGA Code	Qualification/Unit of Competence/Accredited Course (as per TGA)	Delivery Site
BSB30115	Certificate III in Business	Warrnambool, workplaces
BSB51918	Diploma of Leadership and Management	Workplace delivery only – Ararat

Interviewee(s) – Staff name and position; employer name and position

Leanne Parker	RTO Manager
Ciaran Keegan	Trainer, BSB30115 Certificate III in Business
Bronwyn Mills	Trainer, BSB51918 Diploma of Leadership and Management

Permanent Delivery Sites –

Do the RTO's permanent delivery sites match the information provided by the VRQA?

Yes

No

X

If 'No', please provide amended details below:

Third party Arrangements –

Do the RTO's third-party arrangements match the information provided by the VRQA?

Yes

No

X

If 'No', please provide amended details below:

¹ Samples have been selected in accordance with the VRQA VET Audit Sampling Methodology

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Audit Summary - AQTF Conditions of Registration

AQTF Conditions		Compliant	Non - Compliant	Not audited
Place an X in the appropriate column				
1	Governance			X
2	Interactions with the Registering Body			X
3	Compliance with Legislation	X		
4	Insurance			X
5	Financial Management			X
6	Certification and Issuing of Qualifications and Statements of Attainment		X	
7	Recognition of Qualifications Issued by other RTOs	X		
8	Accuracy and Integrity of Marketing	X		
9	Transition to Training Packages/Expiry of Accredited Courses	X		
Summary of Non-Compliance²				
CF.6.1 The RTO's use of the Statement of Attainment does not meet the AQF requirement that all graduates receive a testamur and a record of results on award of the Qualification.				

² CF = Condition Finding. Finding references are aligned to the Detailed Findings section of this report.