

## Summary of Latest RTO Registration audit information

Regulator: Australian Skills Quality Authority

Audit Report: Quality Self-Assurance Review Summary  
Date: 3 May 2022

RTO: Gordon institute of TAFE  
RTO number: 3044  
CRICOS number: 00011G

Products audited: Not applicable

Outcome: Based on the findings of this review, ASQA has confidence that you have suitable self-assurance systems and practices for delivering quality training and assessment in line with the requirements under the legislation and therefore, we do not need to conduct a further review and will grant your renewal of registration VET and CRICOS applications.

Standards reviewed	Findings	Summary of non compliances	Non compliance Status
Standard 2 – The operations of the RTO are quality assured	Medium risk No further actions required	None identified	Not applicable, none identified
Standard 6 – complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively	Low risk No further actions required	None identified	Not applicable, none identified
Standard 7 – The RTO has effective governance and administration arrangements in place	Low risk No further actions required	None identified	Not applicable, none identified
Standard 8 – The RTO cooperates with the VET Regulator and is legally compliant at all times	Low No further actions required	None identified	Not applicable, none identified

# Quality Self-Assurance Review Summary



## Gordon Institute of TAFE

RTO number: 3044  
CRICOS number: 00011G  
Date finalised: 3 May 2022

## Contents

<b>Provider Details .....</b>	<b>2</b>
<b>Quality Self-Assurance Review team .....</b>	<b>2</b>
Quality Self-Assurance Review Background.....	3
<b>Quality Self-Assurance Review Outcome Summary .....</b>	<b>4</b>
Quality Self-Assurance Risks Outcome levels of the provider .....	4
<b>Self-Assurance Evidence Reviewed.....</b>	<b>5</b>
<b>Summary of the Quality Self-Assurance Review Findings and Risk Assessment.....</b>	<b>6</b>

## Provider Details

Provider's legal name:	Gordon Institute of TAFE
Trading name/s:	The Gordon
RTO number:	3044
CRICOS number:	00011G
Provider's contact details for performance assessment (audit):	<div>██████████</div> Chief Executive Officer Phone: <div>██████████</div> <div>████████████████████</div>
Nominated Contact of Provider:	Name: <div>██████████</div> Position: Quality Assurance Manager Phone: <div>████████████████████</div> <div>██</div>
Registration VET:	30 June 2022
CRICOS expiry date/s:	30 June 2022
Renewal Applications received	RENVET0005178 RENCRI0001006

## Quality Self-Assurance Review team

Lead Quality Assessment Officer:	██████████
Assessment Officers:	N/A

## Quality Self-Assurance Review Background

The Australian Skills Quality Authority (ASQA) is committed to best practice regulation – that is we take a risk-based approach to regulation focused on delivering quality outcomes, while minimising the regulatory burden on regulated entities wherever possible. ASQA recognises the valuable opportunity to engage with providers prior to their renewal of registration falling due. This early engagement, described as a Quality Self-Assurance Review, is intended to focus on the systems and controls providers have in place to self-identify and treat any risks relating to the delivery of quality student outcomes. The review supports a more streamlined, efficient and effective decision-making process for renewal of registration applications for both ASQA and providers, once received.

In July 2021 ASQA, in consultation with the Victorian TAFE Association, conducted a presentation to the 16 Victorian TAFE's Chief Executive Officers outlining ASQA's intent to conduct a Quality Self-Assurance Review on the providers' systems and practices. The scope of the review is underpinned by self-assurance Clauses 2.2, 6.5, 7.1 and 8.6 of the Standards for Registered Training Organisations 2015 (Standards for RTOs).

ASQA sent each provider a formal request to conduct a self-assessment and submit a two-to-three-page response to four key operational areas which primarily focussed on quality student outcomes, self-assurance and continuous improvement. The four key questions were as follows:

- How has the provider embedded self-assurance practices and continuous improvement into its operating model? (Clauses 2.2 & 6.5)
- What systems does the provider have in place to ensure the provider's business objectives and risk management strategies align with RTO Standards? (Clauses 2.2 & 8.5)
- What process does the provider use for internally reporting any identified non-compliances, and how does the executive management and corporate board engage in the resolution process? (Clauses 2.2, 7.1 & 8.5)
- How does the provider determine when it is necessary to inform staff and clients of any changes to legislative and regulatory requirements that affect service delivery? (Clause 8.6)

In conducting the review, ASQA has taken into account provider responses to each of the key four questions, provider compliance history, as well as other information, including compliance reports provided by other regulatory bodies (i.e. the Department of Education and the Training Victoria (DET Vic) and Tertiary Education Quality and Standards Agency (TEQSA).

ASQA also requested unique evidence relevant to each provider's operations, specifically relating to evidence of risks management.

This Quality Self-Assurance Review summary outlines the findings below and sets out ASQA's views, based on a risk assessment, on whether to approve the renewal of registration application, or if further engagement with the provider (such as a performance assessment) is necessary for ASQA to be satisfied that the requirements of registration continue to be met. The summary also makes recommendations on how providers can further strengthen their self-assurance practices.

## Quality Self-Assurance Review Outcome Summary

This summary details findings and identifies any risks with the provider's self-assurance systems and controls in line with the *Standards for Registered Training Organisations (RTOs) 2015* (Standards for RTOs) and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code).

Based on the findings of this review, ASQA has confidence that you have suitable self-assurance systems and practices for delivering quality training and assessment in line with the requirements under the legislation and therefore, we do not need to conduct a further review and will grant your renewal of registration VET and CRICOS applications.

### Quality Self-Assurance Risks Outcome levels of the provider

The provider's overall self-assurance systems and controls risk level is **Low**

Standards for RTOs (Clauses)	Risk level
2.2 The RTO: <ul style="list-style-type: none"><li>a) systematically monitors the RTO's training and assessment strategies and practices to ensure ongoing compliance with Standard 1; and</li><li>b) systematically evaluates and uses the outcomes of the evaluations to continually improve the RTO's training and assessment strategies and practices. Evaluation information includes but is not limited to quality/performance indicator data collected under Clause 7.5, validation outcomes, client, trainer and assessor feedback and complaints and appeals.</li></ul>	Medium
6.5 The RTO: <ul style="list-style-type: none"><li>a) securely maintains records of all complaints and appeals and their outcomes; and</li><li>b) identifies potential causes of complaints and appeals and takes appropriate corrective action to eliminate or mitigate the likelihood of reoccurrence.</li></ul>	Low
7.1 The RTO ensures that its executive officers or high managerial agent: <ul style="list-style-type: none"><li>a) are vested with sufficient authority to ensure the RTO complies with the RTO Standards at all times; and</li><li>b) meet each of the relevant criteria specified in the Fit and Proper Person Requirements in Schedule 3.</li></ul>	Low
8.6 The RTO ensures its staff and clients are informed of any changes to legislative and regulatory requirements that affect the services delivered.	Low