



## Evidence analysis – VET Quality Framework

ORGANISATION DETAILS		
Organisation's legal name	VICTORIAN ARABIC SOCIAL SERVICES INC	
Trading name/s	VASS College of Education	
RTO number (if any)	40936	

REVIEW DETAILS	
Type of review	Sanction
Audit number	EVRREC0001093
Date evidence received	8/11/2016
Date review conducted	30/11/2016

REVIEW TEAM	
Reconsideration officer	<a href="#">Click here to enter text.</a>
Review officer	Brad Kovak
Technical adviser/s	

SCOPE OF REVIEW		
Code	Training Product	Mode/s of delivery/assessment*
CHC30113	Certificate III in Early Childhood Education and Care	Face to Face, workplace
CHC50113	Diploma of Early Childhood Education and Care	Face to Face, workplace
22255VIC	Certificate III in EAL Further Study	Face to Face
HLTAID002	Provide basic emergency life support	Face to Face
HLTAID004	Provide an emergency first aid response in an education and care setting.	Face to Face

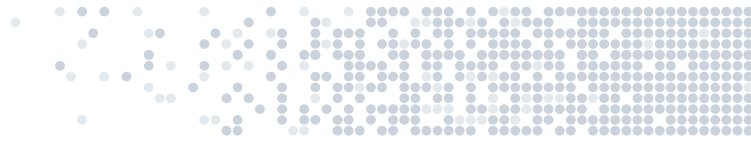
\*Apprenticeship, Traineeship, Face to face, Distance, Online, Workplace, Mixed, Other (specify)

FINDING FOLLOWING EVIDENCE REVIEW	
<b>Finding as at 30/11/2016: Compliant</b>	
<ul style="list-style-type: none"><li>The level of non-compliance considers the potential for an adverse impact on the quality of training and assessment outcomes for students.</li><li>If non-compliance has been identified, this analysis describes evidence of the non-compliance.</li></ul>	

Clause 1.1	The RTO's training and assessment strategies and practices, including the amount of training they provide, are consistent with the requirements
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of training packages and VET accredited courses and enable each learner to meet the requirements for each unit of competency or module in which they are enrolled.

**Finding:Compliant**

**Outstanding non-compliance**

- **CHC30113 Certificate III in Early Childhood Education**
  - The training and assessment strategy for *CHC30113 Certificate III in Early Childhood Education and Care* references six “skills workshops” are scheduled and the document titled “course timetable” references “skills workshops” as scheduled five separate times, specifically for weeks, 17, 24, 30, 37 and 49. This is not consistent with the RTO’s training and assessment strategy and does not demonstrate it will enable each learner to meet the requirements of each unit of competency they are enrolled in because the training and assessment strategy describes the “skills workshops” are for the RTO to assess students in particular areas for which their chosen placement does not include and cater for, and to also assess the student on one occasion where a unit’s assessment conditions require the learner to be assessed on more than one occasion.

**Analysis of evidence**

- Evidence provided for *CHC30113 Certificate III in Early Childhood Education and Care*:
  - ASQA Response to audit 1-2 June 2016 Clause 1.1
  - Training and assessment strategy
  - Timetable
- The evidence demonstrates the RTO is compliant with the requirements of the Clause.

**Clause 1.3**

- **Clause 1.3**

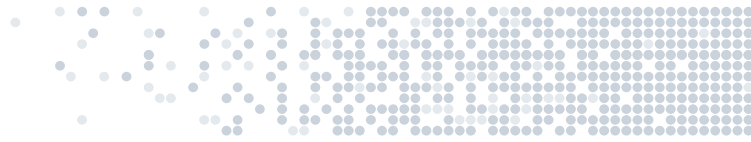
The RTO has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient:

- a) trainers and assessors to deliver the training and assessment;
- b) educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment;
- c) learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery; and
- d) facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment.

**Finding:Compliant**

**Outstanding non-compliance**

- **22255VIC Certificate III in EAL (Further Study)**
  - Whilst the RTO provided evidence it has a resources list in the training and assessment strategy, it has not demonstrated evidence of how the text books referenced in the training and assessment strategy “resources list” enable learners to meet the requirements of



each unit of competency and how they are accessible to the learner regardless of location or mode of delivery.

- **CHC30113 Certificate III in Early Childhood Education**
- **CHC50013 Diploma of Early Childhood Education and Care**
  - Whilst the RTO provided evidence it has developed a Placement Suitability Checklist for work placements, it has not demonstrated evidence of how the learning resources are accessible to the learner regardless of location or mode of delivery because the information in the document titled “Student Placement Policy and Procedure V3”, under the section titled, “Placement suitability checklist”, does not provide information on what the arrangements the RTO will make for the student in the event that units cannot be assessed in the workplace.
  - The RTO did not provide evidence to demonstrate where workplace training and assessment occurs for CHC30113 Certificate III in Early Childhood Education and Care and CHC50113 Diploma of Early Childhood Education and Care, the actions it has taken to identify the workplace has the learning resources to enable the learners to meet the requirements of each unit of competency, and;
  - The RTO did not provide evidence of their mitigation strategy where a chosen workplace does not have sufficient learning resources to enable the learner to meet the requirements of each unit of competency for CHC30113 Certificate III in Early Childhood Education and Care and CHC50113 Diploma of Early Childhood Education and Care, of the actions it has taken to rectify this situation.

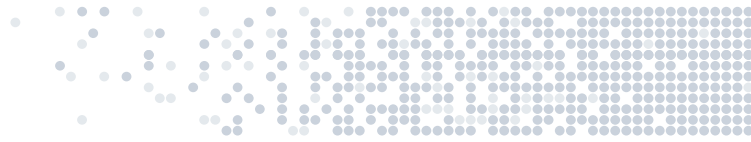
**HLTAID002 Provide basic emergency life support**

**HLTAID004 Provide an emergency first aid response in an education and care setting**

- Whilst the RTO has provided course resources lists *HLTAID002 Provide basic emergency life support* and *HLTAID004 Provide an emergency first aid response in an education and care setting*, the evidence did not demonstrate the RTO had access to the resources in the aforementioned lists to enable learners to meet requirements for each unit of competency

**Analysis of evidence**

- Evidence provided for *22255VIC Certificate III in EAL (Further Study)*
  - ASQA Response to audit 1-2 June 2016 Clause 1.3
  - Appendix B – Resource Table
- Evidence provided for:
  - *HLTAID002 Provide Basic Emergency Life Support*
  - *HLTAID004 Provide an Emergency first Aid Response in an Education and Care Setting*
    - Course resource list for *HLTAID002 Provide Basic Emergency Life Support*
    - Course resource list for *HLTAID004 Provide an Emergency First Aid Response in an Education and Care setting*
    - Scanned receipts of purchase for the following resources:
      - Adrenaline auto-injector training device
      - Workplace first aid kit
      - Wound dressing
    - Photographs of:
      - Auto Adrenaline injectors



- First aid kits
- Wound dressings
- Evidence provided for:
  - *CHC30113 Certificate III in Early Childhood Education and Care*
  - *CHC50113 Diploma of Early Childhood Education and Care*
    - Completed site checklists of workplaces
    - Student Placement Register
    - Student Placement Policy and Procedure V3
- The evidence demonstrates the RTO is compliant with the requirements of this Clause.

**Clause 1.4**                      **The RTO meets all requirements specified in the relevant training package or VET accredited course.**

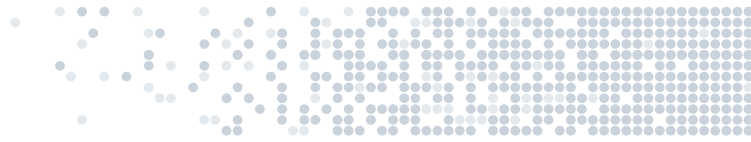
**Finding: Compliant**

**Outstanding non-compliance**

- The training and assessment strategy for CHC30113 Certificate III in Early Childhood Education and Care is not consistent with the requirements of the training package (refer to clause 1.1 for specific details), and;
- Training resources are not consistent with the requirements of the following courses (refer to clause 1.3 for specific details):
  - CHC30113 Certificate III in Early Childhood Education and Care
  - CHC50113 Diploma of Early Childhood Education and Care
  - 22255VIC Certificate III in EAL (Further study)
  - HLTAID002 Provide basic emergency life support
  - HLTAID004 Provide an emergency first aid response in an education care setting, and;
- Assessment practices for the courses CHC30113 Certificate III in Early Childhood Education and Care and CHC50113 Diploma of Early Childhood Education and Care are not consistent with the requirements of the training package (refer to clause 1.8 for specific details).

**Analysis of evidence**

- Evidence provided:
  - ASQA Response to audit 1-2 June 2016 Clause 1.1
  - Training and assessment strategy
  - Timetable
  - ASQA Response to audit 1-2 June 2016 Clause 1.3
  - Appendix B – Resource Table
  - Course resource list for HLTAID002 Provide Basic Emergency Life Support
  - Course resource list for HLTAID004 Provide an Emergency First Aid Response in an Education and Care setting
  - Scanned receipts of purchase for the following resources:
  - Adrenaline auto-injector training device



- Workplace first aid kit
  - Wound dressing
  - Photographs of:
    - Auto Adrenaline injectors
    - First aid kits
    - Wound dressings
  - ASQA Response to Audit 1-2 June 2016
  - Observation checklist for *CHCECE003 Provide care for children*
- The RTO has demonstrated compliance with the requirements of this Clause.

<b>Clause 1.8</b>	<b>The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):</b> <ul style="list-style-type: none"><li><b>a) complies with the assessment requirements of the relevant training package or VET accredited course; and</b></li><li><b>b) is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.</b></li></ul>
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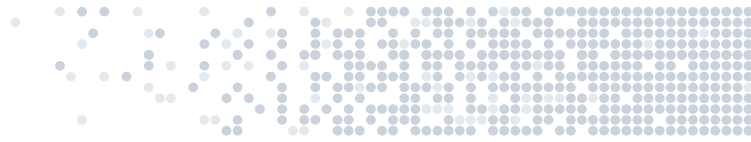
**Finding: Compliant**

**Outstanding non-compliance**

- **CHC30113 Certificate III in Early Childhood Education and Care**
- **CHC50113 Diploma of Early Childhood Education and Care**
  - **CHCECE003 Provide care for children**
    - The RTO has not demonstrated its assessment system for the units of competency CHCECE003 Provide care for children ensures assessment will:
      - Comply with the assessment requirements of the training product; and
      - will be conducted in accordance with the Principles of Assessment and Rules of Evidence, because;
        - The provider's assessment system is not in accordance with the principles of assessment (validity), and rules of evidence (validity and sufficiency) because the observation assessment instruments were copies of the Performance Criteria for the units of competency *CHCECE003 Provide care for children* and did not demonstrate that evidence is gathered of the learner completing the tasks as referenced in the performance evidence of the unit of competency.

**Analysis of evidence**

- Evidence provided:
  - ASQA Response to Audit 1-2 June 2016
  - Observation checklist for *CHCECE003 Provide care for children*



- The evidence demonstrates the RTO is compliant with the requirements of this Clause.

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<b>Clause 1.9</b>	<b>The RTO implements a plan for ongoing systematic validation of assessment practices and judgements that includes for each training product on the RTO's scope of registration:</b> <ul style="list-style-type: none"><li>a) when assessment validation will occur;</li><li>b) which training products will be the focus of the validation;</li><li>c) who will lead and participate in validation activities; and</li><li>d) how the outcomes of these activities will be documented and acted upon</li></ul>
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**Finding: Compliant**

**Outstanding non-compliance**

- The evidence did demonstrate it has implemented a plan for ongoing systematic validation of assessment practices and judgements that includes each training product on the RTO's scope of registration, specifically 22255VIC Certificate III in EAL (Further study) (refer to Clause 1.10 for further information).

**Analysis of evidence**

- Evidence provided:
  - ASQA Response to Audit 1-2 June 2016
  - Validation Procedure and Schedule V7 October 2016
- The evidence demonstrates the RTO is compliant with the requirements of this Clause.

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<b>Clause 1.10</b>	<b>For the purposes of <a href="#">Clause 1.9</a>, each training product is validated at least once every five years, with at least 50% of products validated within the first three years of each five year cycle, taking into account the relative risks of all of the training products on the RTO's scope of registration, including those risks identified by the VET Regulator.</b>
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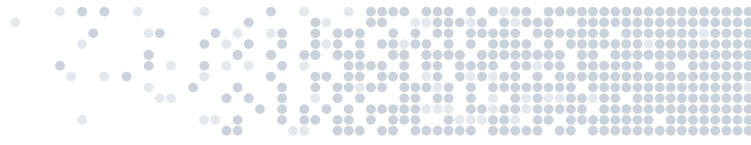
**Finding: Compliant**

**Outstanding non-compliance**

- The evidence did not demonstrate each training product is validated at least once every five years because there was no reference in the document titled "*Appendix A – Validation Calendar*" of validation being conducted for the training product 22255VIC Certificate III in EAL (*Further Study*)

**Analysis of evidence**

- Evidence provided:
  - ASQA Response to Audit 1-2 June 2016



- Validation Procedure and Schedule V7 October
  - The evidence demonstrates the RTO is compliant with the requirements of this Clause.
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