

11 July 2018



Australian Government

Australian Skills Quality Authority

Mr Matthew Trounce
Chief Executive Officer
Health For Life Fitness Education Pty Ltd
Unit 26, 131 Hyde St
FOOTSCRAY VIC 3011

By email to: matthew@ivetinstitute.com.au

RTO ID: 21413
Audit No: AUDREC0008090

Dear Mr Trounce

Re: Audit finalised

This notice is to advise that the recent compliance audit conducted on Health For Life Fitness Education Pty Ltd has been finalised and that your registered training organisation (RTO) has been noted for its ongoing compliance with the VET Quality Framework as relevant to the scope of the audit.

The findings of this audit will contribute to the records retained of your RTO's compliance history.

A copy of the final audit report is attached for your reference.

Thank you for your organisation's cooperation throughout this audit activity. An invoice for this compliance audit will soon be issued.

You are reminded that an ongoing condition of your registration is compliance with the VET Quality Framework.

Further information and assistance

If you require further information or assistance in relation to this matter, please contact the Info Line on telephone 1300 701 801 or by email at enquiries@asqa.gov.au

Yours sincerely

Jennine Cochrane
Manager Regulatory Operations



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REPORT

Audit report: Health For Life Fitness Education Pty Ltd

Date/s of audit: 16 April 2018

Date report created: 17 April 2018

Organisation details

Organisation's legal name:	Health For Life Fitness Education Pty Ltd
Trading name/s:	IVET Advanced Training
RTO number:	32413
CRICOS number:	N/A

Audit team

Lead auditor:	Matthew McMahon
Assistant/s:	N/A

Audit details

Application number/s:	N/A	
Audit number:	AUDREC0008090	
Audit reason:	Compliance - monitoring	
Address of site/s visited:	Unit 26, 131 Hyde Street Footscray	
Date/s of audit:	16 April 2018	
Organisation's contact for audit:	Zane Davidson zane@ivetinstitute.com.au	RTO Manager 0421398553

Original finding at time of audit

Audit finding: Compliant

Report completed by: Matthew McMahon

Practice	Standards for RTOs 2015	Finding
Marketing/ Recruitment	4.1	Compliant
Enrolment	5.1, 5.2, 5.3, 7.3	Compliant
Support and Progression	1.7	Compliant
Training and Assessment	1.1, 1.2, 1.3, 1.8, 1.13-1.18, 1.20,1.23 1.25	Compliant
Completion	3.1	Compliant

Background

Summary of organisation and management structure:

- Health For Life Fitness Education Pty Ltd is a small organisation consisting of a CEO, Mrs Clair Davidson, RTO Manager (Zane Davidson) and Compliance Manager (Alan Barnes). Mr Davidson and Ms Rachel Fox deliver and assess all training products.

Scope of registration:

- The RTO has one training product on its scope of registration, *TAE40116 Certificate IV in Training and Assessment*.

Suburb and state of all delivery locations:

- The RTO delivers from Unit 26, 131 Hyde Street Footscray only.

Third party usage:

- The RTO does not utilise the services of any third parties.

Core clients/target groups:

- The RTO's sole target group is registered teachers who are or intend to deliver VET products within schools in Victoria.

Training Revenue (Funded or fee for service):

- Fee for service

Total number of current enrolments as at audit date:

- 112

In preparing the audit report, consideration has been given and reference made, where relevant, to:

- Information provided by students as part of a student survey or interview.
- Information provided directly by Health For Life Fitness Education Pty Ltd to ASQA
- Existing information and records held by ASQA concerning Health For Life Fitness Education Pty Ltd
- Information provided to ASQA's auditors and documentation reviewed during the site audit of Health For Life Fitness Education Pty Ltd conducted on 16 April 2018.
- Other publically available information - including but not limited to, information published on the organisation's and third party websites.

Audit Sample

Code	Training products	Mode/s of delivery / assessment*	Current enrolments
TAE40116	Certificate IV in Training and Assessment	Face to Face, Workplace.	112

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

Interviewees

Name	Position	Training products
Zane Davidson	RTO Manager	TAE40116
Alan Barnes	Compliance	TAE40116

About this Report

This report details findings against the *Standards for Registered Training Organisations 2015* (Standards for RTOs 2015). If non-compliance has been identified, this report describes evidence of the non-compliance.

Where non-compliance has been identified, the Registered Training Organisation is accountable for identifying and correcting non-compliant practices and behaviours, particularly those that have had a negative impact on learners.

Correcting non-compliance may require:

- correcting a process or system that has led to the non-compliance, and implementing a revised process or system
- identifying the impact on learners and carrying out remedial action for current and past learners