REPORT

Audit report: Job Training Institute Pty Ltd

Date/s of audit: 11 April 2018

Date report created: 16/04/2018

Organisation details

Organisation's legal name:	Job Training Institute Pty Ltd
Trading name/s:	Job Training Institute Pty Ltd
RTO number:	122208
CRICOS number:	03373B

Audit team

Lead auditor:	PENNA,Ian
Assistant/s:	N/A

Audit details

Application number/s:	CHGCRI0002817	
Audit number:	AUDREC0008013	
Audit reason	Application - change CRICOS new site	
Address of site/s visited:	Level 4, 259 Collins Street, MELBOURNE VIC 3000	
Date/s of audit:	11/04/2018	
Organisation's contact for audit:	Mrs Loice Njanja	CEO
	loice@jti.edu.au	0400709822

Original finding at time of audit

Audit finding: Compliant

Report completed by: PENNA,Ian

Practice	National Code 2017	Finding
Marketing/Recruitment		Not audited
Enrolment		Not audited
Support and Progression	D6.6	Compliant
Training and Assessment	D14.1, D14.2	Compliant
Regulatory Compliance / Governance		Not audited

Background

Job Training Institute Pty Ltd (the RTO) has been operating as an RTO since 2009. The RTO is a privately operated organisation that is owned collectively by the CEO together with a family trust.
The RTO is also an approved CRICOS provider (commencing 2014) to deliver training from a site located in Dandenong, Victoria.

The RTO has applied to deliver specific courses from their approved scope of registration at a new delivery site located at Level 4, 259 Collins Street, Melbourne VIC 3000, for a capacity of 800 students. The RTO would like to deliver the following qualifications at this site:
- o Certificate III in Individual Support
- o Certificate IV in Business
- o Diploma of Business
- o Advanced Diploma of Leadership and Management
- o Certificate IV in Disability

- o Diploma of Early Childhood Education and Care
- o Diploma of Community Services

Subsequent to submitting their application, the RTO has agreed to reduce the maximum student capacity for the new site from 800 to 579. The RTO has also agreed to remove from its application the 2 English as an Additional Language (EAL) courses due to the changes which have occurred in that industry sector. The RTO advised that it is their intention to submit a further application to add these EAL courses as ELICOS programs in the near future.

Summary of organisation and management structure:
- The RTO is managed by a CEO with guidance from a Board of Management. The management team consists of:
  - Training manager
  - General Manager
  - Campus Managers (3)
  - Course Managers (2)
  - Human Resources Coordinator
  - Accounts Manager
  - IT Systems Manager
  - Marketing Manager

Scope of registration:
- The RTO is approved to offer 17 full qualifications, and 1 unit of competency, from within the Business Services, Community Services, and Health Training packages, together with EAL, first aid, and anaphylaxis/asthma.

Suburb and state of all delivery locations:
- The RTO has permanent training facilities at:
  26 McCrae Street Dandenong VIC 3175 (VET and CRICOS)
  Suite 4, level 1, 25-29 Devonshire Road, Sunshine, VIC 3020 (VET)

Third party usage:
- The RTO has identified 123 third party agreements representing their agreements with international education agents.

Core client/target groups:
- Both domestic and international students predominantly from South East Asia, India and Kenya.

Training Revenue:
- Fee for service
- Victorian Government training contract (since 2010)
- Approved to offer Victorian Student Loans.

Total number of current enrolments as at audit date:
- o Certificate III in Individual Support (83)
- o Certificate IV in Business (0)
- o Diploma of Business (0)
- o Advanced Diploma of Leadership and Management (0)
- o Certificate IV in Disability (205)
- o Diploma of Early Childhood Education and Care (314)
- o Diploma of Community Services (62)

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 Job Training Institute Pty Ltd to ASQA
- Existing information and records held by ASQA concerning Job Training Institute Pty Ltd
- Information provided to ASQA's auditors and documentation reviewed during the site audit of Job Training Institute Pty Ltd conducted on 11 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
CHC33015	Certificate III in Individual Support	F2F/Workplace	83
BSB40215	Certificate IV in Business	Face to Face	0
BSB50215	Diploma of Business	Face to Face	0
BSB61015	Advanced Diploma of Leadership and Management	Face to Face	0
CHC43115	Certificate IV in Disability	F2F/Workplace	205
CHC50113	Diploma of Early Childhood Education and Care	F2F/Workplace	314
CHC52015	Diploma of Community Services	F2F/Workplace	62

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

Interviewees

Name	Position	Training products
Loice Njanja	CEO	All
Sunita Bagchi	Course Manager	All
Sameer Mathur	Compliance Consultant	N/A

About this Report

This report details findings against the *National Code of Practice for Providers of Education and Training to Overseas Students 2017* (National Code). 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

Action required by RTO

Job Training Institute Pty Ltd met all requirements for Standards included in the audit scope.