



VRQA2019-068
RTO 22597
Application Number: 16226
Ref: 13/00305

Mr Mohammed Abdul Naser
Chief Executive Officer
Building and Construction Training Australia Pty Ltd
Suite 35, 160 South Gippsland
DANDENONG VIC 3175

Dear Mr Naser

Re: Rectification Matters and Renewal of Registration: Granted

Thank you for your response regarding the rectification of non-compliance matters identified at the audit held on 11 and 12 December 2018.

The Victorian Registration and Qualifications Authority (VRQA) is now satisfied that your organisation, Building and Construction Training Australia Pty Ltd has taken the appropriate measures to meet the minimum requirements for compliance with the *Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing Registration* and the *VRQA Guidelines for VET Providers*.

I enclose a copy of the final audit report for your attention.

The VRQA is also satisfied that your organisation meets the financial viability and principal purpose requirements in compliance with the *Education and Training Reform Act 2006*. A copy of the Financial Viability Report dated 21 December 2018 is attached.

On 28 November 2018 I wrote to you in relation to your status as a fit and proper person who has high managerial agency in a registered training organisation (RTO). The VRQA notes your response that you were not at any time employed at a management level while working for Pioneer International College. The VRQA reminds you, as chief executive officer of an RTO, of your obligation to be a fit and proper person as required by the *Education and Training Reform Act 2006* and the AQTF Condition 1.

Given your satisfactory response, I have renewed the registration of Building and Construction Training Australia Pty Ltd for a period of five years to 31 May 2024.

If you have any further questions in relation to this application, please email qar@edumail.vic.gov.au.

Yours sincerely

Simon Smith
Manager, VET & Industry Engagement

19/3/2019



AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

Audit Date: 11/12 December 2018

RTO: Building and Construction Training Australia Pty Ltd

Applicant Details			
Applicant Name	Building and Construction Training Australia Pty Ltd	TOID	22597
Address	Suite 35, 160 South Gippsland Hwy, Dandenong South VIC 3175		
	Website	www.bcta.vic.edu.au	
Registration Contact	Mr Mohammed Abdul Naser		
Phone Number	(03) 8774 1681	Email	ceo@bcta.vic.edu.au
Audit Team			
Audit Firm	ShineWing Australia	Auditor/s	John Molenaar
Auditor/s		Other Attendees	Mohammad Kasif
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, 3.4
2016 VRQA Guidelines Audited			
	3.1, 3.2, 3.3, 3.4, 3.5	4.1, 4.2	
Audit Date/s			
RTO Background			
<p>Building and Construction Training Australia Pty Ltd delivers building and construction courses.</p> <p>The organisation registered as an RTO in June 2014 and has been operating for almost five years. The RTO has maintained a focus on the skills of its employees and maintains two building and construction qualifications on scope.</p> <p>The organisation's head office is in the Steritech Executive Suites Centre in Dandenong South and training is conducted at a number of Melbourne metropolitan and regional locations such as Forest Hill, Glen Waverley, Derrimut, Campbellfield, Broadmeadows and Lalor in rented facilities such as hotel conference rooms and public buildings.</p> <p>A small organisation, with one owner/CEO, supported by an Administration Officer/Data Management Officer and Administrative Assistant.</p> <p>Enrolments in 2017 included 146 enrolments in the Certificate IV in Building and Construction (Building). In 2018, 40 students were enrolled in the Certificate IV in Building and Construction (Building) and 138 in the Diploma of Building and Construction (Building). 2018 is the first year in which the Diploma qualification has been delivered.</p>			

Audit Date: 11/12 December 2018

RTO: Building and Construction Training Australia Pty Ltd

The RTO employs four sessional trainers/assessors who are well qualified and maintain links with the industry by continuing to work in the industry in some way.

The organisation has a well-developed management system to support its compliance regime, however a periodic review of the system to confirm its effectiveness has not been implemented (Standard 3.2).

The audit identified a number of non-compliances which can be readily addressed. The biggest issue relates to the maintenance of assessment evidence. A model of learning/formative assessment/further training/formative assessment and summative assessment has been implemented.

Building and Construction Training Australia has developed thorough and accurate assessment mapping documents that identify where all the unit content is assessed within the assessment tasks, providing confidence that students have been adequately assessed through the combination of formative and summative assessment.

The formative assessments are completed in a workbook and evidence is not retained on student files. Assessment evidence retained on file for a number of units, does not confirm that students have been adequately assessed to meet the requirements of the relevant qualification. The summative assessment evidence maintained on student files does not provide sufficient evidence of unit assessment requirements. The formative assessments provide sufficient evidence, but this evidence is not retained.

Qualifications/Units Audited¹		
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE		
TGA Code	Qualification/Unit of Competence/Accredited Course (as per TGA)	Delivery Site
CPC40110	Certificate IV in Building and Construction (Building) Units: CPCBC4008B Conduct on-site supervision of building and construction projects CPCBC4003A Select and prepare a construction contract CPCBC4011B Apply structural principles to commercial low rise constructions	Suite 35, 160 South Gippsland Hwy, Dandenong South VIC 3175
CPC50210	Diploma of Building and Construction (Building) Units: CPCBC4001A Apply building codes and standards to the construction process for low rise building projects CPCBC5010B Manage construction work CPCBC5018A Apply structural principles to the construction of medium rise buildings	Suite 35, 160 South Gippsland Hwy, Dandenong South VIC 3175

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



RTO: Building and Construction Training Australia Pty Ltd
Lead Auditor: John Molenaar
Type of Audit: Re-registration

Audit Date: 11/12 December 2018
Site: Suite 35, 160 South Gippsland
Hwy, Dandenong South VIC 3175

VRQA Guidelines

Guideline	Compliant	Non-compliant	Not audited
1 Governance, Financial viability and Management systems			
1.1- Strategic Plan and Business Plan			X
1.2 - Financial Viability			X
1.3 - Management Systems			X
1.4 - Governance			X
2 Transparency and oversight of third parties			
2.1 - Third party agreement			X
2.2 - Co-operation with VRQA			X
2.3 - Notifying VRQA of Third party agreements			X
2.4 - Information - Disclosure of third party services			X
2.5 - Pre-enrolment materials - Disclosure of third party services			X
2.6 - Changes to third party services			X
2.7 - Complaints - Third party services			X
2.8 - Appeals - Third party services			X
3 Trainer and assessor qualification (including individuals working under the supervision of a trainer)			
3.1 - Vocational & Industry skill requirements			✓
3.2 - Training and Assessment (TAE) skill requirements			✓
3.3 - Assessment only skill requirements			X
3.4 - Supervision arrangement requirements			X
3.5 - Trainer under supervision skill requirements			X
4 Delivery of training and assessment services			
4.1 - Training and assessment practices		✓	
4.2 - Amount of training		✓	
4.3 - TAE - Independent validation of assessment system, tools, processes and outcomes			X
4.4 - TAE - Trainer and Assessor skills (1 January 2016 to 31 December 2016)			X
4.5 - TAE - Trainer and Assessor skills (1 January 2017 onwards)			X
4.6 - TAE - Trainer under supervision requirements			X
4.7 - TAE - Registration requirements			X
5 Annual Declaration of Compliance			
5.1 - Annual Declaration of Compliance			X
Opportunities for Improvement			
<p>RTO Response: (Record any feedback received from the RTO at the closing meeting)</p>			