



Department of Education and Early Childhood Development

Higher Education and Skills Group

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Mr John MacDonald
CEO
Trade Institute of Victoria P/L
PO Box 3158
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Dear Mr MacDonald

2014 VICTORIA TRAINING GUARANTEE CONTRACT COMPLIANCE AUDIT PROGRAM – BUSINESS PROCESS AUDIT (BPA)

I am writing in regard to the *Victorian Training Guarantee* Contract Compliance Audit report dated 24 July 2014 for the recently conducted Business Process Audit (BPA). This audit consisted of an examination of business processes that occurred during 2014 to assess your organisation's compliance with the 2014 VET Funding Contract.

The report provided to the Department of Education and Early Childhood Development (the Department) by Protiviti did not identify any control weaknesses or areas for improvement in the BPA.

This concludes the audit activity of your organisation in the current contract compliance audit program. However, the Department will continue to monitor your organisation's performance against the contract, which may involve further audit activity at any time.

I trust that you found the audit process helpful for continuous improvement within your organisation. You will shortly receive a message from the Department via the SVTS containing a link to the Victorian Training Guarantee Contract Compliance Audit Program Satisfaction Survey which you are encouraged to complete. The survey is an opportunity to provide feedback regarding all aspects of the audit process, and importantly assists the Department in the continuous improvement of its audit program.

Yours sincerely

Peter Graham
Director
Funding and Quality Assurance Services

Dated: 25 August / 2014