



# REPORT

## **Audit report: Trade Institute of Victoria Pty. Ltd.**

RTO number:	21920
CRICOS number:	NA
Date/s of site visit:	N/A
Date report created:	12/04/2021

## Provider details

Provider's legal name:	Trade Institute of Victoria Pty. Ltd.
Trading name/s:	TIV AUSTRALIA TIV VICTORIA
RTO number:	21920
CRICOS number:	NA

## Audit team

Lead auditor:	Linda Inglis
Auditor/s:	N/A

## Audit details

Application number/s:	INTCRI0000903
Audit number/s:	AUDREC0011155
Audit reason/s:	Application - Initial
Date of closing meeting/discussion:	18/03/2021
Provider's contact for audit:	John Damien Macdonald Chief Executive Officer john@tiv.vic.edu.au 0393999511
Address/es of site/s visited (if applicable):	N/A

## Summary of audit findings

### Audit finding: Compliant

Report completed by: Linda Inglis

Practice	Standards for RTOs	National Code	Finding
Training and Assessment	1.1, 1.2, 1.3, 1.5, 1.6, 1.8, 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.20	11.1, 11.2, 8.18, 8.19, 8.20	Compliant
Marketing/Recruitment Practices	4.1	1.1, 1.2, 1.3, 1.4	Compliant
Enrolment	5.1, 5.2, 5.3, 7.3	2.2, 2.1, 3.1, 3.3, 8.5, 3.4	Compliant
Support and Progression	1.7	6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.9, 8.4, 8.9	Compliant
Completion	3.1		Compliant
Regulatory Compliance / Governance	2.3, 2.4, 8.2, 7.1, 7.2, 8.1	4.1, 4.2, 4.3	Compliant

\*Indicates a non-compliant clause

## Background

### Summary of provider and management structure:

- Trade Institute of Victoria Pty Ltd was initially registered in 2007 and its current registration expires on 30 June 2025. . The company is fully owned by Ms Jing Lin.
- The Managing Director of the RTO is the owner, Ms Lin.
- The CEO, Mr John Macdonald, reports to Ms Lin and is responsible for overall management. Mr Macdonald is supported by the Manager Training and Development, Peter Giannopolous, a Compliance and Continuous Improvement Manager, Narelle Weeks, a Business Development Manager, Rifat Keceli and a bookkeeper.
- The Manager Training and Development is responsible for three administration officers, four (4) course advisors, a student support officer, a marketing officer and the trainers.

### Scope of provider's registration:

- CPC30111 and CPC33020 Certificate III in Bricklaying/Blocklaying
- CPC30211 and CPC30220 Certificate III in Carpentry
- CPC40110 and CPC40120 Certificate IV in Building and Construction (Building)
- CPC40308 Certificate IV in Building and Construction (Estimating)
- CPC40320 Certificate IV in Building Project Support
- CPC40508 Certificate IV in Building and Construction (Site Management)
- CPC50210 and CPC50220 Diploma of Building and Construction (Building)

### Suburb and state of all delivery sites:

- Williamstown North, Victoria
- West Footscray, Victoria
- Doncaster, Victoria
- Doncaster East, Victoria
- Attwood, Victoria
- Tullamarine, Victoria
- Bendigo, Victoria
- Dandenong, Victoria

### Suburb and state of proposed CRICOS deliver sites:

- Williamstown North, Victoria
- West Footscray, Victoria

### Third party usage:

- The organisation out-sources marketing and recruitment. Agreements have been provided with:
  - JR Training
  - Yo Yo Australia Pty Ltd
- The organisation does not out-source training and assessment services.

### Core clients/target groups:

- The organisation is currently delivering to domestic job seekers and workers seeking to gain trade qualifications and management qualifications in the area of construction. The organisation is applying to deliver to overseas students.

#### Training Revenue (Funded or fee for service):

- The organisation currently receives government funding through the Victorian Skills First program and also delivers fee for service courses.

#### Total number of current enrolments in the provider as at 18/03/2021:

- 1140

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

- information provided directly by Trade Institute of Victoria Pty. Ltd. to ASQA
- existing information and records held by ASQA concerning Trade Institute of Victoria Pty. Ltd.
- information provided to ASQA's auditors and documentation reviewed during the telephone discussions with representatives of Trade Institute of Victoria Pty. Ltd. conducted on 18/03/2021
- other publicly available information - including but not limited to, information published on the provider's and third-party websites.

### Training products sampled

Training Products	Mode/s of delivery / assessment*	Current enrolments
CPC30111 Certificate III in Bricklaying/Blocklaying	Apprenticeships, face to face	5
CPC30211 Certificate III in Carpentry	Apprenticeships, face to face	318
CPC40110 Certificate IV in Building and Construction (Building)	Face to face	496

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

### Interviewees

Name	Position	Training products
Mr John Macdonal	CEO	N/A
Mr Peter Giannopolous	Training and Development Manager	All training products sampled
Ms Narelle Weeks	Compliance and Continuous Improvement Manager	N/A
Mr Rifat Keceli	Business Development Manager	N/A

### About this Report

This report details findings against the *Standards for Registered Training Organisations (RTOs) 2015* (Standards for RTOs) and/or the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code). If non-compliance has been identified, this report describes evidence of the non-compliance.

## Areas of non-compliance and action required

N/A