



Department of Education and Training

Higher Education and Skills

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TOID 21920

Mr. John Damien Macdonald
Chief Executive Officer
Trade Institute of Victoria Pty. Ltd.
PO Box 3158
NEWPORT VIC 3015

Dear Mr. Macdonald

2021 SKILLS FIRST AUDIT AND ASSURANCE PROGRAM – OUTCOME OF EVIDENCE OF PARTICIPATION AUDIT

I write regarding the *Skills First* Audit and Assurance Report (the Report) issued 11 March 2022, for the Evidence of Participation (EOP) audit conducted by EY (the Auditor) from 14 February 2022.

The EOP audit examined whether sufficient and compliant EOP documentation and records that meet the requirements of the 2021 Standard VET Funding Contract were available to support the Funds claimed by Trade Institute of Victoria Pty. Ltd. (TIV).

Review of EOP Findings

The Report, provided by the Auditor to the Department of Education and Training (the Department), identified 15 exceptions in relation to the 2021 EOP. The reported non-compliances and the Department's moderated views, taking into your organisation's comments into consideration, are reflected in Appendix A to this letter.

Next Steps

I would like to take this opportunity to highlight the professional development workshops and information sessions that the Department conducts from time to time, as well as refer you to the suite of support documents available in the SVTS to further support your organisation's understanding of the Contract requirements.

Yours sincerely

Lance Snell
A/Director
Funding Assurance and Sector Engagement
30 March 2022

Appendix A – Summary of Findings

The 2021 EOP audit examined a statistically valid sample of 135 subjects from programs which commenced in 2021.

The Summary of Findings identified exceptions in 15 subject commencements which represents an error rate of 11.11%. The nature and number of non-compliances are summarised below in Table 1.

Table 1. Summary of the EOP non-compliance identified during the 2021 EOP audit

EOP Report Reference	EOP non-compliance identified	No. of subjects in which the non-compliance was identified
2.1	No valid first point of EOP provided in the first month for unit of competency more than one month	15 of 153 (11.11%)

The Department acknowledges your management comments outlining the reasons for the non-compliances. The Session Plans provided by TIV during the audit meets the requirement of the Contract. Hence, the Department accepts the Session Plans to support the clustered attendance roll and has deemed all instances compliant.

Notwithstanding to the outcome of the review, the Department encourages TIV to implement the proposed rectification action to prevent confusion or misinterpretation of the Contract.