

# AQTF Audit Report – Continuing Registration

clever • skilled • creative

FM-PMA-34A

TRIM No: 09/182321

Version 11.1 – 29 July 2011

Training and International Quality

## Academy of Fitness Business Pty Ltd – NTIS 32278

Organisation details			
Registration expiry	12/06/2015		
Principal address	21 Banksdale Drive, Middle Ridge, Toowoomba		
Audit venue	University of Southern Queensland Sports Centre, Baker Street, Toowoomba		
RTO contact	Rob Burr	Phone number	4631 1509
Operations	<ul style="list-style-type: none"> <li>• Core clients are fee for service.</li> <li>• Delivery is face to face.</li> <li>• The organisation does not plan to partner with other organisations.</li> <li>• The organisation does not have any government funding.</li> <li>• Completions in the past year are as follows: Certificate III in Fitness – 20 Certificate IV in Fitness - 12</li> <li>• Approximate no of current enrolments are as follows: Certificate III in Fitness – 12 Certificate IV in Fitness – 7</li> </ul>		
Audit team			
Lead auditor	Denise Middleton	Auditor/s	N/A
Phone	07 46 872 858	Adviser/s	N/A
E-mail	denise.MIDDLETON@deta.qld.gov.au	Observer/s	N/A
Audit details			
Reason/s for audit	Monitoring		
Audit date/s	23 August 2011	Audit number/s	322781316A
Standards audited	1.1, 1.2, 1.3, 1.4, 1.5, 2.2, 2.3, 3.2, 3.3		
Conditions audited	NIL		
Audit outcome on day of audit	Compliant <input checked="" type="checkbox"/>		Significant non-compliance <input type="checkbox"/>
	Minor non-compliance <input type="checkbox"/>		Critical non-compliance <input type="checkbox"/>
Focus of audit			
Code	Qualification / Course / Unit title	Regulated	Delivery venues
SRF30206	Certificate III in Fitness	<input type="checkbox"/>	Sports and Recreational Centre, Baker Street, Toowoomba
SRF40206	Certificate IV in Fitness	<input type="checkbox"/>	Sports and Recreational Centre, Baker Street, Toowoomba
Interviewee/s (incl. position)			

Rob Burr, Director

**Disclaimer:** The Department of Education and Training collects the information on this form as part of the audit of registered training organisations under the AQTF. Only authorised government officers or contracted personnel have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law, in accordance with the *Information Privacy Act 2009*.

### Standard 1: The RTO provides quality training and assessment across all of its operations

Elements	Examined
1.1 The RTO collects, analyses and acts on relevant data for continuous improvement of training and assessment.	<input checked="" type="checkbox"/>
1.2 Strategies for training and assessment meet the requirements of the relevant Training Package or accredited course and are developed in consultation with industry stakeholders.	<input checked="" type="checkbox"/>
1.3 Staff, facilities, equipment and training and assessment materials used by the RTO are consistent with the requirements of the Training Package or accredited course and the RTO's own training and assessment strategies.	<input checked="" type="checkbox"/>
1.4 Training and assessment is delivered by trainers and assessors who: <ul style="list-style-type: none"> <li>a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors</li> <li>b) have the relevant vocational competencies at least to the level being delivered or assessed, and</li> <li>c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and</li> <li>d) continue to develop their Vocational Education and Training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.</li> </ul>	<input checked="" type="checkbox"/>
1.5 Assessment, including Recognition of Prior Learning (RPL): <ul style="list-style-type: none"> <li>a) meets the requirements of the relevant Training Package or accredited course</li> <li>b) is conducted in accordance with the principles of assessment and the rules of evidence</li> <li>c) meets workplace and, where relevant, regulatory requirements</li> <li>d) is systematically validated.</li> </ul>	<input checked="" type="checkbox"/>

#### Audit findings

At time of audit:

Compliant

Not Compliant

#### Findings:

The organisation collects relevant data from learners, employers and stakeholders on a regular basis. This data is analysed using a spreadsheet and the outcomes of the data is used to continually improve training and assessment.

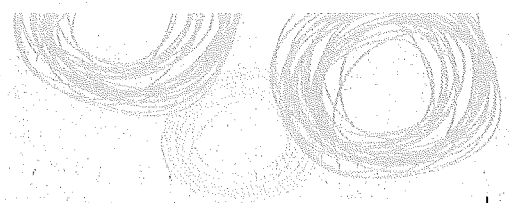
Training and assessment strategies have been developed for both qualifications. The training and assessment strategies comply with the requirements of the AQTF and contain information relating to delivery methods, competencies, facilities and pathways.

The organisation has access to a fully functional gym as well as the resources used by the nursing faculty attached to the University of Southern Queensland and the medical faculty resources of the University of Queensland. Students are taken on a field trip to the University of Queensland to insure that they have exposure to hands on anatomy equipment.

The trainer/assessor has been involved in the fitness industry in Australia and United Kingdom for the last ten years. The trainer and assessor provided evidence to demonstrate he holds all the appropriate training and assessment and vocational competencies and has current industry experience to operate a quality training organisation. The organisation has direct links to the Australian Institute of Sport.

Assessment instruments address the range statements, skills and knowledge, and critical aspects of the competencies. The assessment instruments include written and practical assessments. Benchmark criteria have also been developed for all competencies. The assessment instruments have been moderated with peak bodies within the fitness industry to ensure they





are fit for the purpose of training and assessing students in the fitness industry.

**Strengths**

- The organisation has direct access to a fully equipped gymnasium, facilities and resources of the USQ nursing faculty to train and access learners.

**Standard 2: The RTO adheres to principles of access and equity and maximises outcomes for its clients**

Elements	Examined
2.1 The RTO establishes the needs of clients, and delivers services to meet these needs.	<input type="checkbox"/>
2.2 The RTO continuously improves client services by collecting, analysing and acting on relevant data.	<input checked="" type="checkbox"/>
2.3 Before clients enrol or enter into an agreement, the RTO informs them about the training, assessment and support services to be provided, and about their rights and obligations.	<input checked="" type="checkbox"/>
2.4 Employers and other parties who contribute to each learner's training and assessment are engaged in the development, delivery and monitoring of training and assessment.	<input type="checkbox"/>
2.5 Learners receive training, assessment and support services that meet their individual needs.	<input type="checkbox"/>
2.6 Learners have timely access to current and accurate records of their participation and progress.	<input type="checkbox"/>
2.7 The RTO provides appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively.	<input type="checkbox"/>

**Audit findings**

At time of audit:

- Compliant
- Not compliant

**Findings:**

The organisation collects feedback from stakeholders and clients. The feedback collected is analysed and the outcomes are used to assist the organisation to continuously improve services for its clients.

A student handbook contained sufficient information to inform students of the training, assessment and support services offered by the organisation. The handbook contained information on assessment procedures, qualifications, fees and charges, refunds, support, outcomes from the training and pathways.

**Standard 3: Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the RTO operates**

Elements	Examined
3.1 The RTO's management of its operations ensures clients receive the services detailed in their agreement with the RTO.	<input type="checkbox"/>
3.2 The RTO uses a systematic and continuous improvement approach to the management of operations.	<input checked="" type="checkbox"/>
3.3 The RTO monitors training and/or assessment services provided on its behalf to ensure that it complies with all aspects of the AQTF Essential Conditions and Standards for Continuing Registration.	<input checked="" type="checkbox"/>
3.4 The RTO manages records to ensure their accuracy and integrity.	<input type="checkbox"/>

**Audit findings**

At time of audit:

- Compliant
- Not Compliant

**Findings:**

The organisation is a one person operation but does hold meetings with stakeholders to ensure that the management practices of the organisation are improved to meet the needs of the clients. The organisation has updated its database to ensure the recording of management issues is continually improved.

The organisation does not plan to partner with any other organisation.

