



DESK AUDIT – RE-REGISTRATION

RTO DETAILS	
RTO Name	Williamstown Community Education Centre Inc
	TOID 4640
Address	14 Thompson Street, Williamstown 3016
	URL http://www.williamstown-spotswoodcc.org.au
Registration Contact	Ms Susan Tale
Phone Number	9397 6168
	Email education@wcec.com.au
OVER VIEW OF RTO	
Overview of Organisation	Williamstown Community Centre and Education Centre and Spotswood Community House provide a range of educational, cultural and recreational opportunities to the community.
Training Overview	The RTO provides courses in nonaccredited programs for personal development, introduction to computers as well as literacy and language programs
Student Numbers	
Other Relevant Information	
Audit Date	13 August 2010
EXECUTIVE SUMMARY OF AUDIT OUTCOMES	



**Victorian Registration &
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The RTO was compliant with all standards audited.



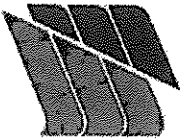
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FOCUS OF AUDIT	
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE	
NTIS Code	Qualification/Unit of Competence/Accredited Course (as per NTIS)
21498VIC	Certificate II in ESL (Access)
VBC468	Reading (Access II)
VBN469	Writing (Access II)
	Delivery Site
	Classroom
	Classroom
	Classroom

Administration

AUDIT TEAM	
Lead Auditor	Auditor
Sue Foster	
VRQA DETAILS	
Contact Person	Audit Manager
Sheree Maguire	Sheree Maguire
Phone Number	E-mail
03 9651 3239	maguire.sheree.i@edumail.vic.gov.au



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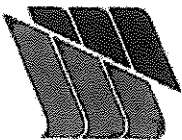
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Audit Requirement	Audit Findings	Recommendations	Compliance Status
1. Trainers and assessors are suitably qualified and have the appropriate vocational competencies	The RTO was compliant with element 1.4.		C
2. The RTO adheres to all training and assessment requirements of the Course	The RTO was compliant with element 1.2.		C
3. The RTO plans and implements appropriate learning and assessment strategies to meet the needs of its clients	The RTO was compliant with element 1.2.		C
4. The delivery hours for each qualification are satisfactory to ensure proper outcome as per the requirements of the course	The RTO was compliant with element 1.2.		C
5. The RTO is delivering currently endorsed courses and/or units	The RTO was compliant with element 1.2.		C



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<p>6. The RTO has a formal written agreement with all organisations that provide training and assessment on its behalf and that these agreements are satisfactory</p>	<p>Not audited</p>		<p>NA</p>
<p>7. The RTO continually assesses the quality of its training and assessment activities and is active in implementing improvements</p>	<p>The RTO was compliant with element 1.1, 2.1 and 3.1</p>		<p>C</p>
<p>8. Assessment</p> <ul style="list-style-type: none"> • meets the requirements of the relevant Training Package or accredited course • is conducted in accordance with the principles of assessment and the rules of evidence, and • meets workplace and, where 	<p>The RTO was compliant with element 1.5.</p>		<p>C</p>



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Audit Requirement	Audit Findings	Recommendations	Compliance Status
relevant, regulatory			
9. Clients are informed about the learning, assessment and support services to be provided and their rights and obligations prior to enrolment and/or entering into a contract with the RTO.	The RTO was compliant with element 2.2.		C
10. Certificates and statements of attainment comply with the requirements of the AQF.	The RTO was compliant with condition 6.		C