



VET Quality Framework audit report

Continuing registration as a national VET regulator (NVR) registered training organisation (RTO)

Legal name of organisation	Australian College of Environmental Studies Pty Ltd
Dates of audit	4 and 5 June 2012

ORGANISATION DETAILS			
RTO legal name	Australian College of Environmental Studies Pty Ltd	RTO ID number	21740
Registered business trading name	Australian College of Environmental Studies	ABN	850 7649 8621
Address	Suite 2, 25 to 29 Prospect Street, Box Hill, Victoria	Postcode	3128
Phone	1300 889 845; 041 731 0002	Fax	03 9898 3932
E-mail	info@aces.edu.au	Website	www.aces.edu.au
Registration contact	Name Ms Nicole Bijlsma-Netherway	Position	Owner and Executive Officer

AUDIT TEAM			
Lead auditor	Cheryl Leary	Technical adviser/s	N/A
Audit team members	N/A		N/A

ASQA CONTACT DETAILS			
Phone	1300 701801 (ASQA Info line)	E-mail	audits@asqa.gov.au

AUDIT DETAILS	
Audit type	<input checked="" type="checkbox"/> Renewal of registration <input type="checkbox"/> Extension to scope of registration <input type="checkbox"/> Compliance monitoring (incl. post-initial registration) <input type="checkbox"/> Other:
Scope of audit	<input checked="" type="checkbox"/> Standards for NVR Registered Training Organisations <input checked="" type="checkbox"/> Australian Qualifications Framework (AQF) <input checked="" type="checkbox"/> Data Provision Requirements <input type="checkbox"/> Fit and Proper Person Requirements <input type="checkbox"/> Financial Viability Risk Assessment Requirements
Dates of site visit	4 and 5 May 2012
Site visited	Suite 2, 25 to 29 Prospect Street, Box Hill, Victoria
Standards audited	Standards for NVR Registered Training Organisations 2011 – Essential Standards for Continuing Registration SNR15 to SNR25, except SNR22.1

ORGANISATION

The Registered Training Organisation (RTO) is a small owner-operated business with its Head Office and small training facility in Box Hill, Victoria. The college was first established in 1999 with the aim of educating people about health hazards in the built environment. It became an RTO in 2005, offering accredited courses the CEO had developed and had accredited in the areas of Building Biology and Feng Shui. The RTO has since revised the two courses, and they were reaccredited in 2011.

The CEO provides management and administration functions, and has designed and prepared the learning and assessment materials, and is also one of the three trainer/assessors. The other two other trainer/assessors are former graduates of the college, now engaged on a part-time basis. All trainer/assessors including the CEO work in the industry part-time. One of the trainer/assessors also provides administration functions and student support services 3 days per week. The organisation has a Business Plan for its operations. A related business is in the online sales of products related to Building Biology and Feng Shui.

The RTO's students are mainly mature-aged people wishing to return to study or change careers. As at May 2012, the RTO had 105 enrolled students in the qualifications that were the focus of the audit. These students were from Victoria (63), NSW (16) and Queensland (26). At the time of application for renewal, the RTO advised that it had issued 22 qualifications and 39 Statements of Attainment in 2011.

The RTO does not access government funding and does not accept fees in advance of enrolment. The training includes distance delivery – combined with a scheduled face-to-face training and assessment component in Box Hill at the RTO's premises, in the Gold Coast at the Southport Community Centre, and in Sydney at the Crows Nest Community Centre.

FOCUS OF AUDIT		
Code	Qualification / Accredited course name	Mode(s) of delivery &/or assessment
22140VIC	Certificate IV in Feng Shui	Blended – Distance with a face to face training and assessment component
22141VIC	Certificate IV in Building Biology	Blended – Distance with a face to face training and assessment component

INTERVIEWEES		
Staff (name and position)		
Name	Position	Program (qualification, course)
Nicole Bijlsma-Netherway	CEO/Manager/Trainer/Assessor	22140VIC, 22141VIC
Katina Benis	Trainer/Assessor/Student Support	22140VIC, 22141VIC


SUMMARY OF AUDIT OUTCOME

This audit was conducted under the *National Vocational Education and Training Regulator Act 2011* (the Act) to assess compliance with requirements of the VET Quality Framework as identified under the Scope of Audit section above.

AUDIT OUTCOME

Audit status as at 11 June 2012

- The organisation **has demonstrated compliance** with all compliance requirements reviewed for the audit.

Auditor's Name	Cheryl Leary	Signature		Date of Report	11 June 2012
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