



**Australian Government**  
**Australian Skills Quality Authority**

# REPORT

## **Audit report: Prioletti Consultants Pty Ltd**

Date/s of audit: 26 July 2018

Date report created: 26 July 2018



## Organisation details

Organisation's legal name:	Prioletti Consultants Pty Ltd
Trading name/s:	Catalyst Training
RTO number:	41525
CRICOS number:	N/A

## Audit team

Lead auditor:	Roslyn Braid
Assistant/s:	William Treglown

## Audit details

Application number/s:	N/A	
Audit number:	AUDREC0008339	
Audit reason	Post initial	
Address of site/s visited:	12 View Hill Rd, Balwyn North 3104	
Date/s of audit:	25/07/2018 - 26/07/2018	
Organisation's contact for audit:	Ms Josie Prioletti josie@prioletticonsultants.com.au	Chief Executive Officer (CEO) (03) 9038 9292

## Original finding at time of audit

### Audit finding: Minor non-compliance

Report completed by: Roslyn Braid

Practice	Standards for RTOs 2015	Finding
Marketing/ Recruitment	4.1	Compliant
Enrolment	5.1, 5.2, 5.3, 7.3	Compliant
Support and Progression	1.7	Compliant
Training and Assessment	1.1, 1.3, 1.8, 1.13 1.2, 1.14 -1.18, 1.20	Not compliant Compliant
Completion	3.1	Compliant
Regulatory Compliance / Governance	2.3, 2.4, 8.2	Not audited

## Background

Prioletti Consultants Pty Ltd was first registered in June 2016 to deliver VET accredited courses in Transition and Work Education within the disability sector. The RTO, at their initial audit, removed 22294VIC Course in Initial Adult Literacy and Numeracy and 22293VIC Certificate I in Initial Adult Literacy and Numeracy from their application; and, have since had them added without audit.

The management structure of the RTO is Josie Prioletti as the sole owner and CEO, there is a Training Manager, Office Manager, Administration and various trainers.

Scope of registration:

- The scope of registration includes VET accredited course in Adult Literacy and Numeracy, and Work and Transition Education.

Suburb and state of all delivery locations:

- The head office is located at 12 View Hill Road, Balwyn North and will move to 20 Manningham Road Lower Templestowe
- Delivery of courses is at various community houses.

Third party usage:

- The RTO does not use any third parties.

Core clients/target groups:

- The RTO delivers its training and assessment to students who have an intellectual disability.

Training Revenue (Funded or fee for service):

- All training is fee for service.

Total number of current enrolments as at audit date:

- 0.

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

- Information provided by students as part of a student survey or interview.
- Information provided directly by Prioletti Consultants Pty Ltd to ASQA
- Existing information and records held by ASQA concerning Prioletti Consultants Pty Ltd
- Information provided to ASQA's auditors and documentation reviewed during the site audit of Prioletti Consultants Pty Ltd conducted on 25 & 26 August 2018.
- Other publicly available information - including but not limited to, information published on the organisation's and third party websites.

## Audit Sample

Code	Training products	Mode/s of delivery / assessment*	Current enrolments
22294VIC	<i>Course in Initial Adult Literacy and Numeracy</i>	Face to face	0
22293VIC	<i>Certificate I in Initial Adult Literacy and Numeracy</i>	Face to face	0
22302VIC	<i>Certificate I in Work Education</i>	Face to face	0
22301VIC	<i>Certificate I in Transition Education</i>	Face to face	0

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

## Interviewees

Name	Position	Training products
Josie Prioletti	CEO	NA
Chris Kane	Training Manager	NA

## About this Report

This report details findings against the *Standards for Registered Training Organisations 2015* (Standards for RTOs 2015). If non-compliance has been identified, this report describes evidence of the non-compliance.

Where non-compliance has been identified, the Registered Training Organisation is accountable for identifying and correcting non-compliant practices and behaviours, particularly those that have had a negative impact on learners.

Correcting non-compliance may require:

- correcting a process or system that has led to the non-compliance, and implementing a revised process or system
- identifying the impact on learners and carrying out remedial action for current and past learners

## Action required by RTO

Prioletti Consultants Pty Ltd did not meet all requirements for Clauses 1.1, 1.8, 1.3 & 1.13.

*The RTO is required to provide evidence that demonstrates:*

Clauses 1.1 & 1.8

- It implements an assessment system that ensures, assessment complies with the assessment requirements of the relevant VET accredited course, and is conducted in accordance with the Principles of Assessment and the Rules of Evidence.

Clauses 1.3 & 1.13

- Only persons, who have, current industry skills directly relevant to the training and assessment being provided, and current knowledge and skills in vocational training and learning, deliver its training and assessment.

## Areas of non-compliance

### Training and Assessment

#### Training Delivery and Assessment

##### Standards for RTOs Clause 1.1

**Original Finding: Not compliant**

**Finding following additional evidence: Not yet determined**

The RTO's training and assessment strategies and practices, including the amount of training they provide, are consistent with the requirements of training packages and VET accredited courses and enable each learner to meet the requirements for each unit of competency or module in which they are enrolled.

The following was reviewed in relation to training and assessment:

- Training and assessment strategies for:
  - 22294VIC Course in Initial Adult Literacy and Numeracy
  - 22293VIC Certificate I in Initial Adult Literacy and Numeracy
- The RTO's training and assessment practices are not compliant with the requirements of Clause 1.1 of the Standards for RTOs 2015 as the RTO's training and assessment practices are not consistent with the requirements of the training product.

Evidence of non-compliant training and assessment practices includes:

- The RTO's assessment practices for 22294VIC Course in Initial Adult Literacy and Numeracy and 22293VIC Certificate I in Initial Adult Literacy and Numeracy are not consistent with the requirements of their accredited courses and the Principles of Assessment and Rule of Evidence. For further details, refer to Clause 1.8.

##### Standards for RTOs Clause 1.3

**Original Finding: Not compliant**

**Finding following additional evidence: Not yet determined**

The RTO has, for all of its scope of registration, and consistent with its training and assessment strategies, sufficient:

- a) trainers and assessors to deliver the training and assessment;
- b) educational and support services to meet the needs of the learner cohort/s undertaking the training and assessment;
- c) learning resources to enable learners to meet the requirements for each unit of competency, and which are accessible to the learner regardless of location or mode of delivery; and
- d) facilities, whether physical or virtual, and equipment to accommodate and support the number of learners undertaking the training and assessment.

- 22294VIC Course in Initial Adult Literacy and Numeracy
- 22293VIC Certificate I in Initial Adult Literacy and Numeracy
- 22302VIC Certificate I in Work Education
- 22301VIC Certificate I in Transition Education

The following was reviewed in relation to training and assessment:

- Trainer files.
  - Jane Barrett
  - Peter Elliot
  - Maree Costa

The RTO's training and assessment practices are not compliant with the requirements of Clause 1.3 of the Standards for RTOs 2015 as the RTO does not have persons who have, current industry skills directly relevant to the training and assessment being provided, and current knowledge and skills in vocational training and learning, deliver its training and assessment. For further details, refer to Clause 1.13.

**Standards for RTOs Clause 1.8**

**Original Finding: Not compliant**

**Finding following additional evidence: Not yet determined**

**The RTO implements an assessment system that ensures that assessment (including recognition of prior learning):**

- a) complies with the assessment requirements of the relevant training package or VET accredited course; and**
- b) is conducted in accordance with the Principles of Assessment contained in Table 1.8-1 and the Rules of Evidence contained in Table 1.8-2.**

Table 1.8.1 Principles of Assessment

Fairness	The individual learner's needs are considered in the assessment process. Where appropriate, reasonable adjustments are applied by the RTO to take into account the individual learner's needs. The RTO informs the learner about the assessment process, and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.
Flexibility	Assessment is flexible to the individual learner by: <ul style="list-style-type: none"> <li>• reflecting the learner's needs;</li> <li>• assessing competencies held by the learner no matter how or where they have been acquired; and</li> <li>• drawing from a range of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual.</li> </ul>
Validity	Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner. Validity requires: <ul style="list-style-type: none"> <li>• assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance;</li> <li>• assessment of knowledge and skills is integrated with their practical application;</li> <li>• assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations; and</li> <li>• judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements.</li> </ul>
Reliability	Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment.

Table 1.8.2 Rules of Evidence

Validity	The assessor is assured that the learner has the skills, knowledge and attributes as described in the module or unit of competency and associated assessment requirements.
Sufficiency	The assessor is assured that the quality, quantity and relevance of the assessment evidence enables a judgement to be made of a learner's competency.
Authenticity	The assessor is assured that the evidence presented for assessment is the learner's own work.
Currency	The assessor is assured that the assessment evidence demonstrates current competency. This requires the assessment evidence to be from the present or the very recent past.

### **22294VIC Course in Initial Adult Literacy and Numeracy**

*VU21728 Write simple words*

- Assessment task 1 – Written Tasks
- Assessment task 2 – Written Tasks.

### **22293VIC Certificate I in Initial Adult Literacy and Numeracy**

*VU21745 Count and use numbers from 1 to 100*

- Assessment task 1 – Written Tasks
- Assessment task 2 – Written Tasks.

*VU21743 Give and follow simple directions*

- Assessment task 1 – Written Tasks
- Assessment task 2 – Observation.

### **22302VIC Certificate I in Work Education**

*VU21774 Participate in practical placement with support*

- Assessment task 1 – Written Tasks – 7 tasks
- Assessment task 2 – Observation.

### **22301VIC Certificate I in Transition Education**

*VU21780 Participate in the community*

- Assessment task 1 – Written Tasks - 4 tasks
- Assessment task 2 – Observation.

The RTO's training and assessment practices are not compliant with the requirements of Clause 1.8 of the Standards for RTOs 2015 as training and assessment does not comply with the assessment requirements of the VET accredited courses; and, are not conducted in accordance with the Principles of Assessment; and, the Rules of Evidence.

Evidence of non-compliant training and assessment practices includes:

*VU21741 Write simple sentences*

*VU21745 Count and use numbers from 1 to 100*

*VU21743 Give and follow simple directions*

Fairness – The assessment tools do not provide clear information to the learner and assessor to inform them of the assessment process and conditions or provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.

*VU21741 Write simple sentences*

*VU21745 Count and use numbers from 1 to 100*

Reliability - The assessment tools do not contain sufficient performance benchmarks for each skill/behaviour to be demonstrated; therefore, it cannot be confirmed that all training package requirements will be met and that consistent judgements will be made across a range of learners and assessors.

## Trainer and assessor competency

### Standards for RTOs Clause 1.13

**Original Finding: *Not compliant***

**Finding following additional evidence: *Not yet determined***

In addition to the requirements specified in Clause 1.14 and Clause 1.15, the RTO's training and assessment is delivered only by persons who have:

- a) vocational competencies at least to the level being delivered and assessed;
- b) current industry skills directly relevant to the training and assessment being provided; and
- c) current knowledge and skills in vocational training and learning that informs their training and assessment.

Industry experts may also be involved in the assessment judgement, working alongside the trainer and/or assessor to conduct the assessment.

- 22294VIC Course in Initial Adult Literacy and Numeracy
- 22293VIC Certificate I in Initial Adult Literacy and Numeracy
- 22302VIC Certificate I in Work Education
- 22301VIC Certificate I in Transition Education

The following was reviewed in relation to trainer and assessor competency:

- Trainer files for the following:
  - Jane Barrett
  - Zya Kane
  - Donna Wagon
  - Peter Elliot
  - Maree Costa

The RTO's trainer and assessor competency practices are not compliant with the requirements of Clause 1.13 of the Standards for RTOs 2015 as the RTO did not demonstrate that only persons, who have, current industry skills directly relevant to the training and assessment being provided, and current knowledge and skills in vocational training and learning, deliver its training and assessment.

Evidence of non-compliant trainer and assessor competency practices includes:

For example, but not limited to:

- The RTO did not demonstrate that Jane Barrett, Peter Elliot and Maree Costa did not have current industry skills directly relevant to the training and assessment being conducted.
- The RTO did not demonstrate that Jane Barrett and Maree Costa have current knowledge and skills directly relevant to the training and assessment being conducted.