



VET Quality Framework audit report

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

Legal name of applicant	Petra Pty Ltd, Spica Pty Ltd and Sahris Pty Ltd
Date/s of audit	13 March 2012

APPLICANT DETAILS			
RTO legal name	Petra Enterprises Pty Ltd, Spica Nominees Pty Ltd and Sahrts Pty Ltd		RTO ID number 51769
Registered business trading name	Betterlink Business Consultancy and Training Services Group		ABN 83 445 180 507
Address	17, 133 Kewdale Road, Kewdale WA		Postcode 6105
Phone	08 9353 3089	Fax	08 9353 3081
E-mail	paul.morgan@betterlinkgroup.com.au	Website	www.betterlinkgroup.com.au
Registration contact	Name Mr Paul Morgan	Position	Director

AUDIT TEAM	
Lead auditor	Cherrie Hawke
Audit team members	Anne Maree Newbery

ASQA CONTACT DETAILS			
Phone	ASQA Info line - 1300 701 801	E-mail	complianceperth@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 type="checkbox"/> Australian Qualifications Framework (AQF) <input type="checkbox"/> Data Provision Requirements <input type="checkbox"/> Fit and Proper Person Requirements <input type="checkbox"/> Financial Viability Risk Assessment Requirements
Date/s of site visit/s	13 March 2012 - Site audit, 13 April 2012 - Desk audit
Site/s visited	Head office: 17, 133 Kewdale Road, Kewdale WA 6105
Standards audited	Essential Standards for Continuing Registration 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25

ORGANISATION
<ul style="list-style-type: none"> • Petra Enterprises Pty Ltd, Spica Nominees Pty Ltd and Sahrts Pty Ltd, together form the legal entity that is the NVR Registered Training Organisation. The entity is a business partnership between three private companies that are trustees for three family trusts. Petra Enterprises and Spica Nominees each have 40% of the partnership and Sahrts has the remaining 20%. One director from each company is active in the RTO, and the three directors act as equal partners in RTO decision making which occurs by consensus. • Petra Enterprises Pty Ltd has two directors, Mr Paul Morgan and Ms Natalie Morgan. Mr Paul Morgan is the Chief Executive Officer of the RTO as well as a trainer and assessor. Ms Natalie Morgan has no role in or influence over the RTO. • Spica Nominees Pty Ltd has three directors, Ms Lesley West, Mr Richard West and Ms Claire West. Ms Lesley West is Director of Organisation Consulting for the RTO as well as a trainer and assessor. The other two directors have no role in or influence over the RTO. • Sahrts Pty Ltd has one director, Ms Rebecca Herbertson, and two shareholders, Ms Rebecca Herbertson and Mr Stewart Herbertson. Ms Rebecca Herbertson is Director of Training and Compliance for the RTO as well as a trainer and assessor. • The RTO provides both consulting services and training services through its three permanent staff – the directors – with additional casual trainers employed as needed. The RTO also has a contract bookkeeper who reports to the CEO. • The RTO has issued 49 qualifications in the past year and 347 Statements of Attainment. There are 35 current enrolments in Queensland (5), New South Wales (3), the Northern Territory (2) and Western Australia (25). • Sources of revenue for the RTO include User Choice Traineeship funding, National Job Services Australia funding for Job Futures, Indigenous Employment Panel funding for Indigenous learners and Enterprise Based Productivity Places Program funding for existing workers. Only six students have paid their own fees in the past five years of operation. • Fees are charged per unit and students are invoiced once they have enrolled. The RTO invoices \$1000 at a time in accordance with Option 3 for protecting student fees. • No training or assessment is delivered through a partnership with another organisation.

FOCUS OF AUDIT		
Code	Qualification / Accredited course name	Mode(s) of delivery &/or assessment
30692QLD	Course in Alcohol and Other Drugs in the Workplace	Face-to-face sessions in the workplace
BSB40807	Certificate IV in Frontline Management	Blended face-to-face and workplace
BSB51107	Diploma of Management	Assisted recognition process
CHC42008	Certificate IV in Employment Services	Blended face-to-face and workplace
CHC42108	Certificate IV in Career Development	Blended face-to-face and workplace

INTERVIEWEES		
Staff (name and position)		
Name	Position	Program (qualification, course, etc)
Paul Morgan	Chief Executive Officer	BSB40807, BSB51107, CHC42008, CHC42108
Lesley West	Director of Organisation Consulting	30692QLD, BSB40807, BSB51107, CHC42008, CHC42108
Rebecca Herbertson	Director of Training and Compliance	30692QLD, CHC42008, CHC42108


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 RECTIFICATION

Audit status as at 13 April 2012 following additional evidence received

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

Auditor's Name	Cherrie Hawke	Signature		Date of Report	13 April 2012
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AUDIT SUMMARY OF VET QUALITY FRAMEWORK REQUIREMENTS

VET QUALITY FRAMEWORK COMPONENT		STATUS*
Financial Viability Risk Assessment Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
Fit and Proper Person Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
Data Provision Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
Australian Qualifications Framework (AQF) Requirements		<input type="checkbox"/> C <input type="checkbox"/> NC <input checked="" type="checkbox"/> NA
Standards for NVR Registered Training Organisations 2011 – Essential Standards for Continuing Registration		
15	The NVR registered training organisation provides quality training and assessment across all of its operations	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
16	The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
17	Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
18	The NVR registered training organisation has governance arrangements in place	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
19	Interactions with the National VET Regulator	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
20	Compliance with legislation	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
21	Insurance	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
22	Financial management	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
23	Certification, issuing and recognition of qualifications and statements of attainment	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
24	Accuracy and integrity of marketing	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
25	Transition to training packages/expiry of VET accredited courses	<input checked="" type="checkbox"/> C <input type="checkbox"/> NC <input type="checkbox"/> NA
*STATUS: Status of audit findings when audit was conducted C = Compliant NC = Not Compliant NA = Not audited		

Audit conclusion

Petra Enterprises Pty Ltd, Spica Nominees Pty Ltd and Sahrts Pty Ltd were found compliant against the NVR Standards for Continuing Registration audited.