



Voc Ed Learning Group

A carbon neutral organisation

Guidelines for Conducting an Internal Audit (AQTF 2010)

For Queensland schools only — August to October 2010

Message from the Director – Michelle Weaver

The latest version of the Australian Quality Training Framework (AQTF 2010) will quickly be upon us and, as a school operating as a registered training organisation (RTO), you will need to comply with the new *Essential Conditions and Standards for Continuing Registration*.

As in AQTF 2007, there is a strong emphasis on continuous improvement (Standards 1.1, 2.1 and 3.1). To demonstrate continuous improvement, it is recommended by the Queensland Studies Authority that “all aspects of the school’s operation as an RTO be reviewed at least once each year through an internal audit process” (QSA Australian Quality Training Framework Manual).

An internal audit gives you the chance to analyse your policies and procedures and demonstrate how you make improvements to your RTO’s operations. Come external audit time, one of the most comprehensive ways to demonstrate your continuous improvement process is by producing your completed internal audit report.

Here at VELG, we have been helping Queensland schools conduct their internal audits since 2003. We have developed easy-to-follow guidelines on how to successfully manage the internal audit process against the AQTF Standards. Our custom-designed templates and checklists will help you plan, prepare and conduct an internal audit – and we would like to share them with you!

Like all VELG professional development programs, you can be assured that this workshop will deliver high quality training and resources/templates you can customise for your school and implement straight away.

I look forward to seeing you at this ‘must attend’ workshop for Queensland school VET coordinators.

About the trainers



Michelle Weaver

A former Queensland VET teacher, Michelle is now a passionate VET trainer. For the past seven years she has been assisting RTOs through her own brand of professional development programs and consulting services.

Michelle is a specialist VET quality management consultant in the area of AQTF. She was the winner of the 2009 Telstra Young Queensland Business Woman of the Year and is a finalist in the 2010 Ernst & Young Entrepreneur of the Year.



Leonie Davis

Leonie has been providing a highly reputable consulting service to Queensland schools on AQTF compliance, external audit preparation as well as internal reviews/audits through VELG for the past six years.

To date, she has conducted more than 300 audit services and is booked up well into 2011.

Before joining VELG, Leonie worked for the Queensland Department of Education.

Registration is online only

www.velg.com.au

Content

- AQTF 2010 vs AQTF 2007
- AQTF 2010 – *Conditions of Registration*
- Internal auditing and its link to continuous improvement
- What is an internal audit?
- Guidelines to conduct an internal audit
- Who should/could be involved in an internal audit?
- What to do before an internal audit
- What materials should you gather to prepare for an internal audit?
- What evidence do I need to gather for each question on the internal audit checklist?
- Determining judgments against each of the questions in an internal audit report
- How to fill out the *Internal Audit Checklist Report* (involves role plays by presenters)
- How to complete a rectification table
- How to write strategies for 'opportunities for improvement' or 'non-compliance' findings
- If non-compliances have been identified, what do I need to do?
- What happens after the internal audit?

Snapshot of workshop resources:

All participants will receive a VELG Resource Folder and a *Statement of Attendance*. The following resources will be provided:

- PowerPoint slides
- Workbook - containing extensive notes and sources of information
- Workshop activities
- Additional resources, handouts and templates
- An electronic version of all resources will be sent via email post workshop
- A *Statement of Attendance* will be also be issued via email post workshop

Workshop details:

Structure	8.30 – 9.00	Registration	11.00 – 12.30	Session 2
	9.00 – 10.30	Session 1	12.30 – 1.15	Lunch
	10.30 – 11.00	Morning tea	1.15 – 3.00	Session 3
Time	Registration is open from 8.30 to 9.00 (tea & coffee provided) Workshop will run from 9.00 to 3.00 (morning tea & lunch provided)			
Dates	16 August 2010 SOLD OUT 8 September 2010 22 October 2010			
Venue	VELG Training Rooms, 1/52 Jeffcott Street, Wavell Heights, QLD 4012			
Cost	VELG Member - \$290 (includes GST) Non-Member - \$330 (includes GST)			
Registration Process	<ul style="list-style-type: none"> • Registration is online only via the VELG website – www.velg.com.au • Payment can be made by Electronic Funds Transfer, Visa or Mastercard. • A confirmation email will be sent to the email address you provide. A reminder notice will be sent seven days prior to the workshop. • Substitution of participants is acceptable without incurring additional costs – all substitution details must be received in writing by the Events Manager at least three working days prior to the date of the workshop via events@velg.com.au • Refunds will only be granted if notice of inability to attend is received and acknowledged by the Events Manager in writing (email is acceptable) at least five working days prior to the workshop date. • VELG has the right to cancel any workshop five or more working days prior to its intended date. 			