

Audit report – CRICOS

Commonwealth Register of Institutions and Courses for Overseas Students (Initial and continuing registration)

ORGANISATION DETAILS

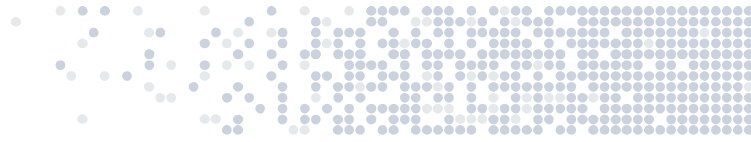
Organisation's legal name	Intech Institute of Technology Pty Ltd
Trading name/s	In Tech Institute of Technology, InTech Institute of Technology
RTO number (if applicable)	30100
CRICOS number (if applicable)	02035F

AUDIT TEAM

Lead auditor	Mrs Karen Noble
Assistant/s	n/a

AUDIT DETAILS

Application number/s	ADDCRI00023784; ADDCRI0002746; ADDCRI0002745	
Audit number/s	AUDREC0007262	
Audit reason 1	Change registration - new course	
Audit reason 2	n/a	
Audit reason 3	n/a	
Activity type	Site visit	
Address of site/s visited	21 Parkview Street, Milton QLD 4064	
Date/s of audit	26 & 27 April 2017	
Organisation's contact for audit	Mr Madanlall (Robin) Jagessar admin@intech.edu.au	Director 07 3844 7477
National Code – Part C Registration on CRICOS – sections reviewed	7.1, 7.2, 7.3, 8.1, 10.2	
National Code – Part D Standards for Registered Providers – standards audited	All Standards for Registered Providers 14.1, 14.2	



BACKGROUND

Summary of RTO organisation and management structure:

- The organisation is structured with Mr Madanlall (Robin) Jaggessar as its chief executive, with Ms Amitha (Amy) Jaggessar acting as Finance Director and Student Support liaison. They are supported by Ms Michelle Marsh as Compliance Manager, Ms Oriane Yondre in Student Support and Admissions services, administration and course assistants, and trainer/assessors for each industry area.

Scope of RTOs registration:

- The organisation has operated with a scope in Business, Automotive, Engineering and IT.
- The subject applications are in the Business; Child Care and Aged Care industries.

Suburb and state of all delivery sites:

- Although the organisation is registered for delivery throughout Australia, its primary place of business is at the Milton site.

Third party usage:

- The organisation does not hold third party agreements for delivery of training and assessment services. It has international agents for recruitment of international students and it has agreements which are monitored.
- The organisation is currently developing a partnership with TAFE Queensland and other organisations as part of the "Skilling India" project. This program will allow the partners to deliver internationally through web based platforms and access the skills and knowledge of a broader trainer/assessor set.
- The organisation has articulation arrangements with Griffith and University of Southern Queensland.

Core clients/target groups:

- For current qualifications the organisation's core clients are international students.
- The core clients for the qualifications on its applications will be domestic, existing workers looking to upskill or new entrants.

Training Revenue (Funded or fee for service):

- The organisation operates predominantly on a 'Fee for service' basis but holds Certificate III Guarantee funding for its Certificate III in Business which contributes less than 10% of its revenue.

CAPACITY

- **Capacity at each location as listed on PRISMS and current enrolments at each location:**

Delivery location (as titled on PRISMS)	Maximum capacity at location as listed on PRISMS	Current enrolments at location
21 Parkview Street, Milton, Qld	440	64



- Current maximum capacity (as listed on PRISMS): **440**
 - Total number of enrolments as at audit date:

International	64
Domestic	30
-
- Total number of domestic enrolments as at audit date **30**
(if applicable):
-

INTERVIEWEES

Name	Position
Ms Michelle Marsh	Compliance
Mr Madenlall (Robin) Jaggessar	CEO
Ms Amitha (Amy) Jaggessar	Finance Manager
Ms Oriane Yondre	Student support

ORIGINAL AUDIT FINDING AT TIME OF AUDIT

Audit finding as at 27/4/2017:

National Code Part C: **Requirements met**

National Code Part D: **Not Compliant**

- If non-compliance has been identified, this audit report describes evidence of the non-compliance.
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AUDIT FINDING FOLLOWING ANALYSIS OF RECTIFICATION EVIDENCE

Audit finding following analysis of additional evidence provided on 4/07/2017:

National Code Part C: **n/a**

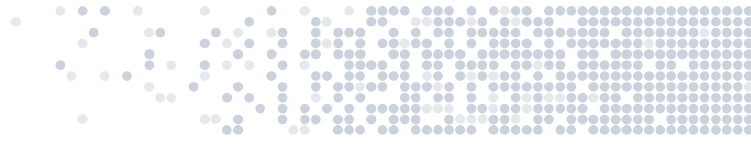
National Code Part D: **Compliant**

AUDIT FINDING BY REQUIREMENT

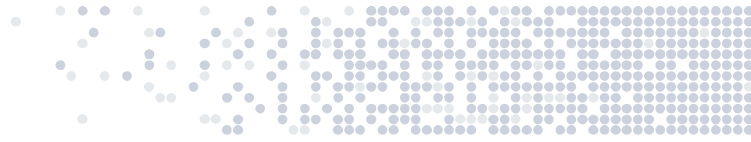
National Code Part C Registration on CRICOS

Section	Original finding	Finding following rectification
7.1	Requirements met	n/a
7.2	Not reviewed	n/a
7.3	Requirements met	n/a
8.1	Requirements met	n/a
10.2	Requirements met	n/a
12.1	Not reviewed	n/a

National Code Part D Standards for Registered Providers



1	Not audited	n/a
2	Not audited	n/a
3	Not audited	n/a
4	Not audited	n/a
5	Not audited	n/a
6	Not audited	n/a
7	Not audited	n/a
8	Not audited	n/a
9	Not audited	n/a
10	Not audited	n/a
11	Not audited	n/a
12	Not audited	n/a
13	Not audited	n/a
14	Not compliant	Compliant
15	Not audited	n/a



NATIONAL CODE OF PRACTICE FOR REGISTRATION AUTHORITIES AND PROVIDERS OF EDUCATION AND TRAINING TO OVERSEAS STUDENTS 2007

PART C REGISTRATION ON CRICOS

Course/s can only be approved for registration on the *Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)* where the course meets the following requirements:

SECTION 7 Course duration

7.1 The registration of a course on CRICOS must include the expected duration of the course. The registered duration cannot exceed the time required for completing the course on the basis of the normal amount of full-time study. Only courses which can be undertaken on a full-time basis can be registered on CRICOS. A course will not be registered on CRICOS unless it meets the relevant Australian Qualifications Framework requirements or those of any other appropriate quality or accreditation framework, if an appropriate framework exists.

Original finding: Requirements met

Following rectification: n/a

7.2 For English Language Intensive Courses for Overseas Students (ELICOS), a course duration range may be specified on CRICOS as the study duration will vary according to each student's learning goals which will be reflected in the expected duration of study specified on the student's Confirmation of Enrolment (CoE). ELICOS courses remain subject to the requirement in paragraph 7.1 that only full-time courses can be registered on CRICOS.

Original finding: Not reviewed

Following rectification: n/a

7.3 The designated authority must take into account the proposed course structure when determining the appropriate duration for registration on CRICOS (that is, the number of compulsory terms or semesters each academic year). The registered duration of the course must include approved holiday periods and any approved period of work-based training. When the course duration is not specified by the accrediting authority, the designated authority will determine the course duration based on a minimum of 20 scheduled course contact hours per week.

Original finding: Requirements met

Following rectification: n/a

SECTION 8 Work-based training

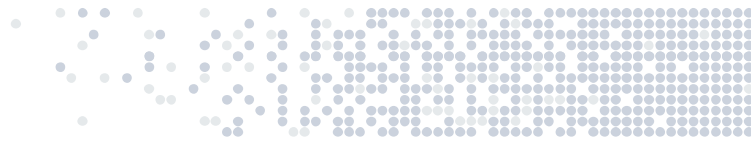
8.1 Work-based training must only be approved by a designated authority as part of a CRICOS-registered course where:

- it must be undertaken to gain the qualification, and
- the registered provider has appropriate arrangements for the supervision and assessment of overseas students in place.

Original finding: Requirements met

Following rectification: n/a

SECTION 10 Arrangements with other providers



10.2 The designated authority needs to be advised in writing of all providers to be involved in providing a registered course, the role played by each provider in the delivery of the course and the single provider recommended to be registered for the course. The designated authority will assess the provider's suitability for registration in light of its connection with and responsibility for the course.

Original finding: Requirements met

Following rectification: n/a

PART D STANDARDS FOR REGISTERED PROVIDERS

STANDARD 14 Staff capability, educational resources and premises

The staff of registered providers are suitably qualified or experienced in relation to the functions they perform for students. The educational resources of registered providers support the delivery of courses to students. The premises of registered providers, including the floor space available for each student, support students to achieve their course outcomes.

14.1 The registered provider must have and implement policies and procedures to ensure its staffing resources are adequate and have the capabilities as required by the quality assurance framework applying to the course. Where the course provided by the registered provider is not subject to an appropriate quality assurance framework, the registered provider must have and implement appropriate documented policies and processes for the recruitment, induction, performance assessment and ongoing development of members of staff involved with the recruitment or delivery of education or client services to students.

Original finding: Compliant

Following rectification: n/a

14.2 The registered provider must have adequate education resources, including facilities, equipment, learning and library resources and premises as required by the quality assurance framework applying to the course. Where the course provided by the registered provider is not subject to an appropriate quality assurance framework, the registered provider must ensure it has adequate education resources, including facilities, equipment, learning and library resources, and premises, including ownership or tenancy arrangements for the premises, as are needed to deliver the registered course to the students enrolled with the registered provider.

Original finding: Not compliant

Following rectification: Compliant

Reasons for finding of non-compliance:

- As non-compliances were identified within the Audit report (VET) with regards to clause 1.8 of the *Standards for RTOs 2015*, the RTO did not demonstrate it has adequate education resources as needed to deliver the registered course.

In order to become compliant, the organisation is required to:

- Refer to Audit report (VET).

Analysis of rectification evidence:

- Evidence provided addressed non-compliances within the Audit report (VET) with regard to clause 1.8 of the *Standards for RTOs 2015*, therefore the RTO has demonstrated it has adequate education resources to deliver the registered course.