



Australian Government

Australian Skills Quality Authority

REPORT

Audit report: Propel Education and Training Pty Ltd as The Trustee for Propel Education and Training Trust

Date/s of audit: 10-11 May 2017



Date report created: 15/03/2017

Organisation details

Organisation's legal name:	Propel Education and Training Pty Ltd as The Trustee for Propel Education and Training Trust
Trading name/s:	Propel Institute of Business; Propel Institute of Childcare; Elysian Institute of Beauty and Complementary Studies and Propel Education and Training
RTO number:	41209
CRICOS number:	n/a

Audit team

Lead auditor:	Ms Sonja Anders
Assistant/s:	n/a

Audit details

Application number/s:	n/a	
Audit number:	AUDREC0007263	
Audit reason	Post initial	
Address of site/s visited:	21 Torquay Street, Arundel Qld 4214	
Date/s of audit:	10/05/2017 – 11/05/2017	
Organisation's contact for audit:	Ms Rikkie-Lee Janin Rikkie-lee@propel.net.au	CEO/Director 0402419447 or 0458945108

Original finding at time of audit

Audit finding: Compliant

Report completed by: Ms Sonja Anders

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, 1.2, 1.3, 1.8, 1.13-1.18, 1.20 Clauses 1.17 – 1.20 Not audited	Compliant
Completion	3.1	Compliant
Regulatory Compliance / Governance	2.3, 2.4, 8.2	Compliant

Background

Summary of RTO organisation and management structure:

- The organisational structure consists of three Directors, Administration/Finance, Trainers and Assessors.
- Scope of RTOs registration:
 - BSB30115 Certificate III in Business

- BSB30415 Certificate III in Business Administration
- BSB50215 Diploma of Business
- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care
- FSK20113 Certificate II in Skills for Work and Vocational Pathways
- SHB20116 Certificate II in Retail Cosmetics
- SHB20216 Certificate II in Salon Assistant
- SHB30115 Certificate III in Beauty Services
- SHB30215 Certificate III in Make-Up
- SHB30315 Certificate III in Nail Technology
- SHB30416 Certificate III in Hairdressing
- SHB50115 Diploma of Beauty Therapy
- SHB50216 Diploma of Salon Management

Suburb and state of all delivery sites:

- All states.
- Face to face normally occurs at hired venues for example: the Upper Coomera Community Centre. Only one student has undertaken study interstate and this has been undertaken through the RPL process.
- Business qualifications have only a few students at the present time and face to face training occurs in the school, e.g. Lords.
- Beauty qualifications have only a few students at the present time and face to face training occurs in the school.

Third party usage:

- Currently there are two providers that are engaged to deliver the unit of competency *HLTAID004 Provide an emergency first aid response in an education and care setting*.
- At the end of the month Australia Wide First Aid's agreement will expire and a new agreement with Paradise First Aid will take over.
- This new agreement was signed on 3 May 2017.

Core clients/target groups:

- Childcare and business qualifications – School leavers; existing workers (RPL); mature aged; back to work
- Hairdressing and Beauty qualifications – School leavers; existing workers (RPL); mature aged; back to work

Training Revenue (Funded or fee for service):

- Childcare qualifications – VET Investment
- Business qualifications – Certificate III Business Administration under the VET Investment Plan (Certificate 3 Guarantee funding) only. The Certificate III Business and Diploma of Business are fee for service only at this time.
- Hairdressing and beauty qualifications – User choice

Total number of current enrolments in RTO as at audit date: 59

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 Propel Education and Training Pty Ltd as The Trustee for Propel Education and Training Trust to ASQA.
- Existing information and records held by ASQA concerning Propel Education and Training Pty Ltd as The Trustee for Propel Education and Training Trust.
- Information provided to ASQA's auditors and documentation reviewed during the site audit of Propel Education and Training Pty Ltd as The Trustee for Propel Education and Training Trust conducted on 10-11 May 2017.
- Other publically available information - including but not limited to, information published on the RTO's and third party websites.

Audit Sample

Code	Training products	Mode/s of delivery / assessment*	Current enrolments
CHC50113	Diploma of Early Childhood Education and Care	Blended	39
SHB20116	Certificate II in Retail Cosmetics	Blended	4
SHB30315	Certificate III in Nail Technology	Blended	2

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

Interviewees

Name	Position	Training products
Ms Rikkie-Lee Janin	CEO/Director	CHC50113 Diploma of Early Childhood Education and Care CHC30113 Certificate III in Early Childhood Education and Care
Ms Dee Thomas	Director	BSB30115 Certificate III in Business BSB30415 Certificate III in Business Administration BSB50215 Diploma of Business
Ms Susan Dodds	Administration	n/a
