Menzies Institute of Technology Registration Audit Information - Summary

Required under the 2014 VET Funding Contract (Victorian Training Guarantee) Part A Clause 1.2

Audit date:
31/8/2012

Qualifications audited:
AUR30405 – Certificate III in Automotive Mechanical Technology
BSB60407 – Advanced Diploma of Management
FDF30710 – Certificate III in Retail Baking (combined)
UEE50510 – Diploma of Electronics and Communications Engineering
UEE30910 – Certificate III in Electronics and Communications
HLT50507 – Diploma of Dental Technology

Audit Outcomes:
Standards for NVR Registered Training Organisations
Standard 15, Standard 23, Standard 24 to be rectified for non-compliance

Audit non-compliance identified:
Yes

Summary of significant and/or critical non-compliances and actions taken to rectify
Menzies Institute of Technology Pty Ltd had a Delivery and Assessment Strategy Outline (DASO) for the five qualifications sampled during audit. They had used a consistent template that aligned to the Delivery and Assessment Strategy Policy in all aspects except for:

Entry requirements, Total duration in hours
In the case of the following DASO sampled there were inaccuracies with:
AUR30405 Certificate III in Automotive Mechanical Technology; a core unit was noted as an elective unit and vice versa, AURE319166A in DASO should have been a “B” version of the unit and the unit AURE321171A left out the words “ignition engine” in the title.
BSB60407 Advanced Diploma of Management units had not been transitioned correctly, BSBINN601A should have been “B” version and BSBMGT608B should be a “C” version.
UEE50510 Diploma of Electronics and Communications Engineering qualification does not meet the points as indicated in the packaging rules.
- the selection of Group A units were correct and met the points requirements,
- the selection of Group B units totalled 1040 points where the maximum allowable was 900 points,
- the selection of Group C units was correct,
- the selection of Group D units had a total of 120 points and the minimum allowable was 580 points.
The packing rules stated a total of 1460 electives plus 140 points for core = total 1600 points. The DASO had a total of 1480 for elective units plus 140 core = 1620 points. This is above the designated number of points allowable in the packaging rules.
One unit BSBWOR502B Ensure team effectiveness was delivered in 20 hours less than nominal but there was no justification explaining why when all other units within the qualification were delivered in the nominal hours.

UEE50510 Diploma of Electronics and Communications Engineering
Two student files were sampled to review assessments completed. For the unit UEEENEEE038B Participate in the development and follow a personal competency development plan, three units were to be completed. The student files included only one completed assessment. No coversheets were provided to identify the assessments to be completed for the unit, the unit code and title, outcome of N/NYC, comments to the candidate or dates and signatures to provide assessor confirmation of competency.

A Quality Management Policy had been developed to identify marketing material requirements and to guide the development processes. The website information for international students included the use of
the NRT logo which was not in compliance with the organization’s Quality Management Policy and the Guidelines for the use of the NRT logo. Marketing brochures for individual courses, such as the Diploma of Dental Technology, did not identify entry requirements for the course.

Have non-compliances rectified:
Menzies Institute of Technology Pty Ltd was identified as COMPLIANT with requirement following review of rectification evidence.