



REPORT

Audit report: The Creche and Kindergarten Association Limited

RTO number:	5025
CRICOS number:	N/A
Date/s of audit:	4 December 2019
Date report created:	5 December 2019

Organisation details

Organisation's legal name:	The Creche and Kindergarten Association Limited
Trading name/s:	C&K College of Early Childhood
RTO number:	5025
CRICOS number:	N/A

Audit team

Lead auditor:	Pauline Bowtell
Auditor/s:	N/A

Audit details

Application number/s:	N/A
Audit number/s:	AUDREC0009976
Audit reason/s:	Compliance Monitoring
Address of site/s visited:	257 Gympie Road Kedron QLD 4031 Australia
Date/s of audit:	19 Dec 2019
Organisation's contact for audit:	Jane Bourne Chief Executive Officer j.bourne@candk.asn.au 0433392310

Original finding at time of audit

Audit finding: Compliant

Report completed by: Pauline Bowtell

Practice	Standards for RTOs	Finding
Marketing/Recruitment Practices	4.1	Compliant
Enrolment	5.1, 5.2	Compliant
Support and Progression	1.7	Compliant
Training and Assessment	1.1, 1.2, 1.3, 1.8, 1.13, 1.14, 1.16	Compliant
Completion	3.1	Compliant
Regulatory Compliance / Governance	2.3, 2.4, 8.2	Compliant

*Indicates a non-compliant clause

Background

Summary of organisation and management structure:

- The Creche and Kindergarten Association Limited is a not for profit organisation overseen by a board of eight members.
- The organisation is a provider of childcare and kindergarten throughout Queensland in addition to being a registered training organisation providing children's services qualifications.

Scope of organisation's registration:

- CHC30113 Certificate III in Early Childhood Education and Care
- CHC50113 Diploma of Early Childhood Education and Care
- PSPGEN036 Provide workplace coaching

Suburb and state of all delivery sites:

- Kedron – Head Office
- Throughout Queensland at C&K and non-C&K day-care centres

Third party usage:

- Institute for Urban Indigenous Health Ltd - Recruitment of prospective learners, Provision of educational or support services
- Deception Bay Community Youth Programs Assoc Inc - Recruitment of prospective learners, Provision of educational or support services
- MRAEL Limited - Recruitment of prospective learners, Provision of educational or support services
- Allens Training Pty Ltd – Delivery of training and/or assessment

Core clients/target groups:

- New entrants
- Existing works

Training Revenue (Funded or fee for service):

- Funding – User Choice, Certificate 3 Guarantee, Skilling Queenslanders for Work, Community Work Skills Program, Higher Level Skills
- Fee for service

Total number of current enrolments in the organisation as at audit date:

- 208

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 The Creche and Kindergarten Association Limited to ASQA.
- Existing information and records held by ASQA concerning The Creche and Kindergarten Association Limited.
- Information provided to ASQA's auditors and documentation reviewed during the site audit of The Creche and Kindergarten Association Limited conducted on 19 Dec 2019.
- Other publicly available information - including but not limited to, information published on the organisation's and third-party websites.

Audit Sample

Training Products	Mode/s of delivery/assessment*	Current enrolments
<i>CHC30113 Certificate III in Early Childhood Education and Care</i>	Online, face to face	133
<i>CHC50113 Diploma of Early Childhood Education and Care</i>	Online, face to face	75

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

Interviewees

Name	Position	Training products
Sue Walsh	Head of College	N/A
Amanda Reilly	Trainer and assessor	<i>CHC30113, CHC50113</i>
Jasmine Dyball	Trainer and assessor	<i>CHC30113, CHC50113</i>
Nicole Schutze	Student Administration	N/A
Megan Scarffe	Student Services Co-ordinator	N/A
Gail Martin	Casual Independent	N/A
Sarah Hunt	Trainer and assessor	<i>CHC30113, CHC50113</i>

About this Report

This report details findings against the *Standards for Registered Training Organisations (RTOs) 2015* (Standards for RTOs). If non-compliance has been identified, this report describes evidence of the non-compliance.

Where non-compliance has been identified, the Registered Training Organisation is accountable for identifying and correcting non-compliant practices and behaviours, particularly those that have had a negative impact on learners.

Correcting a non-compliance may require:

- correcting a process or system that has led to the non-compliance, and implementing a revised process or system
- identifying the impact on learners and carrying out remedial action for current and past learners