



Audit report – VET Quality Framework Standards for Registered Training Organisations 2015

ORGANISATION DETAILS

Organisation's legal name:	Dance factory Pty Ltd
Trading name/s:	Dance Factory
RTO number:	3746
CRICOS number:	0188F

AUDIT TEAM

Lead auditor:	F. Garai
Auditor/s:	N/A
Technical advisor/s:	N/A

AUDIT DETAILS

Application number/s:	1073307	
Audit number/s:	1007783	
Audit reason 1:	Application - renewal	
Audit reason 2:	n/a	
Audit reason 3:	n/a	
Activity type:	Site visit	
Address of site/s visited:	4-10 Yorkshire Street RICHMOND VIC 3121	
Date/s of audit:	10 to 11 June 2015	
Organisation's contact for audit:	Vicki Lee dancefac@netspace.net.au	CEO (03) 9429 9492
Clauses audited:	1.1 – 1.21, 1.26, 1.27, 2, 3, 4, 5, 6, 7.3, 8.2, & 8.6	



BACKGROUND

The registered provider has been operating for 25 years and commenced its first accredited course in 1985; the registered provider has always been a dance school, the RTO is a family run business.

RTO Management structure

The registered provider has a CEO and a management team that consists of a principal and student coordinator. The trainers and assessors are sessional trainer experts that work full time in the entertainment industry and provide sessional training & assessment services where they can. The RTO is CRICOS provider also.

Other strategic & operational groups that assist the RTO

The registered provider does not have any industry association memberships, the registered provider has utilised VET consultants to assist with the development of policies and procedures.

General description of RTO location & facilities

The registered provider has offices/training facilities at Yorkshire Street East Richmond

General description of training modes used by the RTO/organisation

The registered provider provides training using classroom based face to face delivery

RTO/Organisation scope of registration

The registered provider's scope of registration has qualifications/accredited courses/Units of Competency from the following industry training package:

- CUA10

The RTO is registered to deliver the following qualifications

- CUA20113 Certificate II in Dance (VCE VET in Schools program)
- CUA30113 Certificate III in Dance
- CUA30313 Certificate III in Assistant Dance Teaching
- CUA40113 Certificate IV in Dance
- CUA40313 Certificate IV in Dance Teaching and Management
- CUA50113 Diploma of Dance (Elite Performance)
- CUA50213 Diploma of Musical Theatre
- CUA50313 Diploma of Dance Teaching and Management

The registered provider only delivers training in Victoria

RTO/organisation current enrolment/s details

- CUA30113 Certificate III in Dance: 24 full time students, 13 VET VCE students
- CUA20113: Certificate II in Dance: 13 full time students, 13 VET VCE students
- CUA30313 Certificate III in Assistant Dance Teaching: 8 full time students
- CUA40113 Certificate IV in Dance: 23 full time students,

- CUA40313 Certificate IV in Dance Teaching and Management: 6 full time students
- CUA50213 Diploma of Musical Theatre: 1 full time student
- CUA50313 Diploma of Dance Teaching and Manage: 1 full time student

RTO/organisation fee or funding information

The registered provider offers its training and services both as a fee for service and government funded provider.

Total students enrolled at time of audit = 102 students

AUDIT SAMPLE

Code	Training products	Mode/s of delivery / assessment*	Current enrolments (If not yet on scope, record N/A)
CUA30113	Certificate III in Dance	Face to face	37
CUA30313	Certificate III in Assistant Dance Teaching	Face to face	8
CUA40113	Certificate IV in Dance	Face to face	23
CUA40313	Certificate IV in Dance Teaching and Management	Face to face & workplace	6
CUA50213	Diploma of Musical Theatre	Face to face	1
CUA50313	Diploma of Dance Teaching and Management	Face to face & workplace	1

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

INTERVIEWEES

Name	Position	Training products
Vicki Lee	CEO	ALL
Fran Neumann	Student Co-ordinator	ALL
Mark Laguerre	Artistic Director	ALL

ORIGINAL FINDING AT TIME OF AUDIT

Audit finding as at 11 June 2015: Critical non-compliance

- The level of non-compliance considers the potential for an adverse impact on the quality of training and assessment outcomes for students.
- If non-compliance has been identified, this audit report describes evidence of the non-compliance.
- Refer to notification of non-compliance for information on providing further evidence of compliance.

AUDIT FINDING FOLLOWING ANALYSIS OF RECTIFICATION EVIDENCE

Audit finding following analysis of additional evidence provided on 3 August 2015: Compliant

AUDIT FINDING BY STANDARD

Standard	Original finding	Finding following rectification
Standard 1	Not compliant	Compliant
Standard 2	Not compliant	Compliant
Standard 3	Not compliant	Compliant
Standard 4	Not compliant	Compliant
Standard 5	Not compliant	Compliant
Standard 6	Not compliant	Compliant
Standard 7	Not compliant	Compliant
Standard 8	Not audited	n/a

ABOUT THIS REPORT

This report details findings against the *Standards for Registered Training Organisations 2015*.

The evidence guidance included against each clause is designed to guide the auditor and RTO on the requirements of the clause. The evidence guidance is not designed to limit the audit findings and there may be other factors an auditor takes into consideration when determining whether compliance has been demonstrated.

Where evidence of non-compliance is identified, the '*Reasons for finding of non-compliance*' section of the report will document the issues that were considered in the formulation of a finding of non-compliance.
