

## Summary of Registration Audit Report

**RTO Name:** NECA Education and Careers Ltd      **RTO Code:** 21098  
**Audit date:** 3-7 May, 2021

**Qualifications audited:**

- UEE30811 – Certificate III in Electrotechnology Electrician
- BSB41515 – Certificate IV in Project Management Practice

**Audit outcomes:**

- Audit non-compliance identified:                      Yes
- Compliance achieved after rectification:              Yes
- Summary of significant and/or critical non-compliances and actions taken to rectify:

AQTF Condition (CF) / AQTF Standard (SF) / VRQA Guideline (GF)	Summary of identified Non- Compliance	Rectification made
CF.6	USI Privacy statement not up to date on enrolment documentation.	Updated privacy statement in all enrolment documentation.
CF.9	Documented policy and procedure for transitioning students to new qualification required improvement.	Details of processes in place to manage the transition from superseded Training Packages has been updated.
SF.1.4	Trainers required to undertake further professional development activities to develop their Vocational Education and Training (VET) knowledge and skills.	Professional development session has occurred and further sessions have been scheduled.
GF4.1 SF 1.5	Assessment materials reviewed required improvement to ensure all aspects of the Principles of Assessment and Rules of Evidence.	Assessment materials were updated to ensure they addressed the requirements of the Training Package, Principles of Assessment and Rules of Evidence.

NECA Education and Careers Ltd achieved re-registration as a RTO on the 24<sup>th</sup> July 2021.