# REPORT

# Audit report: Recognition First Pty Ltd

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|---|---|
| RTO number: | 91429 |
| CRICOS number: | N/A |
| Date/s of audit: | 18 Feb 2020 - 18 Feb 2020 |
| Date report created: | 21 Feb 2020 |

## Organisation details

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|---|---|
| Organisation's legal name: | Recognition First Pty Ltd |
| Trading name/s: | Australian Early Childhood College<br>Recognition First<br>Australian Early Childcare College<br>Australian Early Childhood Education and Care College |
| RTO number: | 91429 |
| CRICOS number: | N/A |

## Audit team

| | |
|---|---|
| Lead auditor: | Dijana Dordevic |
| Auditor/s: | N/A |

## Audit details

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|---|---|
| Application number/s: | N/A |
| Audit number/s: | AUDREC0010178 |
| Audit reason/s: | Compliance Monitoring |
| Address of site/s visited: | 64 Victoria Street<br>Goulburn NSW 2580<br>Australia |
| Date/s of audit: | 18 Feb 2020 - 18 Feb 2020 |
| Organisation's contact for audit: | Janis Green<br>Director<br>jgreen@rec1.edu.au<br>0248227109 |

## Original finding at time of audit

**Audit finding: Compliant**
**Report completed by:** Dijana Dordevic

| Practice | Standards for RTOs | Finding |
|---|---|---|
| Training and Assessment | 1.1, 1.2, 1.3, 1.8, 1.13, 1.14, 1.15, 1.16, 1.17, 1.18, 1.20 | Compliant |
| Marketing/Recruitment Practices | 4.1 | Compliant |
| Enrolment | 5.1, 5.2, 5.3, 7.3 | Compliant |
| Support and Progression | 1.7 | Compliant |
| Completion | 3.1 | Compliant |

| Regulatory Compliance / Governance | 2.3 | Compliant |
|---|---|---|

*Indicates a non-compliant clause

## Background

Summary of organisation and management structure:

- The organisation was first registered on 26 August 2008, and the RTO registration expires on 1 December 2025.
- The organisation is a privately owned company delivering training and assessment in Children services qualifications to the early childhood industry.

Scope of organisation's registration includes:

- *CHC30113 Certificate III in Early Childhood Education and Care*
- *CHC50113 Diploma of Early Childhood Education and Care*
- *CHC50213 Diploma of School Age Education and Care*
- *BSBCMM101 Apply basic communication skills*

Suburb and state of all delivery sites:

- The RTO delivers its training and assessment to all states.
- The RTO head office is located in Goulburn NSW.

Third party usage:

- The RTO does not have any third party arrangements in place.

Core clients/target groups:

- Traineeships – under regulated education and care services.

Training Revenue (Funded or fee for service):

- Funding Arrangements – NSW Smart and Skilled, ACT Traineeships, SA WorkReady and VIC Skills First.

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

- 738

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 Recognition First Pty Ltd to ASQA.
- Existing information and records held by ASQA concerning Recognition First Pty Ltd.
- Information provided to ASQA's auditors and documentation reviewed during the site audit of Recognition First Pty Ltd conducted on 18 Feb 2020 - 18 Feb 2020.
- 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 |
|---|---|---|
| *CHC50113 Diploma of Early Childhood Education and Care* | Traineeship | 488 |
| *CHC50213 Diploma of School Age Education and Care* | Traineeship | 4 |

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

## Interviewees

| Name | Position | Training products |
|---|---|---|
| Jan Green | Chief Executive Officer | CHC50113, CHC50213 |
| Wade Green | Chief Financial Officer | n/a |
| Abaigh O'Connor | Chief Compliance Officer | CHC50113, CHC50213 |
| Scott Tiyce | National Enrolments Manager | n/a |
| Kyle Tiyce | National Relationships Manager | CHC50113, CHC50213 |

## 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