



REPORT

Audit report: LEAD EDUCATION AND TRAINING PTY LTD

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|----------------------|------------------|
| RTO number: | N/A |
| CRICOS number: | N/A |
| Date/s of audit: | 15/10/2019 |
| Date report created: | 19 November 2019 |

Organisation details

| | |
|----------------------------|-------------------------------------|
| Organisation's legal name: | LEAD EDUCATION AND TRAINING PTY LTD |
| Trading name/s: | LEAD Education and Training Pty Ltd |
| RTO number: | N/A |
| CRICOS number: | N/A |

Audit team

| | |
|---------------|--------------------|
| Lead auditor: | Christine Williams |
| Auditor/s: | N/A |

Audit details

| | |
|-----------------------------------|------------------------------------------------------------------------------------------------|
| Application number/s: | INTVET0002586 |
| Audit number/s: | AUDREC0009906 |
| Audit reason/s: | Application - Initial |
| Address of site/s visited: | 120 Brunswick Street, Fortitude Valley |
| Audit date/s: | 11/10/2019 to 15/10/2019 |
| Organisation's contact for audit: | Nina Hefford Owner and Executive Officer Nina.hefford@leadchildcare.com.au 0417632120 |
| Validation method: | Site |

Original finding at time of audit

Audit finding: Compliant

Report completed by: Christine Williams

| Practice | Standards for RTOs | Finding |
|------------------------------------|---------------------------------------------------|-----------|
| Marketing/Recruitment Practices | 4.1 | Compliant |
| Enrolment | 5.1, 5.2, 5.3 | Compliant |
| Training and Assessment | 1.1, 1.2, 1.3, 1.5, 1.6, 1.8, 1.13, 1.14, 1.16 | Compliant |
| Completion | 3.2 | Compliant |
| Regulatory Compliance / Governance | 7.1, 7.2, 7.5, 8.1, 8.2 | Compliant |

*Indicates a non-compliant clause

Background

Summary of organisation and management structure:

- The organisation's owners have 13 'LEAD Childcare' centres, employing 300 staff and have been. The structure consists of:

Australian Skills Quality Authority

Audit report – LEAD EDUCATION AND TRAINING PTY LTD

- Chief Executive Officer Dr Nina Hefford
 - Board of Advisors
 - Financial Controller Brayden White, oversees a finance officer and student finance liaison
 - Head of Partnerships and Global Engagement Emi Hall, oversees enrolment officers and digital marketing (outsourced to R6)
 - Student Success Coordinator Malwina Martin, oversees student success officers.
- The organisation has delivering training and assessment under a third party arrangement for the past 6 years.

Suburb and state of all delivery sites:

- Brisbane, Queensland.

Third party usage:

- The organisation does not intend entering into third party arrangements in the first instance.

Core clients/target groups:

- People seeking employment in the early childhood industry. May be unemployed, school leavers, mature age, looking for career change.

Training Revenue (Funded or fee for service):

- Fee for service, with an intention to apply for Pre-Qualified Supplier funding through Queensland state funding arrangements. It is not the intention of the organisation to apply for VET Student Loans in the first instance.

Intended enrolments for first 12 months (total):

- 150 qualification enrolments (plus 40 non VET, sourced from Business Plan 'Marketing and forecasts' and 'student number projections'). The organisation is also hoping to put up to 168 learners through the first aid training short one and two day courses.

In preparing the audit report, consideration has been given and reference made, where relevant, to:

- Information provided directly by LEAD EDUCATION AND TRAINING PTY LTD to ASQA
- Existing information and records held by ASQA concerning LEAD EDUCATION AND TRAINING PTY LTD
- Information provided to ASQA's auditors by email and during the audit validation meeting
- Other publicly available information - including but not limited to, information published on the organisation's and third party websites.

Auditor Note:

Prior to the commencement of the audit process the organisation requested a change of location of the audit from its head office to the delivery location at 120 Amelia Street Fortitude Valley Brisbane Queensland.

Audit Sample

| Training Products | Mode/s of delivery/assessment* | Current enrolments |
|-----------------------------------------------------------------------|--------------------------------|--------------------|
| <i>CHC30113 Certificate III in Early Childhood Education and Care</i> | Face to face/workplace | Nil |

CHC50113 Diploma of Early
Childhood Education and
Care

Face to face/workplace

Nil

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

Interviewees

| Name | Position | Training products |
|----------------|----------------------|--------------------|
| Nina Hefford | Executive Director | n/a |
| Emi Hall | General Manager | n/a |
| Kelly Campbell | Trainer and Assessor | CHC30113, CHC50113 |
| Brayden White | Head of Operations | n/a |
| Christine Kerr | Consultant | n/a |

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.