

VRQA-2015-228  
RTO 3989



Victorian Registration &  
Qualifications Authority

Ms Maggie Clarke  
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Nillumbik Shire Council  
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Dear Ms Clarke

### Renewal of Registration Audit and Extension to Scope

I am writing to you in relation to the audit of the application for renewal of registration of Nillumbik Shire Council registered as a Registered Training Organisation (RTO) pursuant to Part 4.3 of the *Education and Training Reform Act 2006* and your extension to scope application.

It is a condition of the *Education and Training Reform Act 2006* that a RTO must comply with the minimum conditions and standards and any guidelines for registration including the *Australian Quality Training Framework Essential Conditions and Standards for Continuing Registration (AQTF)* and the *VRQA Guidelines for VET Providers (VRQA Guidelines)*.

An independent audit on 5 and 6 November 2015 assessed the compliance of Nillumbik Shire Council against these standards for the purpose of renewal of registration. I note that you accepted the findings of the **AQTF** and **VRQA Guidelines** audit report in full and have not provided comments on the draft audit report which was provided to you by the auditor.

I enclose a copy of the final audit report for your attention. It is pleasing to note that the audit report indicates minor non-compliance with the **AQTF** and non-compliance with the **VRQA Guidelines**.

You are required under section 4.3.17(2)(C)(ii) of the *Education and Training Reform Act 2006* to take the necessary steps to address all non-compliances.

On the basis of the findings I have decided to **renew the registration** of Nillumbik Shire Council as a registered training organisation until **31 December 2020**.

Please be advised that the Victorian Registration and Qualifications Authority (VRQA) is satisfied that your organisation meets the financial viability and is exempt from the principal purpose requirements in compliance with **ETR Act**.

In relation to your **extension to scope application**, based on the audit report for the extension to scope which found only minor non-compliance, I grant your application to add the following qualification to your scope of registration.

- **CHC33015 Certificate III in Individual Support**

Should you have concerns about the conduct of the registration/audit process please address these in writing to the Complaints Manager, VRQA, GPO Box 2317, Melbourne, 3001.

If you have any further questions, please contact Ms Julie Florence on (03) 9032 1560 or email [florence.julie.e@edumail.vic.gov.au](mailto:florence.julie.e@edumail.vic.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read "Franco Greco". The signature is written in a cursive style with a large initial 'F'.

**Franco Greco**  
Deputy Director, VRQA  
15 December 2015