

TOId: 3969  
VRQA-2014-169  
File ref 96/00995



Victorian **Registration & Qualifications** Authority

GPO Box 2317  
Melbourne VIC 3001

T 61 3 9637 2806  
F 61 3 9032 1579  
vrqa@edumail.vic.gov.au

[www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au)

Ms Janet Claringbold  
Manager  
Mountain District Women's Co-operative Ltd  
13-15 The Avenue  
FERNTREE GULLY VIC 3156

Dear Ms Claringbold

**Re: Rectification Matters**

Thank you for your response regarding the rectification of non-compliance matters identified at the audit held on 15 and 16 April 2014.

Please be advised that the Victorian Registration and Qualifications Authority (VRQA) is satisfied that your organisation, Mountain District Women's Co-operative Ltd has taken the appropriate measures to meet the minimum requirements for compliance with the *Australian Quality Training Framework Essential Conditions and Standards for Continuing Registration (AQTF)* and the *VRQA Guidelines for VET Providers (VRQA Guidelines)*.

If you have any queries in relation to these matters, please contact Ms Julie Florence Registration Officer on (03) 9032 1560 or [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 'Lynn Glover', is written over the 'Yours sincerely' line.

LYNN GLOVER  
Director, VRQA

31 July 2014

13 MAY 2014

VRQA2014-088  
RTO 3969



Victorian Registration &  
Qualifications Authority

Ms Janet Claringbold  
Manager  
Women's Co-operative Ltd T/A Mountain District Learning Centre  
13-15 The Avenue  
Ferntree Gully VIC 3156

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Dear Ms Claringbold

### Renewal of Registration Audit

I am writing to you in relation to the audit of the application for renewal of registration of Mountain District Learning Centre registered as a Registered Training Organisation (RTO) pursuant to Part 4.3 of the *Education and Training Reform Act 2006* (**ETR Act**).

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 15 and 16 April 2014 assessed the compliance of Mountain District Learning Centre 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 provided comments on corrections to the draft audit report which was provided to you by the auditor.

I now enclose the final audit report for your attention which indicates significant non-compliance with the **AQTF** and non-compliance with elements of the **VRQA Guidelines**.

Given the extent of non-compliance of Mountain District Learning Centre as a RTO, you are required under Part 4.3.17 of the *Education and Training Reform Act 2006* to provide within **28 days** of receiving this correspondence documented evidence of how non-compliance has been rectified.

Please forward your submission of evidence to Ms Julie Florence, VET Quality Assurance, VRQA, GPO Box 2317, Melbourne, 3001.

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

In anticipation of a comprehensive and satisfactory response, I have renewed the registration of Mountain District Learning Centre as a RTO until **30 May 2019**.

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 'Don Hudgson', written over a horizontal line.

Don Hudgson  
Act/Deputy Director, VRQA  
13 May 2014

## AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

**Audit Date:** 15/16 April 2014

**Applicant:** Mountain District Women's Co-operative Ltd

Applicant Details			
Applicant Name	Mountain District Learning Centre	TOID	3969
Address	13-15 The Avenue, Ferntree Gully VIC 3156		
	Website	www.mdlc.com.au	
Registration Contact	Ms Janet Claringbold		
Phone Number	03 9758 7859	Email	janetc@mdlc.com.au
Audit Team			
Audit Firm	Moore Stephens	Auditor/s	John Molenaar
Auditor/s		Other Attendees	Janet Claringbold, Manager Wendy Currie, VET Coordinator
Registering Body Details			
Contact Person	Emma Hickingbotham		
Phone Number	9032 1562	Email	vet.audit@edumail.vic.gov.au
Audit Details			
Type of Audit	<b>Re-registration Audit</b>		
Conditions Audited	1, 2, 3, 6, 7, 8, 9		
Standards Audited	1.1, 1.2, 1.3, 1.4, 1.5	2.1, 2.2, 2.3, 2.4, 2.6, 2.7	3.1, 3.2, 3.4
VRQA Guidelines Audited	1, 2, 4, 5		
Audit Date/s	15 and 16 April, 2014		
RTO Background			
<p>The Mountain District Women's Co-operative Ltd commenced operations in 1974 with the aim of progressing the interests of women, initially through the sale of goods and education for women and as a Neighbourhood House. The organisation registered as a Registered Training Organisation in 1995 to offer accredited qualifications to women.</p> <p>The organisation recently adopted a new trading name, i.e. Mountain District Learning Centre (MDLC), in response to both females and males attending courses at the Centre. The Centre mainly provides courses for youth through VCE/CAL programs and education for adults. The Centre programs focus on transition education, programs for disengaged learners and learners with a disadvantage.</p> <p>Programs provided by the Centre are funded through ACFE program funding, HAAC program funding and HESG program funding. Fee for service courses are delivered in TAE40110 Certificate IV in Training and Assessment together with a number of short courses.</p> <p>The Centre has enrolments of up to 200 learners each year.</p>			

## AQTF Essential Conditions and Standards for Continuing Registration & VRQA Guidelines for VET Providers - Audit Report

**Audit Date:** 15/16 April 2014

**Applicant:** Mountain District Women's Co-operative Ltd

Qualifications/Units Audited <sup>1</sup>		
QUALIFICATION/UNIT OF COMPETENCE/ACCREDITED COURSE		
TGA Code	Qualification/Unit of Competence/Accredited Course (as per TGA)	Delivery Site
ICP20210	Certificate II in Printing and Graphic Arts (Desktop Publishing)	MDLC Ferntree Gully
TAE40110	Certificate IV in Training and Assessment	MDLC Ferntree Gully
22129VIC	Certificate I in Transition Education	MDLC Ferntree Gully
21771VIC	Certificate I in General Education for Adults	MDLC Ferntree Gully
CPCCOHS1001A	Work safely in the construction industry	MDLC Ferntree Gully

Interviewee(s) – Staff name and position; employer name and position	
Janet Claringbold	Centre Manager
Wendy Currie	VET Coordinator

Permanent Delivery Sites –	Yes	No
Do the RTO's permanent delivery sites match the information provided by the VRQA?	X	
If ' No' , please provided amended details below:		

<sup>1</sup> Samples have been selected in accordance with the VRQA VET Audit Sampling Methodology