

19 August 2013



Australian Government

Australian Skills Quality Authority

Mr Gary Cobbledick
CLB Training and Development Pty Ltd as the Trustee for the CLB Unit Trust
100 Dorcas Street
SOUTH MELBOURNE VIC 3205

Ref No: Application #1043970

Dear Mr Cobbledick

Notice of audit non-compliance

I refer to the VET Quality Framework Renewal audit of CLB Training and Development Pty Ltd as the Trustee for the CLB Unit Trust, conducted on 13, 14, 15 August 2013. The audit focused on the qualifications or units of competency listed in your organisation's application or scope of registration.

While the audit identified evidence of compliance with some requirements of the VET Quality Framework, some areas of non-compliance were also identified, which indicate that your organisation is not fully compliant with all requirements. I have attached an audit report which outlines the audit findings (including each area of non-compliance).

You have an opportunity to address the identified areas of non-compliance by providing rectification evidence which must be forwarded to me at the address below on **16 September 2013**. Please note that rectification evidence **must** be sent as a single response, be logically organised and referenced to the relevant component/standard.

Christine Williams
Principal Compliance Auditor
Australian Skills Quality Authority
Level 6, 595 Collins Street
MELBOURNE VIC 3000

OR

Email: compliancemelb@asqa.gov.au and cc: christine.williams@asqa.gov.au

ASQA will consider the rectification evidence that you submit. If your organisation demonstrates compliance, you will be notified of this outcome accordingly.



However, if non-compliance is still identified, the audit report will be finalised and action may commence in accordance with ASQA's powers as prescribed under the *National Vocational Education and Training Regulator Act 2011* (the Act). Briefly, these actions may include:

- Refusal of the registration application—refer to the Act, ss. 17, 31 or 33 (as applicable)
- Notification of intent to impose one or more administration sanctions across all or part of your existing scope of registration—refer to the Act, s. 36
- Imposition of additional conditions of registration across all or part of your existing scope of registration—refer to the Act, s. 29
- Other enforcement action as considered appropriate—refer to the Act, s. 40.

If determined non-compliant, your organisation will be advised in writing of the actions to be taken.

Please note that the audit report only references non-compliance identified within the scope of the audit. It is expected that your organisation will review all related materials and processes following the audit to determine whether similar rectification effort is needed in other areas not included in the audit scope. Future audits may examine the extent of improvements that have been made across your scope of registration as a result of the issues identified in this audit.

Should you wish to discuss any of the issues raised above, please contact me on 861 33980 or by email at christine.williams@asqa.gov.au

Yours sincerely



Christine Williams
Principal Compliance Auditor