14 December 2012



Mrs Susan Stephens Back to Basics Business Training Pty Ltd 27 Veronica Street **CARDIFF NSW 2285**

RTO ID

: 4346

Application no.: 1024869

Cc: susan@backtobasics.com.au

Dear Mrs Stephens

Re: Outcome of renewal of registration application—granted

I refer to your application to renew your registration as a national VET regulator (NVR) registered training organisation (RTO).

In accordance with the provisions of the National Vocational Education and Training Regulator Act 2011 (the Act), your application for registration has been granted. A copy of the final audit report is attached for your reference.

The National Register has been updated to include the following key details of your organisation:

Legal name:

Back to Basics Business Training Pty Ltd

RTO ID number:

4346

Period of registration

Your organisation has been granted registration for a period of 5 years which commences on 12 December 2012 and is due to expire on 11 December 2017. A Certificate of Registration is attached. You can apply to the Australian Skills Quality Authority (ASQA) to renew or withdraw your organisation's registration, and timeframes and obligations apply to each process. There are also obligations on organisations that effectively cease to operate, even though they remain registered as RTOs. Further information about obligations in these circumstances is available from the ASQA website at www.asqa.gov.au



Scope of registration

The organisation's scope of registration – the vocational education and training (VET) courses that your organisation is registered to provide – is listed on the National Register. Please note that Sections 93-94 of the Act provide for the imposition of monetary penalties on RTOs that provide all or part of a VET course outside scope of registration.

If the training and assessment provided is likely to lead to students applying for a licence/recognition to operate in a relevant industry, you will need to ensure that you meet the requirements of the relevant national or state/territory regulator/s. Please contact the relevant regulator/s to ensure you have satisfied regulatory requirements before delivery and ensure that marketing materials are accurate.

Changes to scope of registration

You must apply to ASQA if your organisation wishes to change its scope of registration by either adding or removing a VET course. Information on the process to make changes to your scope of registration is available from the ASQA website at www.asqa.gov.au

RTO ID number

You **must** quote your organisation's RTO ID number in all future correspondence with ASQA. This number **must** also be included on the qualifications and statements of attainment that you issue and the marketing materials that you use as an RTO.

Maintaining compliance

I wish to remind you that you have signed a statutory declaration in which you have accepted responsibility for ensuring compliance with the VET Quality Framework. This framework comprises the following components:

- the Standards for NVR Registered Training Organisations
- the Australian Qualifications Framework
- the Fit and Proper Person Requirements of the Act
- the Financial Viability Risk Assessment Requirements of the Act
- the Data Provision Requirements of the Act.

This is an important commitment that requires you to actively manage and monitor your RTO's activities to ensure that compliance is maintained at all times and across all of your operations.

RTO compliance is the mandated foundation upon which organisations should plan and achieve quality improvements to their training and assessment services.

ASQA fees and charges

Please refer to ASQA website for details of fees and charges that apply to your registration: www.asqa.gov.au/About ASQA/Fees & Charges.

Conditions of registration

You are required to comply with the conditions of registration set out in Sections 22-28 of the Act, as well as any additional conditions that ASQA, as the national VET regulator, has imposed on your organisation's registration.

There are no additional conditions imposed on your organisation's registration.



Access documents

You may also have the right of access to further documents under the *Freedom of Information Act* 1982 (www.oaic.gov.au).

Further information and assistance

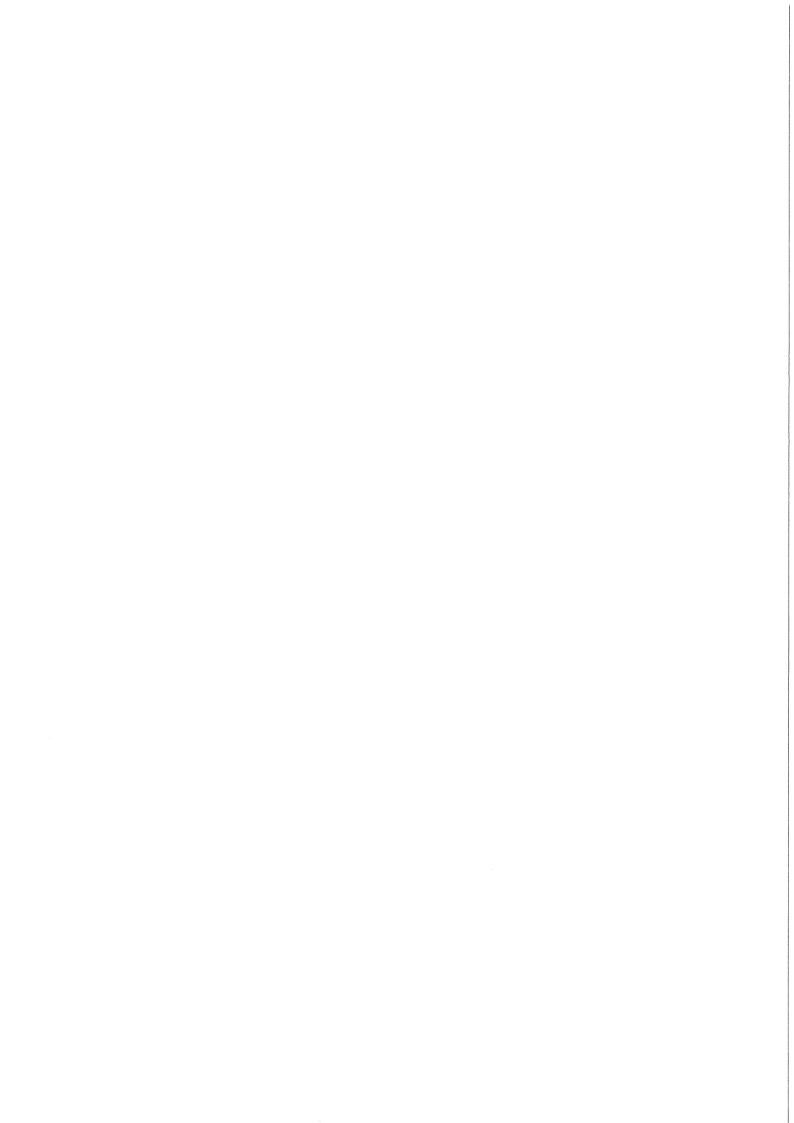
If you require further information or assistance in relation to this matter, please contact ASQA on telephone 1300 701 801 or by email at enquiries@asqa.gov.au

Yours sincerely

Margaret Foran

A/Regional Manager Compliance, Sydney

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VET Quality Framework audit report

Continuing registration as a national VET regulator (NVR) registered training organisation (RTO) – Renewal of Registration Application ID 1024869

Legal name of organisation	Back to Basics Business Training Pty Ltd RTO: 4346
Date/s of audit	25 October 2012

ORGANISATION DETAIL	.3									
RTO legal name	Back to	Basics Business Training Pty I	Ltd		RTO ID numb	er 4346				
Registered business trading name	As above				ABN	88 077 04	2 490			
Address	27 Verd	onica St CARDIFF NSW PO Box	234 CARDI	FF NSV	I	Postcode	2285			
Phone	02 4965	5 5 1 1 9		Fax	O2 4953 (1458				
E-mail	susan@	backtobasics.com.au		Websi	te <u>www.con</u>	structioncourse	s.com.au			
					www.bac	ktobasics.com.a	ıu			
Registration contact	Name	Mrs Susan Stephens		Positic	n Managing	Director				
AUDIT TEAM	Norman (1944)			91 (1952)			n ka andara (186			
Lead auditor	Robyn .	Trigg		nnical	1.7.					
Audit team members	N/A		advi	ser/s	N/A					
ASQA CONTACT DETAIL	. S			a ve use	Stall Hall Commission (1997)					
Phone	1300 70	01801 (ASQA Info line)	E-m	ail						
AUDIT DETAILS			Çaran e guzê li de.	enedicas.						
Audit type		Renewal of registration Extension to scope of regist Compliance monitoring (inc Other:		ıl regis	tration)					
Scope of audit										
Date/s of site visit/s	25 Octo	ober 2012								
Site/s visited	27 Verd	onica St CARDIFF NSW								
	1									

ORGANISATION

Standards audited

Registration history

Back to Basics Business Training PL (Back to Basics) became a registered training organisation in 1997. The current registration on TGA is from 1/7/11 to 30/11/12. The last renewal of registration audit was conducted on behalf of NSW VETAB on 15/8/2007 and on 15/10/2008 an addition to scope application for the addition of BCG50206 Diploma of Building and Construction (Building) was audited and approved, also on behalf of NSW VETAB.

Essential Standards for Continuing Registration 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25

The organisation

Susan Stephens has been CEO and Managing Director since initial registration. Terry Roche, a co-director of the company, resigned in early 2012 due to personal business commitments. The CEO advised that this has had no impact on the business. Terry Roche and Paul Ryan, as "E" class shareholders can receive dividends at the discretion of the director but they have no control over the company directions and decisions. Back to Basics General Manager, Larissa Darcy, resigned last year after 6 years with the RTO. Other than that, there has been a general growth in numbers of administration staff and employment of a full-time assessor, a part-time assessor and a part-time industry consultant. The CEO advised that the RTO has no significant associates or partnership arrangements.

RTO scope

The RTO specialises in delivering training and assessment programs in the building and construction industry area throughout Australia. In 2006 it commenced delivery by distance learning programs and now all delivery is by distance mode. In December 2010, three AQF IV and four AQF V level qualifications were added to scope. In future, perhaps in early 2013, the CEO is considering adding RII50409 Diploma of Civil Construction Management and CPC40708 Certificate IV in Building and Construction (Trade Contracting), mainly because of the national licencing requirements for building industry and subcontractors. That introduction will mean that Back to Basics has delivery programs for all facets of the building industry:

leading hand, foreman, supervision, management and sub-contractors.

RTO core business

Back to Basics' core business is subcontracting and trade contracting programs for people seeking career advancement, trying to move into higher levels of professional control such as self-employment. This is a niche market covering a lot of people and regions because licences to operate in this field are now compulsory across Australia, including Northern Territory. The RTO does not deliver high risk construction units because these units are not its area of expertise, nor does it deliver school, under 18, off-shore, CRICOS, apprentices or traineeship contract and non-accredited programs.

Client base

Major clients have included Multiplex including a CPSIC project, which was a joint venture with NSW DET and Multiplex. Susan Stephens developed program texts for this project and worked with the clients. The RTO mainly deals with smaller organisations, dealing directly with the learner. For example, an organisation comes to Back to Basics with an enquiry about delivery of training to a group of, perhaps, twelve employees, then, the RTO engages and registers the individuals and works with them on a one to one basis.

FOCUS OF AUDIT									
Code	Qualification / Accredited course name	Mode(s) of delivery &/or assessment							
CPC40110	Certificate IV in Building and Construction (Building) 87 qualifications and 875 units issued in year to 1/5/12 – mainly NSW, Qld and Vic	All states - Distance only							
CPC40508	Certificate IV in Building and Construction (Site Management) 12 issuances nationally in last 12 months	All states - Distance only							
CPC50210	Diploma of Building and Construction (Building) 10 qualifications and 122 units issued in year to 1/5/12 - mainly NSW, Qld and Vic	All states - Distance only							
BSB51407	Diploma of Project Management	All states – Distance only							
RII40712	Certificate IV in Civil Construction Supervision	All states - Distance only							

INTERVIEWEES	The Control of the Co	
Staff (name and position)		
. Name	Position	Program (qualification, course, etc)
Susan Stephens	CEO and Managing Director	All programs
Peta Lojszczyk peta@backtobasics.com.au	Sales, Marketing and Development/Operations Manager	
Cath Harvey cath@backtobasics.com.au	RTO Compliance Management	
Leigh Johnston	Student Records Officer	

SUMMARY OF AUDIT OUTCOME

This audit was conducted under the *National Vocational Education and Training Regulator Act 2011* (the Act) to assess compliance with requirements of the VET Quality Framework as identified under the Scope of Audit section above.

AUDIT OUTCOME

Audit status as at 14 November 2012

• The organisation has demonstrated compliance with all compliance requirements reviewed for the audit.

Auditor's Robyn Trigg Signatu	. 6	Date of Report	12 December 2012
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AUDIT RECTIFICATION

(delete whichever dot point option below does not apply)

Audit status following additional evidence received [date]

- The organisation has demonstrated compliance with all compliance requirements reviewed for the audit.
- The organisation has not demonstrated compliance with all compliance requirements reviewed for the audit.

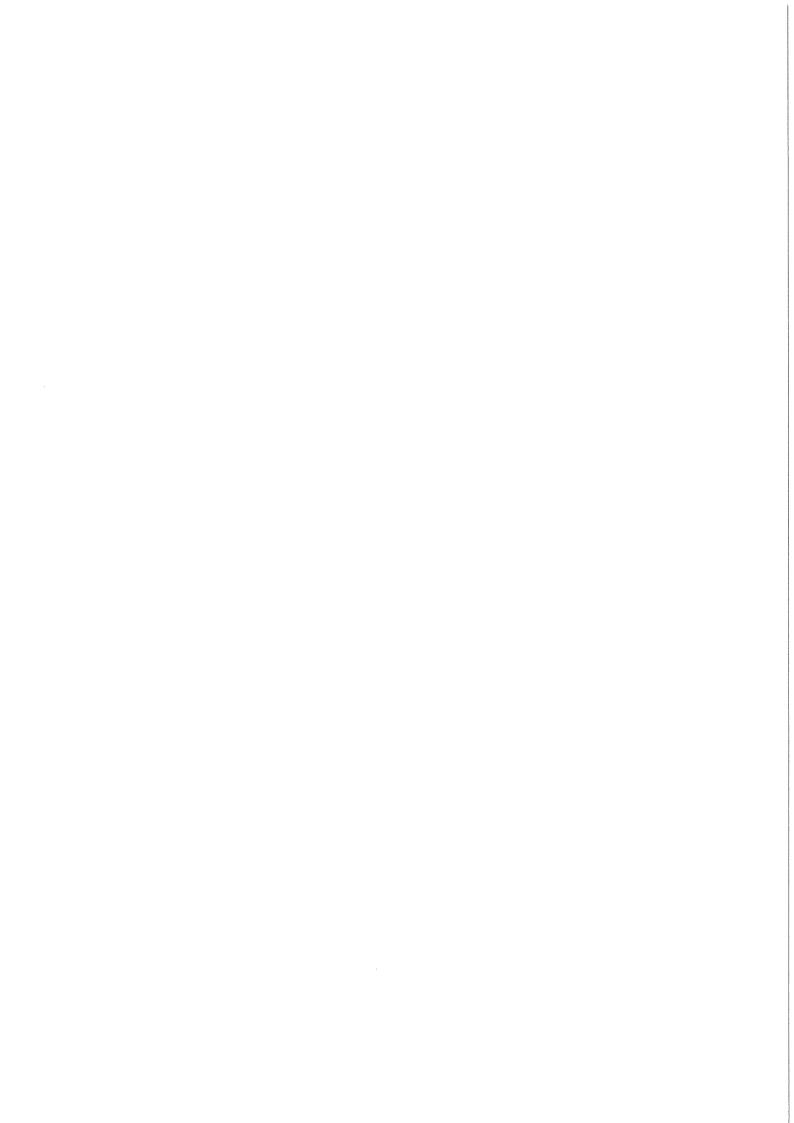
Auditor's Name	Signature		Date of Report	
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AUDIT SUMMARY OF VET QUALITY FRAMEWORK REQUIREMENTS

	VET QUALITY FRAMEWORK COMPONENT	STATUS*						
Financia	Financial Viability Risk Assessment Requirements							
Fit and F	⊠ c □ nc □ na							
Data Pro	⊠ c □ nc □ na							
Australia	an Qualifications Framework (AQF) Requirements	⊠ c □ nc □ na						
Standar	ds for NVR Registered Training Organisations 2011							
	- Essential Standards for Continuing Registration							
15	The NVR registered training organisation provides quality training and assessment across all of its operations	⊠ C □ NC □ NA						
16	The NVR registered training organisation adheres to principles of access and equity and maximises outcome for its clients	⊠ c □ nc □ na						
17	Management systems are responsive to the needs of clients, staff and stakeholders, and the environment in which the NVR registered training organisation operates	⊠ c ☐ nc ☐ na						
18	The NVR registered training organisation has governance arrangements in place	⊠ c □ nc □ na						
19	Interactions with the National VET Regulator	⊠ c □ nc □ na						
20	Compliance with legislation	⊠ c ☐ nc ☐ na						
21	Insurance	⊠ c □ nc □ na						
22	Financial management	⊠ c ☐ nc ☐ na						
23	Certification, issuing and recognition of qualifications and statements of attainment	⊠ c □ nc □ na						
24	Accuracy and integrity of marketing	⊠ c □ nc □ na						
25	Transition to training packages/expiry of VET accredited courses	⊠ c ☐ nc ☐ na						
*STATUS:	Status of audit findings when audit was conducted C = Compliant NC = Not Compliant	NA = Not audited						

Audit Findings

The RTO has complied with all VET Quality Framework Components and all Standards for NVR Registered Training Organisations 2011 – Essential Standards for Continuing Registration as sampled at site audit of Back to Basics headquarters.



RTO Report



4346 - Back to Basics Business Training Pty Ltd

Summary

Code: 4346

Legal name: Back to Basics Business Training Pty Ltd

Trading name:

Status: Current

ABN: 88 077 042 490 ACN: 077 042 490

RTO type: Education/training Business Or Centre: Privately Operated Registered Training Organisation

Web address http://www.backtobasics.com.au

Registration details

Registration manager: Australian Skills Quality Authority

12/Dec/2012 Start date: End date: 11/Dec/2017

End reason:

Legal authority: National Vocational Education and Training Regulator Act 2011

Exerciser: Australian Skills Quality Authority

Head office address: 27 Veronica Street

CARDIFF NSW 2285

Chief Executive

Contact name: Mrs Susan Stephens

Job title: Managing Director

Organisation name: Back to Basics Business Training Pty Ltd

Phone: (02) 4965 5119 Fax: (02) 4952 5295

Email: susan@backtobasics.com.au

Address: P O Box 234 **CARDIFF** NSW

Registration Enquiries

Contact name: Mrs Catherine Harvey

Job title: Compliance Manager

Organisation name: Back to Basics Business Training Pty Ltd

Phone: (02) 4954 1500 Fax: (02) 4952 5295

Email: cath@backtobasics.com.au

Address: P O Box 234 CARDIFF NSW 2285

Public Enquiries

Contact name: Ms Peta Lojszczyk

Job title: Operations Manager

Organisation name: Back to Basics Business Training Pty Ltd

Phone: (02) 4954 1500 Fax: (02) 4952 5295

Email: peta@backtobasics.com.au

Address: P O Box 234 CARDIFF NSW 2285

Note:This is a list of training products that the RTO has approval to deliver training and/or assessment in. It is not an indication of what training products the RTO is actually delivering. Individuals should contact the relevant RTO to confirm all delivery details of different training products.

Delivery filter

	NSW	VIC	QLD	SA	WA	TAS	NT	ACT
Filter by delivery in:								

Qualifications

Code	Title	Extent	NSW	VIC	QLD	SA	WA	TAS	NT	ACT
BSB40807	Certificate IV in Frontline Management	Deliver and assess	Ø	Environment of the						
BSB41407	Certificate IV in Occupational Health and Safety	Deliver and assess	☑	Ø	☑	☑	Ø	Ø	Ø	☑
BSB51307	Diploma of Occupational Health and Safety	Deliver and assess	☑	Ø	☑	Ø	V	Ø	Ø	☑
BSB51407	Diploma of Project Management	Deliver and assess	☑	\square	Ø	Ø	\square	図	\square	☑
CPC40108	Certificate IV in Building and Construction (Building)	Deliver and assess	Ø	Ø	☑	团	Ø	☒	Ø	☒
CPC40110	Certificate IV in Building and Construction (Building)	Deliver and assess	V	Ø	Ø	Ø	Ø	☑	Ø	Ø
CPC40208	Certificate IV in Building and Construction (Contract Administration)	Deliver and assess	☑	Ø	Ø	Ø	Ø	Ø	☑	Ø
CPC40308	Certificate IV in Building and Construction (Estimating)	Deliver and assess	☑	☑	Ø	Ø	Ø	☑	Ø	☑
CPC40508	Certificate IV in Building and Construction (Site Management)	Deliver and assess	Ø	☑	Ø	Ø	Ø	☑	Ø	Ø
CPC50208	Diploma of Building and Construction (Building)	Deliver and assess	Ø	☑	☑	Ø	☑	☑	Ø	Ø
CPC50210	Diploma of Building and Construction (Building)	Deliver and assess	Ø	Ø	Ø	Ø	☑	Ø	☑	☑
CPC50308	Diploma of Building and Construction (Management)	Deliver and assess	☑	☑	☑	Ø	☒	☑	☑	☑
RII40712	Certificate IV in Civil Construction Supervision	Deliver and assess	☑	☒	Ø	Ø	Ø	☑	☑	☑

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Units of competency

Code	Title	Extent	NSW .	VIC	QLD	SA	WA :	TAS	NT	ACT
(*): Scope	is implicit			1						
Accredite	d courses									
Code	Title	Extent	NSW	VIC	QLD	SA	WA	TAS	NT	ACT

Restrictions

Delivery

Note:The Delivery Notification matrix of state/territories represents regions where the RTO has previously notified it has commenced delivery. It is not an indication of the availability of the training product, from the RTO, within a particular state or territory. Individuals should contact the relevant RTO to confirm all delivery details of different training products.

Scope	Date of change	Notification	NSW	VIC	QLD	SA	WA	TAS	NT	ACT	Overseas
3477	02/May/2012	Commencement	Ø	☑	Ø	Ø	Ø	Ø	dies and a	☑	
39219QLD	07/May/2009	Commencement	Ø	2	☑				Contraction of the contraction o		
91021NSW	02/May/2012	Commencement	☑	Ø	Ø	Ø	☑	☑	Communication	☑	
91141NSW	02/May/2012	Commencement	Ø	Ø	Ø	☑	Ø	☑	THE RESERVE TO SERVE THE RESERVE TO SERVE THE RESERVE	Ø	
BCG40106	11/Jul/2007	Commencement	Ø	Ø	Ø	Ø	Ø	☑	Ø	☑	
BCG50206	05/Nov/2008	Commencement	Ø	Ø	\square	\square	Ø	\square	Ø	团	
BSB40807	21/Aug/2007	Commencement	☑						THE COLUMN TWO IS NOT		
BSB41004	19/Nov/2004	Commencement	Ø						C	* * * * * * * * * * * * * * * * * * *	
BSB41407	07/Nov/2012	Commencement							Ø		
BSB41407	21/Aug/2007	Commencement	Ø	V	Ø	\square	Ø	☑	Plane	Ø	
BSB41604	31/Aug/2005	Commencement	Ø	Ø	Ø	☑	☑	☑		☑	Constitution
BSB51307	09/Dec/2010	Commencement	\square	☑	Ø	☑	☑	☑	Ø	☑	
BSB51407	09/Dec/2010	Commencement	Ø	Ø	Ø	☑	Ø	☑	☑	☑	
CPC40108	21/Aug/2007	Commencement	Ø	☑	Ø	☑	☑	☑	☑	☑	
CPC40110	21/Aug/2007	Commencement	☑	Ø	Ø	☑	☑	☑	☑	☑	
CPC40208	09/Dec/2010	Commencement	☑	Ø	☑	☑	☑	☑	☑	☑	
CPC40308	09/Dec/2010	Commencement	Ø	Ø	Ø	☑	☑	☑	Ø	☑	
CPC40508	09/Dec/2010	Commencement	Ø	Ø	\square	Ø	Ø	☑	Ø	☑	
CPC50208	21/Aug/2007	Commencement	\square	☑	\square	☑	☑	Ø	Ø	☑	
CPC50210	21/Aug/2007	Commencement	Ø	Ø	Ø	☑	Ø	☑	☑	☑	5
CPC50308	09/Dec/2010	Commencement	Ø	Ø	Ø	☑	☑	☑	Ø	Ø	Victoria de la constanta de la
RII40709	09/Dec/2010	Commencement	Ø	☑	Ø	☑	☑	☑	Ø	☑	
RII40712	09/May/2012	Commencement	☑	☑	Ø	☑	Ø	☑	Ø	Ø	7. department

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