3 October 2013

Australian Government

Australian Skills Quality Authority

Mr Nouhad Hebous CEO Just Careers Training Pty Ltd PO Box 55 Manahan NSW 2200

Also by email to: nouhad.hebous@justtraining.com.au

Application: 1043719

Dear Mr Hebous

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:

Just Careers Training Pty Ltd

Trading name/s (if relevant):

Just Careers Training Pty Ltd

Licences 4 Work

Just Pharmacy

RTO ID number:

91413

Period of registration

Your organisation has been granted registration for a period of 5 years which commenced on 2 October 2013 and is due to expire on 1 October 2018. 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 <u>ASQA website</u>.

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 <u>ASQA</u> website.

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.

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

Andrew Garcia

Regional Manager Compliance, Sydney



Certificate of Registration

This is to certify that

Just Careers Training Pty Ltd

trading as

Just Careers Training Pty Ltd, Licences 4 Work Just Pharmacy

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is registered by the Australian Skills Quality Authority under the *National Vocational Education and Training Regulator Act 2011* (the Act) as an NVR Registered Training Organisation (RTO).

commences 2 October 2013

expires

1 October 2018

RTO Code: 91413

The organisation's scope of registration is listed on the National Register.

Registration is subject to continued compliance with the:

- VET Quality Framework.
- Conditions set out in sections 22 to 28 of the Act
- Conditions imposed on the organisation's registration under subsection 29(1) of the Act.

Chris Robinson

Chief Commissioner

Australian Skills Quality Authority

Issued on: 3 October 2013 under Section 19 of the Act



Audit report – VET Quality Framework Continuing registration as a national VET regulator (NVR) registered training organisation

ORGANISATION DETAILS	
Organisation's legal name	Just Careers Training Pty Ltd
Trading name/s	Just Careers Training Pty Ltd, Licences 4 Work, Just Pharmacy
RTO number	91413
CRICOS number	n/a

AUDIT TEAM	
Lead auditor	Linda Inglis
Auditor/s	n/a
Technical adviser/s	n/a

AUDIT DETAILS		
Application number/s	1043719	
Audit number/s	1004015	
Audit reason 1	Application - renewal	
Audit reason 2	n/a	
Audit reason 3	n/a	
Activity type	Site visit	
Address of site/s visited	Unit 7, 150 Canterbury Rd. Bank	stown, NSW
Date/s of audit	24 September 2013	
Organisation's contact for audit	Mr Nouhad Hebous	Managing Director/CEO
	nouhad.hebous@justtraining.co m.au	1300 558 241
NVR standards audited	All Standards for Continuing Reg	istration

BACKGROUND

Just Careers Training Pty Ltd (the RTO) was initially registered as a training organisation in July 2008.

The RTO's current scope of registration consists of 17 qualifications in the areas of business, retail, warehousing and pharmacy. Additionally, the RTO's cope includes the following three units of competency: CPCCOHS1001A Work Safely in the Construction Industry, HLTA311A Apply First Aid and TLILIC2001A Licence to operate forklift truck.

assessment outcomes for students.

- If non-compliance has been identified, this audit report describes evidence of the non-compliance.
- Refer to notification of non-compliance for information on providing further evidence of compliance.

AUDIT FINDING FOLLOWING ANALYSIS OF RECTIFICATION EVIDENCE

Audit finding following analysis of additional evidence provided on : n/a

AUDIT FINDING BY STANDARD		
Standard	Original finding	Finding following rectification
SNR 15	Compliant	n/a
SNR 16	Compliant	n/a
SNR 17	Compliant	n/a
SNR 18	Compliant	n/a
SNR 19	Compliant	n/a
SNR 20	Compliant	n/a
SNR 21	Compliant	n/a
SNR 22	Compliant	n/a
SNR 23/AQF	Compliant	n/a
SNR 24	Compliant	n/a
SNR 25	Compliant	n/a

	Original finding: Compliant	Following rectification: n/a
16.3		greement, the NVR registered training organisation ssment and support services to be provided, and
	Original finding: Compliant	Following rectification: n/a
16.4	Employers and other parties who contengaged in the development, delivery	tribute to each learner's training and assessment are and monitoring of training and assessment.
	Original finding: Compliant	Following rectification: n/a
16.5	Learners receive training, assessment needs.	t and support services that meet their individual
	Original finding: Compliant	Following rectification: n/a
16.6	Learners have timely access to curren progress.	nt and accurate records of their participation and
	Original finding: Compliant	Following rectification: n/a
16.7		ion provides appropriate mechanisms and services opeals addressed efficiently and effectively.
	Original finding: Compliant	Following rectification: n/a
SNR 1		ive to the needs of clients, staff and stakeholders, and registered training organisation operates, as follows:
17.1		ion's management of its operations ensures clients greement with the NVR registered training
	Original finding: Compliant	Following rectification: n/a

	Original finding: Compliant	Following rectification: n/a
20.2		on must ensure that its staff and clients are fully equirements that affect their duties or participation
	Original finding: Compliant	Following rectification: n/a
SNR	21 Insurance	
21.1	The NVR registered training organisation registration period.	on must hold public liability insurance throughout i
	Original finding: Compliant	Following rectification: n/a
SNR	22 Financial management	
		on must be able to demonstrate to the National VET ally viable at all times during the period of its
22.1		Following rectification: n/a
22.1	Original finding: Compliant	Tollowing rectilication. 1//a

- and any other charges;
- (b) payment terms, including the timing and amount of fees to be paid and any nonrefundable deposit/administration fee;
- (c) the nature of the guarantee given by the NVR registered training organisation to complete the training and/or assessment once the student has commenced study in their chosen qualification or course;
- (d) the fees and charges for additional services, including such items as issuance of a replacement qualification testamur and the options available to students who are deemed not yet competent on completion of training and assessment; and
- (e) the organisation's refund policy.

Original finding: Compliant

Following rectification: n/a

- 22.3 Where the NVR registered training organisation collects student fees in advance it must ensure it complies with one of the following acceptable options:
 - (a) (Option 1) the NVR registered training organisation is administered by a State, Territory or Commonwealth government agency;
 - (b) (Option 2) the NVR registered training organisation holds current membership of an approved Tuition Assurance Scheme; [option 2 not currently available]
 - (c) (Option 3) the NVR registered training organisation may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, the NVR registered training organisation may require payment of additional fees in advance from the student but only such that at any given

24.1	The NVR registered training organisation must ensure its marketing and advertising of AQF and VET qualifications to prospective clients is ethical, accurate and consistent with its scope of registration.		
	Original finding: Compliant	Following rectification: n/a	
24.2	The NVR registered training organisation its conditions of use.	on must use the NRT logo only in accordance with	
	Original finding: Compliant	Following rectification: n/a	
SNR 2	25 Transition to Training Packages/exp	iry of VET accredited courses	
SNR 2	The NVR registered training organisation Training Packages within 12 months of	on must manage the transition from superseded their publication on the National Register so that it	
	The NVR registered training organisation	on must manage the transition from superseded their publication on the National Register so that it	
	The NVR registered training organisation Training Packages within 12 months of delivers only currently endorsed Training Original finding: Compliant The NVR registered training organisation	on must manage the transition from superseded their publication on the National Register so that it ng Packages.	