

16 May 2019



Australian Government

Australian Skills Quality Authority

Mr Ernest Whitehead  
Chief Executive Officer  
Julie Reid Management Pty Ltd  
PO Box 661  
Albury NSW 2640

By email to: [ernie@mptrainingandrecruitment.com.au](mailto:ernie@mptrainingandrecruitment.com.au)

RTO ID: 91454  
Application No: RENVET0004069  
Audit No: AUDREC0009054

Dear Mr Whitehead

**Re: Application for renewal of registration *and* a written direction**

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* (NVR Act), your application for renewal of registration has been granted for a period of seven years commencing 12 January 2019.


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:	Julie Reid Management Pty Ltd
Trading name/s:	MP Personnel & Training MP Personnel Consulting MP Personnel and Training MP Training and Recruitment
RTO ID number:	91454

**Direction to rectify non-compliance**

The audit identified your organisation is not compliant with some of the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* (Standards for RTOs), which is a breach of condition at section 22 of the NVR Act.



The Australian Skills Quality Authority (ASQA), as the national VET regulator, has therefore made the decision to give a written direction (this notice), under section 35A (1) of the NVR Act, requiring your organisation to:

- rectify this breach of condition by addressing each non-compliance outlined in the attached audit report within 20 working days of the date of this notice; and
- retain evidence the written direction has been complied with for examination at a future regulatory activity.

You are *not* required to submit evidence that you have addressed the non-compliances in response to this notice. ASQA will review evidence that you have complied with this notice at a future regulatory activity.

ASQA considers that issuing a written direction to rectify a breach of condition is a proportionate response to the level of non-compliance identified. The direction to rectify a breach of condition has been issued as an alternative to requiring rectification evidence or rejecting the renewal application.

### **Period of registration**

Your organisation has been granted registration which commenced on 12 January 2019, and is due to expire on 11 January 2026. A Certificate of Registration is attached.

You can apply to 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](#).

### **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 NVR Act provide for the imposition of monetary penalties on RTOs that provide all or part of a VET course outside its 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. Organisations that ASQA has formal arrangements with that may have additional requirements to be met beyond registration with ASQA before training and assessment will be recognised for industry licensing, registration or other approval can be found in the [External licensing & additional registration requirements spreadsheet](#) on the ASQA website. 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](#).



## **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 Registered Training Organisations (RTOs) 2015*
- the Fit and Proper Person Requirements
- the Financial Viability Risk Assessment Requirements
- the Data Provision Requirements.
- the Australian Qualifications Framework.

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 NVR 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.


## **Reviewable Decision**

You can seek a review of the written direction decision, as it is a reviewable decision under section 199 of the NVR Act.

### **Review option 1**

#### ***Submit a reconsideration application to ASQA***

As a delegate made this decision, you may apply to ASQA for a reconsideration of the decision under section 200 of the NVR Act. This option must be exercised within 30 days after the date you receive this letter using the *Application for reconsideration of reviewable decision*. Your application must include the reasons for the application and may require payment of an application fee. Please refer to the ASQA website at [www.asqa.gov.au](http://www.asqa.gov.au) to obtain the application form and further information about reviewable decisions.



ASQA will inform you of the result of its reconsideration of the decision within 90 days of receiving your application. If, upon the reconsideration, ASQA either affirms or varies its decision, you may seek a further review by the Administrative Appeals Tribunal (the AAT) under section 203(1) of the NVR Act.

The AAT is an independent review authority that has the power to affirm, vary or set aside ASQA's decisions. The AAT aims to provide fair, impartial, high quality and prompt review with as little formality and technicality as possible.

Under section 41 (2) of the *Administrative Appeals Tribunal Act 1975*, you also have the right to apply to the AAT for a stay of the enforcement or implementation of ASQA's decision until such time as the AAT determines its review of the decision.

An application to the AAT for a review of the decision must be submitted within 28 days of receiving notification of ASQA's decision and will usually require the payment of an application fee. Your application to the AAT must be submitted in writing using the AAT forms available from the AAT Registry in your capital city, or from the AAT website [www.aat.gov.au](http://www.aat.gov.au). Review applications may also be lodged at the Administrative Appeals Tribunal, GPO Box 9955 in your capital city. You may contact the AAT directly by telephone at 1300 366 700.

## **Review option 2**

### ***Submit review application to AAT***

You may also apply to the AAT for review of ASQA's decision under section 203(2) of the NVR Act, without first applying to ASQA for a reconsideration of the decision.

## **Access to documents**

Your organisation may also have the right of access to documents under the *Freedom of Information Act 1982*. More information about Freedom of Information (FOI), including how to make an FOI application, is available via <https://www.asqa.gov.au/about/accountability-and-reporting/freedom-information>.

## **Further information and assistance**

If you require further information or assistance in relation to this letter, please contact the ASQA Info Line on telephone 1300 701 801 or by email at [enquiries@asqa.gov.au](mailto:enquiries@asqa.gov.au).

Yours sincerely



Drew Ward  
**Manager Regulatory Operations**