**Desktop audit report** Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

#### Assessment criteria

Contract condit	tion	Assessment criteria
1.11	Evidence of Participation	The Service Provider has valid evidence of participation in accordance with the Western Australian VET Enrolment Data Standards for reported activity.
10,2.7	Reporting Standards	All reports, documents, and information provided to the Corporation under this Agreement must be complete, accurate, comprehensive, up-to-date and in no way misleading or deceptive.
2.6 b	Fees and Charges Charged	Collect Fees and Charges from students set by Fees and Charges Policy applicable at the time the relevant unit, to which the fee or charge applies, commences.
2.6 e,g,c	Fees and charges - Invoice or Receipt at Students Enrolment and payment	The Service Provider has provided students with an itemised enrolment invoice or receipt for any units they have enrolled in.
2.6 d	Fees and charges - Student Eligibility for concession or Fee Waiver	The Service Provider has retained proof of student eligibility for concession or Fee Waiver.
2.3 b,c	Advertising and marketing - Website	The Service Provider must publish on its website Indicative fees for government subsidised training for each course/qualification and caveat

# Systemic reporting issues to be addressed

Participation: Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.

Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowledge from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.

Action: RTO to list the UOC on each page of all upcoming training Session Plans.

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**Desktop audit report**Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample Type	Assessment criteria	Compliant	Compliant with Recommendations	Non-compliant / Invalid enrolment samples
Participation	Participation Commencem	0	16	0
Participation	Participation Completion	7	0	0
Participation	Reporting Standards	0	16	0
Fees	Reporting Standards	4	0	0
Fees	Fees and Charges	4	0	0
Fees	Invoice or Receipt	4	0	0
Fees	Concession	4	0	0
Website	Website Indicative Fees	1	0	0
Website	Website Fee Caveat	1	0	0

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**Desktop audit report**Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date		
1	20170627	Abrahams, Carl	RII30815	Support plant operations	RIICCM206D	5	12/06/2017	31/12/2017		
Commend	ement evidence	Student Contact record	Student Contact record and Session Plan							
Details: Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowledge from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.							er of knowledge			

Action required: RTO to list the UOC on each page of all upcoming training Session Plans.

**Completion evidence:** 

Details:

Action required:

## **Supplementary Details/Final Results:**

Supplementary Details:

Final Action required:

**Rulings:** 

Commencement ruling: Compliant-with Completion ruling: Reporting ruling: Compliant-with

Recommendations Recommendations

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**Desktop audit report** Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessmen	nt criteria									
Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date		
2	20170627	Abrahams, Carl	RII30815	Carry out concrete work	RIICCM209D	1	22/05/2017	8/08/2017		
Commencement evidence		Student Contact record and Session Plan								
Details:  Action required:		Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowle from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.  RTO to list the UOC on each page of all upcoming training Session Plans.								
	n evidence:	Student Contact reco								
Details:				that an overall final pass grade h	nas been awarded to the stu	udent on the	reported unit e	nd date.		
Action requ	uired:	None required								
Supplemen	ntary Details/Fin	al Results:								
Sunnlemer	ntary Details:									

Supplementary Details:

Final Action required:

**Rulings:** 

Commencement ruling: **Compliant-with** Completion ruling: Compliant Reporting ruling: **Compliant-with** Recommendations

Recommendations

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**Desktop audit report**Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date
3	20170627	Ahern, Christopher	RII30815	Handle resources and infrastructure materials and safely dispose of nontoxic materials	RIISAM201D	5	28/08/2017	9/11/2017
Commence	ment evidence	Student Contact record and	d Session Plan					
Details:				Student Contact record which is evidence rates that the student has participated in	•		s been a transfe	er of knowledge

from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.

Action required: RTO to list the UOC on each page of all upcoming training Session Plans.

**Completion evidence:** 

Details:

Action required:

## **Supplementary Details/Final Results:**

Supplementary Details:

Final Action required:

Rulings:

Commencement ruling: Compliant-with Completion ruling: Reporting ruling: Compliant-with

Recommendations Recommendations

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**Desktop audit report** Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample CPS number	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date	
4 20170623	Ahern, Christopher	RII30815	Erect and dismantle temporary fencing and gates	RIICCM211D	5	28/08/2017	9/11/2017	
Commencement evid	ence Student Contact record	and Session Plan						
Details:	Commencement evidend	Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance. Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowled from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.						
Action required:	RTO to list the UOC on e	ach page of all up	coming training Session Plans.					

#### **Completion evidence:**

Details:

Action required:

## **Supplementary Details/Final Results:**

Supplementary Details:

Final Action required:

**Rulings:** 

**Compliant-with** Completion ruling: Reporting ruling: **Compliant-with** Commencement ruling:

Recommendations Recommendations

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**Desktop audit report** Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date
5	20170627	Crofft, Aaron	RII30815	Use hand and power tools	RIISAM203D	1	31/07/2017	9/08/2017
Commence	ement evidence	Student Contact reco	rd and Session Plan					
Details:		Commencement evide	ence clearly demons	Student Contact record which is evi trates that the student has participe the curriculum of the unit of compet	ated in learning activities	and there ha	•	er of knowledge
Action requ	uired:	RTO to list the UOC o	n each page of all up	ocoming training Session Plans.				
Completion	n evidence:	Student Contact reco	rd and Assessment S	Summary record sheet				

Details: Completion evidence clearly demonstrates that an overall final pass grade has been awarded to the student on the reported unit end date.

Action required: None required

## **Supplementary Details/Final Results:**

Supplementary Details:

Final Action required:

**Rulings:** 

Commencement ruling: **Compliant-with** Completion ruling: Compliant Reporting ruling: **Compliant-with** 

Recommendations Recommendations

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**Desktop audit report**Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date
6	20170627	Crofft, Aaron	RII30815	Plan and organise work	RIIBEF201D	5	28/08/2017	9/11/2017
Commence	ement evidence	Student Contact record	l and Session Plan					
Details:		Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowledg from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.						

Action required: RTO to list the UOC on each page of all upcoming training Session Plans.

**Completion evidence:** 

Details:

Action required:

## **Supplementary Details/Final Results:**

Supplementary Details:

Final Action required:

**Rulings:** 

Commencement ruling: Compliant-with Completion ruling: Reporting ruling: Compliant-with

Recommendations Recommendations

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**Desktop audit report** Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Accessment criteria

Assessmen	it criteria								
Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date	
7	20170627	DeMamiel, Marc William Frank	RII30815	Work safely and follow WHS policies and procedures	RIIWHS201D	1	17/07/2017	26/07/2017	
Commence	ement evidence	Student Contact record and	d Session Plan						
Details:  Action required:		Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowled from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.  RTO to list the UOC on each page of all upcoming training Session Plans.							
	n evidence:	Student Contact record and							
Details:		Completion evidence clearl	y demonstrates	s that an overall final pass grade has bee	n awarded to the s	tudent on the	reported unit e	nd date.	
Action requ	uired:	None required							
Supplemer	ntary Details/Fin	nal Results:							
Supplemen	ntary Details:								

Final Action required:

**Rulings:** 

**Compliant-with** Completion ruling: Compliant Reporting ruling: **Compliant-with** Commencement ruling: Recommendations Recommendations

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**Desktop audit report** Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Assessmen	it criteria										
Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date			
8	20170627	DeMamiel, Marc William Frank	RII30815	Communicate in the workplace	RIICOM201D	1	17/07/2017	26/07/2017			
Commence	ement evidence	Student Contact record and Session Plan									
Details:  Action required:		Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of know from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.  RTO to list the UOC on each page of all upcoming training Session Plans.									
	n evidence:	Student Contact record and									
Details:		Completion evidence clearl	y demonstrates	s that an overall final pass grade has b	peen awarded to the st	tudent on the	reported unit e	nd date.			
Action requ	uired:	None required									
Supplemer	ntary Details/Fir	nal Results:									
Supplemen	ntary Details:										

Final Action required:

**Rulings:** 

**Compliant-with** Completion ruling: Compliant Reporting ruling: **Compliant-with** Commencement ruling: Recommendations

Recommendations

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**Desktop audit report** Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date
9	20170627	DeMamiel, Marc William Frank	RII30815	Conduct civil construction excavator operations	RIIMPO320E	5	17/07/2017	9/11/2017
Commence	ment evidence	Student Contact record and	Session Plan					
Details: Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transf from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.				•	er of knowledge			
Action requ	ired:	RTO to list the UOC on each page of all upcoming training Session Plans.						
Completion	evidence:							

Details:

Action required:

## **Supplementary Details/Final Results:**

Supplementary Details:

Final Action required:

**Rulings:** 

**Compliant-with** Completion ruling: Reporting ruling: **Compliant-with** Commencement ruling: Recommendations Recommendations

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**Desktop audit report** Tracmin Pty Ltd

Date of audit completion Date of initial audit assessment 6/10/2017 25/10/2017

Assessmen	nt criteria								
Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date	
10	20170627	Dixon, Anthony	RII30815	Operate small plant and equipment	RIISAM204D	1	20/03/2017	29/03/2017	
Commence	ement evidence	Student Contact record a	nd Session Plan						
Details:		Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowled from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.							
Action req	uired:	RTO to list the UOC on ea	ach page of all up	coming training Session Plans.					
Completio	n evidence:	Student Contact record and Assessment Summary record sheet							
Details:		Completion evidence clearly demonstrates that an overall final pass grade has been awarded to the student on the reported unit end date.							
Action req	uired:	None required							
Suppleme	ntary Details/Fin	al Results:							
Supplemer	ntary Details:								
Final Actio	n required:								

**Rulings:** 

Commencement ruling: **Compliant-with** Completion ruling: Compliant Reporting ruling: **Compliant-with** 

Recommendations Recommendations

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**Desktop audit report** Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date
11	20170627	Daw, Daniel	RII30815	Carry out basic levelling	RIICCM208D	5	15/08/2017	31/12/2017
Commence	mmencement evidence Student Contact record and Session Plan							
Details:		Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowledge						

from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.

RTO to list the UOC on each page of all upcoming training Session Plans.

**Completion evidence:** 

Details:

Action required:

Action required:

## **Supplementary Details/Final Results:**

Supplementary Details:

Final Action required:

Rulings:

Commencement ruling: Compliant-with Completion ruling: Reporting ruling: Compliant-with

Recommendations Recommendations

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**Desktop audit report** Tracmin Pty Ltd

Date of audit completion Date of initial audit assessment 6/10/2017 25/10/2017

Assessmer	Assessment criteria									
Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date		
12	20170627	Lloyd, David Joseph	RII30815	Carry out manual excavation	RIICCM205E	1	31/07/2017	10/08/2017		
Commencement evidence Student Contact record and Session Plan										
Details:		Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowledge from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.								
Action req	uired:	RTO to list the UOC on each page of all upcoming training Session Plans.								
Completio	n evidence:	Student Contact record and Assessment Summary record sheet								
Details:		Completion evidence cle	arly demonstrate	s that an overall final pass grade ho	as been awarded to the stu	ident on the	reported unit e	nd date.		
Action req	uired:	None required								
Suppleme	Supplementary Details/Final Results:									
Supplemei	ntary Details:									

Final Action required:

**Rulings:** 

Commencement ruling: **Compliant-with** Completion ruling: Reporting ruling: **Compliant-with** 

Recommendations Recommendations

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**Desktop audit report** Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date	
13	20170627	Ozich, John	RII30815	Spread and compact materials manually	RIICCM207D	1	20/03/2017	29/03/2017	
Commence	ment evidence	Student Contact record and Session Plan							
Details:		Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowledge from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.						er of knowledge	
Action requ	iired:	RTO to list the UOC on each page of all upcoming training Session Plans.							

**Completion evidence:** Student Contact record and Assessment Summary record sheet

Details: Completion evidence clearly demonstrates that an overall final pass grade has been awarded to the student on the reported unit end date.

Action required: None required

## **Supplementary Details/Final Results:**

Supplementary Details:

Final Action required:

**Rulings:** 

Commencement ruling: Compliant-with Completion ruling: Compliant Recommendations Compliant Recommendations Compliant Recommendations

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**Desktop audit report**Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Assessifier	ttitteria								
Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date	
14	20170627	Stamper, Johari	RII30815	Identify, locate and protect underground services	RIICCM202D	1	16/05/2017	23/05/2017	
Commencement evidence Student Contact record and Session Plan									
Details: Action required:		Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowledge from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.  RTO to list the UOC on each page of all upcoming training Session Plans.							
Completion	n evidence:	Student Contact record and Assessment Summary record sheet							
Details:		Completion evidence c	learly demonstrates	s that an overall final pass grade ha	s been awarded to the st	udent on the	reported unit e	nd date.	
Action requ	uired:	None required							
Supplemer	Supplementary Details/Final Results:								
Supplementary Details:									

Supplementary Details:

Final Action required:

**Rulings:** 

Commencement ruling: Compliant-with Completion ruling: Compliant Recommendations Compliant Recommendations Compliant Recommendations

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**Desktop audit report**Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date
15	20170627	Topliss, Christopher	RII30815	Conduct civil construction skid steer loader operations	RIIMPO318E	5	6/06/2017	31/12/2017
Commence	Commencement evidence Student Contact record and Session Plan							
Details:		Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of knowledge from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.						
Action requ	ıired:	RTO to list the UOC on each page of all upcoming training Session Plans.						

#### **Completion evidence:**

Details:

Action required:

## **Supplementary Details/Final Results:**

Supplementary Details:

Final Action required:

**Rulings:** 

Commencement ruling: Compliant-with Completion ruling: Reporting ruling: Compliant-with

Recommendations Recommendations

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**Desktop audit report** Tracmin Pty Ltd

**Compliant-with** 

Recommendations

Date of audit completion Date of initial audit assessment 6/10/2017 25/10/2017

Completion ruling:

Commencement ruling:

Assessmen	t criteria										
Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date			
16	20170627	Topliss, Christopher	RII30815	Repair potholes	RIICRC201D	5	14/08/2017	31/12/2017			
Commence	Commencement evidence Student Contact record and Session Plan										
Details:	Detailed Session Plan can be linked to the Student Contact record which is evidence of student attendance.  Commencement evidence clearly demonstrates that the student has participated in learning activities and there has been a transfer of keep from the RTO to the student, relevant to the curriculum of the unit of competence, on the start date as reported in RAPT.				er of knowledge						
Action requ	uired:	RTO to list the UOC on ea	RTO to list the UOC on each page of all upcoming training Session Plans.								
Completion	n evidence:										
Details:											
Action requ	uired:										
Supplemen	ntary Details/Fir	al Results:									
Supplemen	tary Details:										
Final Action	n required:										
Rulings:											

Reporting ruling:

**Compliant-with** 

Recommendations

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**Desktop audit report**Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample number	CPS	Student name	Fee Type	FSWA Category			
17	20170627	Abrahams, Carl	V	GIT			
Evidence supplied:		Healthcare Card, Financial Hardship Assessment, Tax Invoice, Invoice breakdown					
Details:		The student is an unemployed job seeker receiving a NewStart allowance and meets the Severe Financial Hardship requirements in line with the Fees and Charges Policy 2017 fee waiver guidelines.					
Fee Action F	Required						
Invoicing Ac	tion Required						

## **Supplementary Details/Final Results:**

Supplementary Details:

Concession action Required
Reporting Action Required

Action Required

**Rulings:** 

Fees and Charges Ruling	Compliant	Invoicing Ruling	Compliant
Concession Ruling	Compliant	Reporting Ruling	Compliant

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**Desktop audit report**Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample number	CPS	Student name	Fee Type	FSWA Category				
18	20170627	Bawden, Christopher	V	GIT				
Evidence su	ıpplied:	Healthcare Card, Drivers licence, N	Healthcare Card, Drivers licence, Medicare, Financial Hardship Assessment, Tax Invoice, Invoice breakdown					
Details:		The student is an unemployed job Fees and Charges Policy 2017 fee	9	ice and meets the Severe	Financial Hardship requirements in line with the			
Fee Action I	Required							
Invoicing Ad	ction Required							
Concession	action Required							
Reporting A	action Required							

## **Supplementary Details/Final Results:**

Supplementary Details:

Action Required

**Rulings:** 

Fees and Charges Ruling	Compliant	Invoicing Ruling	Compliant	
Concession Ruling	Compliant	Reporting Ruling	Compliant	

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**Desktop audit report**Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample number	CPS	Student name	Fee Type	FSWA Category				
19	20170627	Comeagain, Corbin James	V	GIT				
Evidence supplied:		lealthcare Card, Medicare, Financial Hardship Assessment, Tax Invoice, Invoice breakdown						
Details:		The student is an unemployed job se Fees and Charges Policy 2017 fee wo		vance and meets the Severe F	inancial Hardship requirements in line with the			
Fee Action I	Required							
Invoicing Ac	ction Required							
Concession action Required								
Reporting A	action Required							

## **Supplementary Details/Final Results:**

Supplementary Details:

Action Required

**Rulings:** 

Fees and Charges Ruling Compliant Invoicing Ruling Compliant

Concession Ruling Compliant Reporting Ruling Compliant

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**Desktop audit report**Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Sample	CPS	Student name	Fee Type	FSWA			
number				Category			
20	20170627	Dixon, Anthony	V	GIT			
Evidence supplied:		Healthcare Card, Medicare, D	ealthcare Card, Medicare, Drivers licence, Financial Hardship Assessment, Tax Invoice, Invoice breakdown				
Details:		The student is an unemployed job seeker receiving a NewStart allowance and meets the Severe Financial Hardship requirements in line with the Fees and Charges Policy 2017 fee waiver guidelines.					
Fee Action I	Required						
Invoicing Action Required							
Concession	action Required						

## **Supplementary Details/Final Results:**

Supplementary Details:

Reporting Action Required

Action Required

**Rulings:** 

Fees and Charges Ruling Compliant Invoicing Ruling Compliant

Concession Ruling Compliant Reporting Ruling Compliant

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**Desktop audit report**Tracmin Pty Ltd

Date of initial audit assessment 6/10/2017 Date of audit completion 25/10/2017

Assessment criteria

Assessment enterty						
Sample number	CPS	Student name	Fee Type	FSWA Category		
21	20170627	Strachan, Steven Ramsay	Z	GIT		
Evidence supplied:		Student has been removed, as withdrew and re-enrolled into a non-funded group.				
Details:						
Fee Action Required						

Invoicing Action Required

Concession action Required

Reporting Action Required

# **Supplementary Details/Final Results:**

Supplementary Details:

Action Required

## **Rulings:**

Fees and Charges Ruling	Not Assessed	Invoicing Ruling	Not Assessed
Concession Ruling	Not Assessed	Reporting Ruling	Not Assessed

	Sample number	Website Indicative Fees	Website Fee caveat
	22	http://tracmin.com.au/rii20513-certificate-iii-in-civil-construction-plant-operations/	http://tracmin.com.au/rii20513-certificate-iii-in-civil-construction-plant-operations/

## Action Required

## **Rulings:**

Website Indicative Fees Ruling Compliant Website Fee Caveat Ruling Compliant

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