



VET (WA) Ministerial Corporation Purchase of Training Services General Provision (Condition of Contract)

Desktop audit report

Tracmin Pty Ltd

Date of initial audit assessment

6/10/2017

Date of audit completion

25/10/2017

Assessment criteria

Contract condition		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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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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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	
Commencement evidence Student Contact record and Session Plan									
Details:		<i>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.</i>							
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 Recommendations		Completion ruling:			Reporting ruling:		Compliant-with Recommendations



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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:		<i>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.</i>						
Action required:		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:		<i>Completion evidence clearly demonstrates that an overall final pass grade has been awarded to the student on the reported unit end date.</i>						
Action required:		None required						
Supplementary Details/Final Results:								
Supplementary Details:								
Final Action required:								
Rulings:								
Commencement ruling:		Compliant-with Recommendations	Completion ruling:		Compliant	Reporting ruling:		Compliant-with Recommendations



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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

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



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Sample number	CPS	Student name	Qual ID	UOC	UOC code	Outcome code	UOC start date	UOC end date	
4	20170627	Ahern, Christopher	RII30815	Erect and dismantle temporary fencing and gates	RIICCM211D	5	28/08/2017	9/11/2017	
Commencement evidence Student Contact record and Session Plan									
Details:		<i>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.</i>							
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 Recommendations			Completion ruling:		Reporting ruling:		Compliant-with Recommendations



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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
Commencement evidence		Student Contact record and Session Plan						
Details:		<i>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.</i>						
Action required:		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:		<i>Completion evidence clearly demonstrates that an overall final pass grade has been awarded to the student on the reported unit end date.</i>						
Action required:		None required						
Supplementary Details/Final Results:								
Supplementary Details:								
Final Action required:								
Rulings:								
Commencement ruling:		Compliant-with Recommendations	Completion ruling:		Compliant	Reporting ruling:		Compliant-with Recommendations



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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	
Commencement evidence Student Contact record and Session Plan									
Details:		<i>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.</i>							
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 Recommendations		Completion ruling:			Reporting ruling:		Compliant-with Recommendations



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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	
Commencement evidence Student Contact record and Session Plan									
Details:		<i>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.</i>							
Action required:		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:		<i>Completion evidence clearly demonstrates that an overall final pass grade has been awarded to the student on the reported unit end date.</i>							
Action required:		None required							
Supplementary Details/Final Results:									
Supplementary Details:									
Final Action required:									
Rulings:									
Commencement ruling:		Compliant-with Recommendations		Completion ruling:		Compliant		Reporting ruling:	Compliant-with Recommendations



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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
Commencement evidence Student Contact record and Session Plan								
Details:		<i>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.</i>						
Action required:		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:		<i>Completion evidence clearly demonstrates that an overall final pass grade has been awarded to the student on the reported unit end date.</i>						
Action required:		None required						
Supplementary Details/Final Results:								
Supplementary Details:								
Final Action required:								
Rulings:								
Commencement ruling:		Compliant-with Recommendations	Completion ruling:		Compliant	Reporting ruling:		Compliant-with Recommendations



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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	
Commencement evidence Student Contact record and Session Plan									
Details:		<i>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.</i>							
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 Recommendations			Completion ruling:		Reporting ruling:		Compliant-with Recommendations



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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
Commencement evidence Student Contact record and Session Plan								
Details:		<i>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.</i>						
Action required:		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:		<i>Completion evidence clearly demonstrates that an overall final pass grade has been awarded to the student on the reported unit end date.</i>						
Action required:		None required						
Supplementary Details/Final Results:								
Supplementary Details:								
Final Action required:								
Rulings:								
Commencement ruling: Compliant-with Recommendations			Completion ruling: Compliant			Reporting ruling: Compliant-with Recommendations		



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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	
Commencement evidence Student Contact record and Session Plan									
Details:		<i>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.</i>							
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 Recommendations			Completion ruling:		Reporting ruling:		Compliant-with Recommendations



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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:		<i>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.</i>						
Action required:		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:		<i>Completion evidence clearly demonstrates that an overall final pass grade has been awarded to the student on the reported unit end date.</i>						
Action required:		None required						
Supplementary Details/Final Results:								
Supplementary Details:								
Final Action required:								
Rulings:								
Commencement ruling:		Compliant-with Recommendations		Completion ruling:		Reporting ruling:		Compliant-with Recommendations



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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
Commencement evidence Student Contact record and Session Plan								
Details:		<i>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.</i>						
Action required:		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:		<i>Completion evidence clearly demonstrates that an overall final pass grade has been awarded to the student on the reported unit end date.</i>						
Action required:		None required						
Supplementary Details/Final Results:								
Supplementary Details:								
Final Action required:								
Rulings:								
Commencement ruling:		Compliant-with Recommendations	Completion ruling:		Compliant	Reporting ruling:		Compliant-with Recommendations



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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:		<i>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.</i>							
Action required:		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:		<i>Completion evidence clearly demonstrates that an overall final pass grade has been awarded to the student on the reported unit end date.</i>							
Action required:		None required							
Supplementary Details/Final Results:									
Supplementary Details:									
Final Action required:									
Rulings:									
Commencement ruling:		Compliant-with Recommendations		Completion ruling:		Compliant		Reporting ruling:	Compliant-with Recommendations



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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
Commencement evidence Student Contact record and Session Plan								
Details:		<i>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.</i>						
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 Recommendations		Completion ruling:			Reporting ruling: Compliant-with Recommendations	



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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	
Commencement evidence Student Contact record and Session Plan									
Details:		<i>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.</i>							
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 Recommendations			Completion ruling:		Reporting ruling:		Compliant-with Recommendations



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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:		<i>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.</i>		
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	Compliant	Invoicing Ruling	Compliant	
Concession Ruling	Compliant	Reporting Ruling	Compliant	



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Sample number	CPS	Student name	Fee Type	FSWA Category
18	20170627	Bawden, Christopher	V	GIT
Evidence supplied:		Healthcare Card, Drivers licence, Medicare, Financial Hardship Assessment, Tax Invoice, Invoice breakdown		
Details:		<i>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.</i>		
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	Compliant	Invoicing Ruling	Compliant	
Concession Ruling	Compliant	Reporting Ruling	Compliant	



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Sample number	CPS	Student name	Fee Type	FSWA Category
19	20170627	Comeagain, Corbin James	V	GIT
Evidence supplied:		Healthcare Card, Medicare, Financial Hardship Assessment, Tax Invoice, Invoice breakdown		
Details:		<i>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.</i>		
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	Compliant	Invoicing Ruling	Compliant	
Concession Ruling	Compliant	Reporting Ruling	Compliant	



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Assessment criteria

Sample number	CPS	Student name	Fee Type	FSWA Category
20	20170627	Dixon, Anthony	V	GIT
Evidence supplied:		Healthcare Card, Medicare, Drivers licence, Financial Hardship Assessment, Tax Invoice, Invoice breakdown		
Details:		<i>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.</i>		
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	Compliant	Invoicing Ruling	Compliant	
Concession Ruling	Compliant	Reporting Ruling	Compliant	



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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