



Australian Government
Australian Skills Quality Authority

REPORT

Audit report: St Albans Institute Pty Ltd

Date/s of audit: 25 July 2018

Date report created: 25 July 2018

Organisation details

Organisation's legal name: St Albans Institute Pty Ltd

Trading name/s: Hawk Institute

RTO number: 41451

CRICOS number: 03596J

Audit team

Lead auditor: Brad Kovak

Assistant/s:

Audit details

Application number/s: CHGCRI0003172, CHGCRI0003771

Audit number: AUDREC0008296

Audit reason: Application - change

Address of site/s visited: Level 7, 140 Queen Street, MELBOURNE, VIC, 3000

Date/s of audit: 25 July 2018

Organisation's contact for audit: Mrs Ionessa Annin Chief Executive Officer
Info.hawkinstitutue@gmail.com 1300 159 461

Original finding at time of audit

Audit finding: Compliant

Report completed by: Brad Kovak

Practice	National Code 2018	Finding
Marketing/ Recruitment	1.1, 1.2, 1.3, 1.4	Not audited
Enrolment	2.1, 2.2, 3.1, 3.3, 3.4, 8.5 and	Not audited
Support and Progression	6.6	Compliant
Training and Assessment	11.1, 11.2 and	Compliant
Regulatory Compliance / Governance	4.1, 4.2, 4.3 and	Not audited

Background

Summary of organisation and management structure:

- The registered provider is owned by Sanniya Patheja who replaced Amit Khara as Director and full shareholder in December 2017. The RTO is managed by the CEO Mrs Ionessa Annin in conjunction with Mr Tim Sillcock as the Compliance Manager and Mr Amandeep Singh as the Administrative Manager.

Scope of registration:

- The RTO has three qualifications from the *BSB Business Services* Training Package and two courses from the *FNS Financial Services* Training Package. Prior to the site visit the RTO submitted and ASQA approved an application to remove the two FNS qualifications from its CRICOS scope of registration.

Suburb and state of all delivery locations:

- Level 7, 140 Queen Street, MELBOURNE, VIC, 3000

Third party usage:

- The RTO uses the services of education agents to recruit overseas students.

Core clients/target groups:

- The registered provider core clients are overseas students who are recruited onshore.

Training Revenue (Funded or fee for service):

- Fee for service.

Total number of current enrolments as at audit date:

- 43

In preparing the audit report, consideration has been given and reference made, where relevant, to:

- Information provided directly by St Albans Institute Pty Ltd to ASQA
- Existing information and records held by ASQA concerning St Albans Institute Pty Ltd
- Information provided to ASQA's auditors and documentation reviewed during the site audit of St Albans Institute Pty Ltd conducted on 25 July 2018.
- Other publically available information - including but not limited to, information published on the organisation's and third party websites.

Audit Sample

Code	Training products	Mode/s of delivery / assessment*	Current enrolments
BSB40515	Certificate IV in Business Administration	Face to face	43
BSB50415	Diploma of Business Administration	Face to face	0
BSB60215	Advanced Diploma of Business	Face to face	0

*Apprenticeship, Traineeship, Face to face, Distance, Online, Workplace, Mixed, Other (specify)

Interviewees

Name	Position	Training products
Mrs Ionessa Annin	Chief Executive Officer	NA
Mr Timothy Sillcock	Compliance Manager	ALL
Mr Amandeep Singh	Administration Manager	ALL

About this Report

This report details findings against the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (National Code). If non-compliance has been identified, this report describes evidence of the non-compliance.

Where non-compliance has been identified, the provider is accountable for identifying and correcting non-compliant practices and behaviours, particularly those that have had a negative impact on learners.

Correcting non-compliance may require:

- correcting a process or system that has led to the non-compliance, and implementing a revised process or system
- identifying the impact on learners and carrying out remedial action for current and past learners