

**Economics Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
Industry, Innovation, Science, Research and Tertiary Education Portfolio  
Budget Estimates Hearing 2012-13  
28 and 29 May 2012

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**AGENCY/DEPARTMENT:** AUSTRALIAN SKILLS QUALITY AUTHORITY (ASQA)

**TOPIC:** Staffing – Audits and Travel

**REFERENCE:** Written Question – Senator Nash

**QUESTION No.:** BI-120

1. How many staff will undertake audits?
2. What training will staff have to ensure they can undertake appropriate audits?
3. Can we have a breakdown of their roles?
4. When does ASQA expect to commence auditing RTOs?
5. How many staff will attend each audit?
6. What APS classification will the staff be?
7. What level of travel will they be entitled to when undertaking an audit interstate?
8. Can ASQA provide the travel allowance for staff undertaking audits- a list of all locations and at each staffing level?

**ANSWER**

1. ASQA has 39 full and part time staff to undertake audits. This is supplemented by a panel of contracted auditors.
2. Audit staff participate in an induction program relevant to their area of work. In addition, documented procedures, templates and a quality management system ensures they have access to up to date resources essential to their work.

Audit staff regularly participate in audit professional development, moderation and business improvement activities.

3. There are two types of auditors: Lead Compliance Auditor and Principal Compliance Auditor. Lead Compliance Auditors plan, organise, lead and conduct routine audits while Principal Compliance Auditors lead large and/or complex audits and those that may be contentious such as high risk providers, serious complaints, or following up after sanctions have been imposed.

The Principal Compliance Auditor role also carries with it responsibilities for providing guidance, mentoring and support to auditors, including contracted auditors, and monitoring their performance. Auditors report on provider compliance with national quality assurance requirements and make recommendations about rectification options.

4. ASQA commenced audits of Registered Training Organisations (RTOs) on its establishment on 1 July 2011. All providers are audited during the assessment of their initial application to become an RTO. A second audit is conducted 12 months after they become an RTO. A decision is also made about whether an audit is required for a renewal of registration application every five years.
5. The numbers of staff on individual audits is directly related to size, complexity, safety and the available resources required for the audit. The average number of staff undertaking audits is two.
6. Lead Compliance Auditors are classified at APS6 and Principal Compliance Auditors are classified at EL1.
7. Economy class air travel within Australia, purchased at the lowest practical fare (in line with the whole of government travel arrangements).
8. ASQA currently accesses the allowance subscription service provided by the Australian Public Service Commission to determine travel allowance rates for its staff. These allowances are updated and provided on an annual basis and are only made available to Commonwealth agencies.