

# Internal Audit Service

## Achieve And Maintain Compliance For Your RTO

If you operate an RTO you will understand just how important compliance is to your business. Insources internal audit service ensures your RTO is meeting the requirements of the VET Standards. We provide an accurate and independent picture of your RTO's compliance status by validating your organisation's performance, and presenting fresh perspectives and ideas based on best practices.

## Why Perform An Internal Audit

- ✔ Manage Compliance Based On Evidence Of Your RTO's Performance
- ✔ Promote A Continuous Improvement Culture Within Your RTO
- ✔ Benchmark Your RTO Against Industry Best Practice
- ✔ Validate Your Systems
- ✔ Measure The Results Of Your Operations

## What Our Clients Are Saying

*"Audits always take a lot of energy and are quite taxing, however, our entire team agreed that working with Insources was a very positive experience. Their approach and service was exactly what we were looking for. We look forward to partnering with Javier and the team at Insources for our RTO requirements and are confident that this will support our RTO to grow and flourish in the years ahead."*

**Jan Hurn,**  
CEO  
Wesley Health Management

*"We recently engaged Insources to perform quality auditing for our organisation. Their level of knowledge of the VET quality framework is superb, as is their ability to communicate what is needed in a practical sense to fix problems. They demonstrated an ability to quickly understand the various disciplines we operate in and were able to offer really practical advice on how to improve our training and assessment practices."*

**Damian McKenzie-McHarg,**  
Manager, Quality & Risk  
TAFE NSW Riverina Institute

## Internal Audit Service

An internal audit is essential to identify non-compliances or gaps in your RTO's performance, which can put your RTO's registration or funding contracts at risk. Internal audits are also a valuable tool to identify areas for continuous improvement. Insources has developed an audit process that ensures a high quality result in a time effective manner. The basic process we follow is below:



### 1. Initial Planning Meeting

Teleconference/online meeting prior to the site visit. During this meeting, we will request some information that can include documented samples of training and assessment strategies and assessment tools.



### 4. Comprehensive Audit Report And Action Plan

Detailed report including all findings and list of recovery actions prioritising non-compliances and opportunities for improvement (issued within 14 days of on-site visit).



### 2. Desk Audit

Our consultant reviews the selected material prior to the site visit.



### 5. Post Audit Meeting/Training

Our consultant will present the report and explain alternatives, best practices, and critical concepts required to successfully complete the action plan.



### 3. On-Site Visit

The audit takes 1-2 days (this may vary according to factors such as scope or registration, number of students, locations and funding arrangements) and includes opening and closing meetings to meet the Regulator's Standards. All relevant Standards are audited.



### 6. Free Training

You receive free registration to five professional development webinars for your staff.

## More Than Compliance

Our service goes beyond a standard compliance report. We provide advice and examples of best practices, a complete action plan to rectify any identified non-compliances, and highlight opportunities for continuous improvement. We share our extensive industry experience and knowledge by offering a two-hour post-audit online training session. During this session an Insources consultant presents the report to your team, outlining best practices and detailing the proposed action plan. Also included are five complimentary registrations for Insources professional development webinars. By participating in these webinars your team can develop further skills in maintaining RTO compliance. More than 20 different webinars are available - see website for details.

## Why Work With Insources

We specialise in working within the Vocational Education and Training industry and have been helping businesses in this sector for more than 10 years. In that time, we've helped many businesses not only to achieve their compliance and continuous improvement goals, but also to do it with confidence. Whether your RTO needs support with audit preparation, re-registration, independent external validation, systematic review of training products, achieving best practices in your training and assessment, or professional development for your staff members, talk to our expert team to find out how we can support your business to thrive.