

24 June 2014



Australian Government
Australian Skills Quality Authority

Mr Diwakar Saraswat
CEO
EXECUTIVE SECURITY TRAINING PTY. LTD.
Suite 3, 1 Akenside Street
WACOL QLD 4076

By email to info@sherwood.edu.au

RTO ID: 40526
Audit No: 1002322

Dear Mr Saraswat

Re: Audit finalised

This notice is to advise that the recent post-initial audit conducted on EXECUTIVE SECURITY TRAINING PTY. LTD. has been finalised and that your registered training organisation (RTO) has been noted for its ongoing compliance with the Standards for NVR Registered Training Organisations.

The findings of this audit will contribute to the records retained of your RTO's compliance history and to the risk rating assigned to your organisation.

A copy of the final audit report is attached for your reference.

Thank you for your organisation's cooperation throughout this audit activity.

You are reminded that an ongoing condition of your registration is compliance with the Standards for NVR Registered Training Organisations.

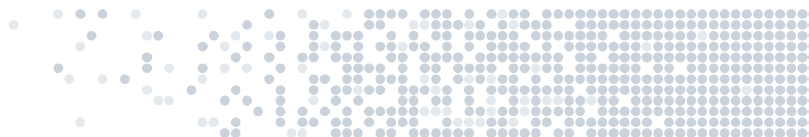
Further information and assistance

If you require further information or assistance in relation to this matter, please contact the ASQA Info Line on telephone 1300 701 801.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'D. Garner'.

DAVID GARNER
Regional Manager Compliance



Audit report – VET Quality Framework

Continuing registration as a national VET regulator (NVR) registered training organisation

ORGANISATION DETAILS

Organisation's legal name	Executive Security Training Pty Ltd
Trading name/s	Sherwood Institute of Australia
RTO number	40526
CRICOS number	N/A

AUDIT TEAM

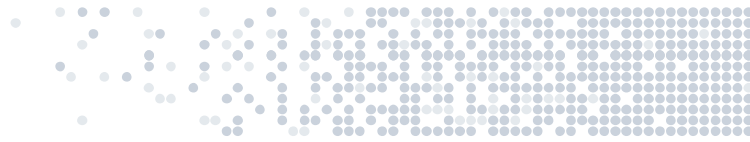
Lead auditor	Denise Middleton
Auditor/s	N/A
Technical adviser/s	N/A

AUDIT DETAILS

Application number/s	N/A
Audit number/s	1002322
Audit reason 1	Post initial
Audit reason 2	n/a
Audit reason 3	n/a
Activity type	Site visit
Address of site/s visited	Suite 3, 1 Aikenside Street, Wacol Q 4076
Date/s of audit	03/02/2014
Organisation's contact for audit	Diwaker Saraswat Director info@sherwood.edu.au 0732711101
NVR standards audited	All Standards for Continuing Registration

BACKGROUND

- The business plan is adjusted to meet client demand on a regular basis.
- All marketing is through word of mouth.
- The organisation no longer delivers security qualifications in other States because of the differing legislative requirements of each State. Initially the organisation had delivered security training in other States, including South Australia.
- The organisation does not have any partnerships with other organisations.
- The structures of the organisation consists of a Chief Executive Officer, Compliance Officer, Administration Officer, external Consultant and six full-time trainers.
- The target market of the organisation is unemployed persons, school students and persons looking to



change their profession who have an interest in security.

- The organisation has a funded contract with the Queensland government to deliver Certificate III in Security Operations. All other training and assessment is fee for service.
- At the time of the audit, the organisation had not delivered any training except to the security industry.

Total number of current enrolments in RTO as at audit date:

- The organisation has six students enrolled in security qualifications.

AUDIT SAMPLE

Code	Qualification/Course/Unit name	Mode/s of delivery/assessment*	Current enrolments (If not yet on scope, record N/A)
CPP20212	Certificate II in Security Operations	Face to face	2
CPP30411	Certificate III in Security Operations	Face to face	4
TLI31610	Certificate III in Transport and Logistics (Warehousing and Storage)	Face to face	N/A
TAE40110	Certificate IV in Training and Assessment	Face to face	N/A
BSB30412	Certificate III in Business Administration	Face to face	N/A
BSB51107	Diploma of Management	Face to face	N/A

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

INTERVIEWEES

Name	Position	Qualification/Course/Unit code/s
Rajat Saraswat	Compliance Officer	N/A

ORIGINAL AUDIT FINDING AT TIME OF AUDIT

Audit finding as at 03/02/2014: Minor non-compliance

- The level of non-compliance considers the potential for an adverse impact on the quality of training and assessment outcomes for students.
- If non-compliance has been identified, this audit report describes evidence of the non-compliance.
- Refer to notification of non-compliance for information on providing further evidence of compliance.

AUDIT FINDING FOLLOWING ANALYSIS OF RECTIFICATION EVIDENCE

Audit finding following analysis of additional evidence provided on 04/02/2014: Compliant