For all Chief Executive Officers or equivalent

Purpose

- To provide contracted training providers with an internal audit checklist that assists them in meeting VET Funding Contract requirements.

Background

- This Contract Notification provides advice in regard to the 2014 Internal Audit Checklist as per Clause 10.4 (a) of the relevant 2014 VET Funding Contracts.
- These checklists have been developed in accordance with the relevant VET Funding Contract and are provided as a management tool to assist your organisation's application of the contractual requirements therein.

Main Points

- In addition to being a contractual requirement in itself, the Internal Audit Checklist should form part of your organisation’s ongoing internal controls. It should not, however, be the sole process for monitoring your organisation's contractual compliance.
- Copies of the TAFE, non-TAFE, non-Victorian and Dual Sector checklists have been made available on the Skills Victoria Training System (SVTS).
- Clause 10.4 (b) requires that the CEO must sign off the completed internal audit.
- The completed checklist must be made available to auditors at any audit and/or review requested by the Department.
- All TAFE institutes must complete the '2014-16 TAFE Internal Audit Checklist'.
- All Dual Sectors must complete the '2014-16 Dual Sector Internal Audit Checklist'.
- All non-TAFE organisations must complete either the '2014 non-TAFE Internal Audit Checklist' or 2014-16 non-TAFE Internal Audit Checklist.
- All non-Victorian based Registered Training Organisations (RTOs) contracted under the 2014 Victorian Training Guarantee Non Victorian Based RTO Delivering to a National Enterprise are also required to complete the additional checks in the worksheet 'Non Victorian Based RTOs'. This is located in the ‘2014 non-
TAFE Internal Audit Checklist'. All other Victorian based non TAFE RTOs contracted under the 2014 VET Funding Contract should delete this worksheet.

- For all RTOs, should the internal audit identify non compliances with the Contract, the RTO should develop a rectification plan within a reasonable timeframe to rectify any instances of non compliance.

- For all Training providers with a three year contract, the internal audit must be done annually as prescribed in the VET Funding Contract.

**Action required**

- Complete your organisation’s internal audit using the relevant 2014 Internal Audit Checklist within timeframes outlined in the VET Funding Contract at Clause 10.4 (a).

- All enquiries concerning this Contract Notification, including feedback on the Internal Audit Checklist, should be lodged on SVTS under the category ‘Contract Compliance Audit Program - General’.

**Critical Dates**

- This Contract Notification is effective immediately.

**Relevant Resources**

- n/a

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**Lee Watts**

Executive Director

Training Market Operations