FOR ALL CHIEF EXECUTIVE OFFICERS OF EQUIVALENT

Background
- This Service Agreement Notification provides advice in regard to the 2013 Internal Audit Checklist (Checklist) as per Clause 11.5 (g) of the relevant 2013 Service Agreements (the Agreements)
- These checklists have been developed in accordance with the relevant Agreement 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 both the TAFE and non TAFE checklists have been made available on the Skills Victoria Training System (SVTS).
- Clause 11.5 g (ii) requires that the CEO or equivalent must sign off the completed Checklist.
- 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 ‘2013 TAFE Internal Audit Checklist’.
- All non TAFE organisations must complete the ‘2013 Non TAFE Internal Audit Checklist’
- All non Victorian based Registered Training Organisations (RTOs) contracted under the 2013 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’. All other Victorian based non TAFE RTOs contracted under the 2013 Service Agreement should delete this worksheet.
- For all RTOs, should the internal audit identify non compliances with the Agreement, the RTO should develop an improvement plan within a reasonable timeframe to rectify any instances of non compliance.

Actions Required:
- Complete your organisation’s internal audit using the relevant 2013 Internal Audit Checklist within timeframes outlined in the Service Agreement at Clause 11.5 g (i).
- All enquiries concerning this Service Agreement Notification, including feedback on the Internal Audit Checklist, should be lodged on SVTS under the category ‘Skills for Victoria/Audit’.

Critical Dates
- The Checklist must be completed by no later than 1 July 2013 for TAFE Institutions; or for non TAFE organisations, within six months from the contract commencement date, or if the commencement date is after 1 July 2013, completed by 31 December 2013.

Attachments / Relevant Resources
- The 2013 Internal Audit Checklists are available on the SVTS homepage under ‘Documents’.

Lee Watts
Executive Director
Training Market Operations