FOR ALL CHIEF EXECUTIVE OFFICERS OR EQUIVALENT

Background

- This Service Agreement Notification provides advice in regard to the 2012 Internal Audit Checklist (Checklist) as per Clause 11.4 (g) of the relevant 2012 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.
- Clause 11.4 g (ii) requires that the CEO or equivalent must sign off the completed checklist.
- The completed Internal Audit Checklist must be made available to auditors at any audit requested by the Commission.
- All TAFE institutes must complete the ‘2012 TAFE Internal Audit Checklist’.
- All non TAFE organisations must complete the ‘2012 Non TAFE Internal Audit Checklist’.
- All non Victorian based Registered Training Organisations (RTOs) contracted under the 2012 Skills for Victoria Service Agreement 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 2012 Service Agreement Skills for Victoria Program 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 2012 Internal Audit Checklist within timeframes outlined in the Service Agreement at Clause 11.4 g (i).
- All enquiries concerning this Service Agreement Notification, including any 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 2012 for TAFE institutes; or for non TAFE organisations, within six months from the contract commencement date or, if the commencement date is after 1 July 2012, completed by 31 December 2012.

Attachments / Relevant Resources

- The 2012 Internal Audit Checklists are available on the Skills Victoria Training System (SVTS) homepage under ‘Documents’.

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