

Internal Auditing for RTOs

Effective auditing is the lifeblood of any compliance system including meeting the Standards for Registered Training Organisations (RTOs) 2015.



But many RTOs struggle to find time to carry out effective audits.

Most RTOs cannot justify employing personnel full-time for internal audit activities. The task is often spread among several people who are already busy with their main responsibilities.

This can result in the audits being squeezed into the available time, rushed through or delayed; more nuisance than value to the business.

Symptoms of the problem may be:

- too little time to plan and conduct the audit thoroughly
- excessive focus on detail
- poor morale, due to lack of support, with audits viewed by managers as, at best a nuisance, at worst, an expendable distraction.

P-E Handley-Walker has been conducting internal and external audits over many years in a variety of organisations, including RTOs large and small. One or two days per month from a professional management systems auditor can provide a valuable and cost-effective way to plan, carry out and follow-up a comprehensive audit program.

Internal Auditing - the P-E Handley-Walker Approach

- review the structure of the Audit Schedule and auditing procedures to ensure that they are concise and effective, given the finite resources available
- apply professional skills, both in technique and communication, to carry out audits that are effective and valued
- ensure the audit focus is on priority or high risk areas – no nit-picking!
- Persistent follow-up, to ensure corrective action is decided and acted on.



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The Benefits

Typically, our clients find the following benefits:

- improved productivity in preparation, conduct and/or writing up of audits
- improved effectiveness of audits, ie more genuine improvements to the process
- a broader perspective on overall business effectiveness is developed
- no “panic” when external audit is due
- staff are more willing participants in the process



***RTO Managers, Supervisors,
Trainers and Assessors, and Staff
welcome the audit process because
they know it will be time well spent***

Your company gains the following:

- *an individual who is up-to-date in their field of expertise*
- *a set time on site (can be as little as one day per month)*
- *a set fee*
- *a contract setting out deliverables*
- *a set period of operation with renewal if mutually agreed*

and a solution to these common problems:

- *no need to provide ongoing internal audit training*
- *no replacement problems if staff leave*

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