

**Date of this Report:-** 16/03/2011

**RTO Details: -** M E G T Institute  
P O Box 4069  
Ringwood 3134  
Victoria

Att: Vanessa Hoppe

**Report: - Course in Construction (OH&S Induction)**

**My observations: -**

Met the RTO representative on site to carry out the scheduled audit.

All information relates to WorkSafe's requirements for delivering Construction Induction (CI)

A number of minor items were identified and brought to the attention of the RTO. These are:

1. WorkSafe Registration Requirement 4

- The RTO must ensure that their trainer Mr David McLiden is upgrade to TAE Cert IV in Training and Assessing by October 2010.

2. WorkSafe Registration Requirement 7

- When checking a sample number of records it was identified that the trainer was had not signed and dated a number of assessment records.

The RTO must ensure that all assessment records are signed by the trainer

3. Provided the RTO with the following documents

- RTO's with Construction Induction Cards Issued Report.
- RTO's 45 Days Report.
- Card Re-Issued Report (Error).
- Construction Induction File Upload - File Spec v1.0

No records were taken away. The records were returned to M E G T Institute

The RTO audit outcome is COMPLIANCE

I would like to take this opportunity to thank you for your cooperation with the audit process and wish you good luck in the future endeavours.

**Date : 16 March 2011**

**Audit Number: AU-127**

M E G T Institute  
P O Box 4069  
Ringwood 3134  
Victoria

**Audit Date 16/03/2011**

Att: Ms Vanessa Hoppe

### **Result of the Audit for Course in Construction (OH&S Induction)**

WorkSafe Victoria has completed its audit of the requirements for you to deliver this unit

The principal objective of our audit program is to maintain a high standard of service and competency. Accordingly, if you have any queries or you are unsure of any aspect of the audit, please feel free to seek the assistance of our Licensing Compliance Auditor by telephoning **03 9641 1085** during normal business hours.

Should you be aggrieved by any matter relating to your audit, you may seek to have your results reviewed by lodging a written request to The Manager – Hazard Management Branch, stating the basis of your request, within 21 days of your receipt of this letter.

I would like to take this opportunity to thank you for your cooperation with the audit process and wish you good luck in your future endeavors.

Signed:

  
Lou Kapeller

Licensing Compliance Auditor.  
Hazard Management Branch  
WorkSafe Victoria

HAZARD MANAGEMENT DIVISION  
 HAZARD MANAGEMENT BRANCH  
 LICENSING COMPLIANCE AUDITS

Date this Report Printed: 16-Mar-2011

**MEGT Institute**

**Audit Nbr AU-127      Audit Date 16-Mar-2011      Audit Result COMPLIANCE      Note: WRR - WorkSafe Registration Requirement**

Item Code	Criteria	Requirements	Findings
WRR11	**	The RTO has provided the necessary evidence and demonstrated it has systems in place that comply with all of WorkSafe's registration requirements.	
<b>Risk Category</b>			

All requirements satisfied.