

# Internal Auditing for RTOs

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



*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*

*for more information contact Will Ray 0412 439 334 / (03) 9708 8809*