Higher Education and Skills Group

**Participation Branch Memo**

**Department of Education and Training**

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***NUMBER:*** *2015/10/27*

**TO:**

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| All Learn Local organisations  | Adult Education Institutions | ACFE Regional Councils |
| Learn Local stakeholders  |  |  |

**FROM:** Bronwen Heathfield, Director, Participation Branch

**DATE:** 27 October 2015

**SUBJECT:** *Launch of ACFE Board Ineligible Module Enrolment (IME)**Audits*

**FOR INFORMATION / CRITICAL DATES:**

* IME audits will test sampled pre-accredited enrolment evidence **during** **November 2015**.
* Ernst & Young Australia is contracted to undertake this work on behalf of the ACFE Board.
* The IME audits will test the reported pre-accredited module enrolments of selected Learn Local organisations and the two Adult Education Institutions.

The IME audits replace the past Ineligible Enrolment (IE) audits facilitated by the NCVER on behalf of the ACFE Board. Similar to previous IE audits, the IME audits will determine error rates on the inspected evidence of module enrolment.

The audits will be conducted by Ernst & Young Australia. They will test the accuracy and reliability of enrolment and class attendance documents that would support the pre-accredited program activity data which selected Learn Local organisations reported to SVTS during Term 3 this year. The selected Learn Local organisations have been randomly identified to participate.

The aim of the audits is to support the improvement of enrolment record keeping for pre-accredited delivery in the Learn Local sector, along with providing confidence in pre-accredited program data.

Ernst & Young Australia will review documents supplied from the selected organisations’ respective Student Management Systems. This will test the details of i) who sampled students were, ii) what pre-accredited module they had enrolled into, and iii) when they had engaged in training, as reported for government funding purposes.

Training organisations that have been selected to participate in the IME audits will soon receive an Information Pack that details the processes required in their involvement.

The Information Pack will detail the enrolments sample to be audited.

If you have questions on the IME audit, please email them with “IME Audit Question” in the subject line to training.participation@edumail.vic.gov.au.