

email: [REDACTED]
File Reference: CO007_19

20 February 2019

By email: [REDACTED]

The Honourable Robert Redlich QC
Commissioner
Independent Broad-based Anti-corruption
Commission
Level 1, North Tower
459 Collins Street
MELBOURNE VIC 3000

Dear Commissioner,

Operation Lansdowne: South West TAFE Response

Thank you for your letter dated 30th January 2019, providing confirmation of IBAC's receipt of South West TAFE's response to recommendations arising from Operation Lansdowne.

As identified in the letter, South West TAFE (the Institute) provides the following response to the request for further advice on the following:

1. We would appreciate clarification as to whether students are required to produce photographic identification as part of the enrolment process (noting that South West TAFE has adopted an online identify verification system)

As identified in the Institute's response to IBAC on the 14 December 2018 the Institute has recently implemented an online enrolment process whereby students have the ability to complete all components of their application to enrolment online. The enrolment process includes the requirements for students to verify their identity using an online identity verification system named greenID by Vix Verify. The online identity verification system does not see the students physically produce their photographic identification to the Institute; however as a government approved system and in accordance with the *2019 Guidelines about Determining Student Eligibility and Supporting Evidence*, the Institute is confident with the current process in place and believes it has put in place the appropriate actions to improve proof of identity.

By way of guidance the following steps are completed by the student as part of their application to enrolment process:

1. To initiate the application process students will 'apply' for the course of their interest on the Institute's website, upon applying student will receiving a link to complete the Pre-Training Review (PTR) which incorporates a Language, literacy and numeracy (LLN) assessment component.

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2. Once students have completed the PTR, relevant teaching staff will evaluate and determine suitability which will include a conversation/interview with the student regarding their interest, aspirations and reasons for selecting the relevant qualification.
3. Where students are deemed suitable for the course, an enrolment form will be sent electronically to the student for completion. Upon submission by the student a confirmation email will be sent to the students nominated email address which includes an enrolment summary report.
4. Once students are enrolled and commence training with the Institute they are required to have a student ID card. The process for obtaining a student ID card includes the presentation of photographic identification to customer service to confirm the student's identity prior to the activation of a student ID card.

As identified above there are numerous points of contact with students which ensure that they are not only fully aware of their enrolment but allows the Institute to confirm proof of identity.

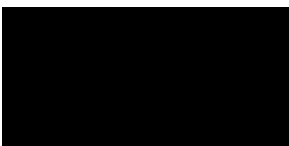
2. We would be interested in whether South West TAFE is committed to regular and ongoing mandatory training for all staff on fraud and corruption awareness.

The Institute is committed to regular and ongoing mandatory training for all staff, as with previous years the scheduled Corporate Refresher Training program will commence in March 2019. The program includes key risk areas identified through various avenues including the People Matter Survey, these areas include:

- Code of Conduct
- Human Rights
- Child Safe Standards
- Bullying & Harassment and;
- Fraud & Corruption

If you have any further questions relating to the above response please do not hesitate to contact me.

Yours sincerely



Mark Fidge
CEO