

25 November 2020



Australian Government  
Australian Skills Quality Authority

Mr Jonathan Hampton  
Chief Executive Officer  
Total Business Services & Training Pty Ltd  
Suite 1118, 401 Docklands Drive  
DOCKLANDS VIC 3008

By email to: [Jonathan@hive.edu.au](mailto:Jonathan@hive.edu.au)

RTO ID: 22341  
Audit No: AUDREC0010715

Dear Mr Hampton

### Outcome of audit – Compliant and no further action required

The Australian Skills Quality Authority (ASQA) recently conducted an audit of your organisation and during the audit, we assessed your organisation's compliance with the requirements of the:

- [National Vocational Education and Training Regulatory Act 2011](#) (NVR Act) which includes the requirements of the [Standards for Registered Training Organisations 2015](#) (Standards for RTOs)

Throughout the audit ASQA collected information and evidence relating to how your organisation operates and its performance against the Standards for RTOs. Having considered the totality of evidence, ASQA has found your organisation is **compliant** with its obligations under Standards for RTOs, specifically clauses 1.1, 1.2, 1.3 and 7.2.

Attached is the Audit Report for your reference.

### Further information

If you require further information, please do not hesitate to contact ASQA's info line on telephone 1300 701 801 or email [enquiries@asqa.gov.au](mailto:enquiries@asqa.gov.au). The ASQA website also includes further information to support you in ensuring that your organisation remains compliant.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Jane'.

Jane Connellan  
Manager Regulatory Operations