
INDEPENDENT AUDIT POLICY

APPRENTICESHIPS ARE US
8-10 PALMER STREET
PARRAMATTA, NSW 2150
(02) 9891 6900
WWW.APPRUS.COM.AU

Apprenticeships Are Us is concerned to ensure transparent and responsible management of financial accounts. This is achieved through an annual audit conducted by an external, independent auditor who is a member of a recognised accounting body approved as per requirements of the *National Standards for Group Training Organisations*. The Managing Director will certify that the audit report and accompanying certificate:

1. have been completed by an auditor recognised by CPA Australia, Chartered Accountants Australia, the Institute of Public Accountants or another recognised accounting body.
2. comply with any other requirements imposed by Commonwealth or NSW Government agencies providing funding to Apprenticeships Are Us.
3. have not been completed by a person or body with whom Apprenticeships Are Us has another business relationship in addition to audit services or with whom any of Apprenticeships Are Us Responsible Persons has a Conflict of Interest.
4. Apprenticeships Are Us Chief Executive Officer will notify the ARU Board on behalf of the Chair if the contract with the external auditor is terminated by Apprenticeships Are Us or the auditor prior to the expiry of the term of the current audit contract and identify the reason(s) for the termination.
5. Apprenticeships Are Us audited and certified annual financial statements are kept and retained for a minimum of seven years after the date of each year's audit.
6. The Managing Director and the Chief Executive Officer will oversight the annual process including the retention of all audit records. Records All Financial records and audited accounts are stored on the Apprenticeships Are Us electronic drive and in MYOB. The ARU Board is to certify or is to provide other evidence that the audit and accompanying certificate:
 - i. have been completed by an auditor recognised by CPA Australia, Chartered Accountants Australia, the Institute of Public Accountants or another recognised accounting body approved.
 - ii. comply with any other requirements imposed by Commonwealth or NSW Government agencies providing funding to the school.
 - iii. have not been completed by a person or body with whom the school has another business relationship in addition to audit services or with whom any of the 'Responsible Persons' of the school has a Conflict of Interest.

Evidence of Compliance

- a) Apprenticeships Are Us has a policy and procedure for notifying relevant registering bodies if the contract or arrangement with Apprenticeships Are Us external auditor is terminated by the Apprenticeships Are Us or external auditor prior to the expiry of the term of the contract or arrangement and the reason(s) for that termination.
- b) Apprenticeships Are Us audited and certified annual financial statements in relation to any period on and from commencement of Apprenticeships Are Us are available for inspection and are retained for a minimum period of seven (7) years after the end of the period to which the annual financial statements.

Michael Wentworth

Chief Executive Officer

DOCUMENT CONTROL

| Version | Authorized by | Authorization Date | Sections | Amendment |
|----------------|----------------------|---------------------------|-----------------|------------------|
| 1 | | | All | N/A |
| 2 | M Wentworth | 01.02.2018 | | Change of CEO |
| | | | | |
| | | | | |
| | | | | |