



Australian Government  
Australian Skills Quality Authority

ASQA

Your reference number: 41502/

Dear Recipient

**Notification of intention to cancel a qualification issued to you by the former registered training organisation, Harbour City College (legal name Harbour City College Pty Ltd) (RTO ID 41502).**

The Australian Skills Quality Authority (ASQA) is the National Vocational Education and Training (VET) Regulator.

As part of its regulatory activity, ASQA investigated the operations of Harbour City College and found the organisation to be critically non-compliant with its registration obligations.

As a result of this finding, ASQA has cancelled the registration of Harbour City College. The effective date of Harbour City College's cancellation as a registered training organisation (RTO) was 1 July 2025. That cancellation means that Harbour City College is no longer an RTO and not permitted to provide nationally recognised vocational education and training.

During the relevant period **30 May 2023 to 1 July 2025**, Harbour City College issued you **one or more** qualifications and/or statements of attainment from its scope of registration.

Harbour City College records indicate you were issued qualification(s) and/or statement(s) of attainment during the relevant period (see Annexure A for Qualifications and Annexure B for Statements of Attainment).

**A formal notice**

This letter is formal written notice to you that ASQA

- (i) **intends to cancel**, under section 56(1)(a) of the *National Vocational Education and Training Regulator Act 2011* (the NVR Act) the above qualification(s) and/or statement(s) of attainment issued to you by Harbour City College for the reasons detailed below, and
- (ii) is providing you with an opportunity to respond before a final decision is made.

ASQA examined evidence provided by Harbour City College during the compliance investigation and found that throughout the relevant period during which you undertook your assessment and/or training, Harbour City College **did not**:

- a) have an assessment system that ensured assessment including Recognition of Prior Learning (RPL) met the training package requirements, principles of assessment, or the rules of evidence,
- b) conduct adequate assessment against all training package requirements prior to issuing qualifications,
- c) have access to all the required resources to deliver training and assessment,

- d) have appropriately qualified personnel to deliver training and assessment, for the qualifications listed above.

Based on these findings, ASQA is satisfied on reasonable grounds that Harbour City College did not provide or arrange for another person to provide all or part of the assessment necessary for you to achieve the learning outcomes or competencies required for the qualification(s) and/or statement(s) of attainment to be issued to you by Harbour City College.

ASQA is notifying you that it **intends to cancel your qualification(s) and/or statement(s) of attainment.**

### **What you need to do next**

ASQA invites you to provide a written response to this notice. Your response should include reference to and copies of any supporting documentation and relevant information that demonstrates Harbour City College provided you with training and assessment necessary for the qualification(s) and/or statement(s) of attainment Harbour City College issued to you.

### **Qualification(s) and/or Statement(s) of Attainment issued to you in: Building, Construction, or Glazing**

ASQA invites you to provide a written response within **7 days** to this notice.

Should you choose to provide a written response, it must be received by ASQA no later than **7:00 PM (AEST) on Wednesday 30 July 2025**. Please go to the [response form](#) and use your unique reference number as noted at the top of this letter, when submitting your response and any supporting documentation and relevant information.

### **Qualification(s) and/or Statements(s) of Attainment issued to you in: Baking, Hospitality, Commercial Cookery, Accounting, Bookkeeping, or Information and Communications Technology (ICT)**

ASQA has determined you will have a longer period of time to respond and invites you to provide a written response within **28 days** to this notice. Further information about relevant evidence can be found on ASQA's website.

Should you choose to provide a written response, it must be received by ASQA no later than **7:00 PM (AEST) on Wednesday 20 August 2025**. Please go to the [response form](#) and use your unique reference number as noted at the top of this letter, when submitting your response and any supporting documentation and relevant information. Further information about relevant evidence can be found on ASQA's [website](#).

ASQA will consider your responses including the supporting documentation and relevant information you provide, when deciding whether or not to proceed with the cancellation of your qualification(s) and/or statement(s) of attainment.

**If you do not respond by the times specified above, ASQA may, without further reference or notice to you, cancel your qualification(s) and/or statement(s) of attainment.**

Should ASQA cancel your qualification(s) and/or statement(s) of attainment, you will be advised of that decision and be required to return your certificate(s) to ASQA.

### **Further information**

- Phone: 1300 701 801 or for calls outside of Australia +61 3 8613 3910 between 9am to 5pm

- (Australian local time) Monday-Friday
- Website: [asqa.gov.au](https://asqa.gov.au)

Yours sincerely,



Carmen Basilicata  
**Executive Director - Integrity**  
23 July 2025

## Annexure A

### Qualifications – response required by 7pm AEST Wednesday 30 July 2025

Code	Title
CPC30220	Certificate III in Carpentry
CPC30320	Certificate III in Concreting
CPC30620	Certificate III in Painting and Decorating
CPC31320	Certificate III in Wall and Floor Tiling
CPC32320	Certificate III in Stonemasonry
MSF30422	Certificate III in Glass and Glazing

### Qualifications – response required by 7pm AEST Wednesday 20 August 2025

Code	Title
FBP30521	Certificate III in Baking
FNS40217	Certificate IV in Accounting and Bookkeeping
FNS40222	Certificate IV in Accounting and Bookkeeping
FNS50217	Diploma of Accounting
ICT50220	Diploma of Information Technology
ICT60220	Advanced Diploma of Information Technology
SIT30821	Certificate III in Commercial Cookery
SIT40516	Certificate IV in Commercial Cookery
SIT40521	Certificate IV in Kitchen Management
SIT40721	Certificate IV in Patisserie
SIT50422	Diploma of Hospitality Management
SIT60322	Advanced Diploma of Hospitality Management

## Annexure B

### Statements of attainment – response required by 7pm AEST Wednesday 30 July 2025

Code	Title
BSBESB407	Manage finances for new business ventures
CPCCCA3002	Carry out setting out
CPCCCA3010	Install windows and doors
CPCCCA3014	Construct and install bulkheads
CPCCCA3016	Construct, assemble and install timber external stairs
CPCCCA3025	Read and interpret plans, specifications and drawings for carpentry work
CPCCCA3027	Set up, operate and maintain indirect action powder-actuated power tools
CPCCCA3028	Erect and dismantle formwork for footings and slabs on ground
CPCCCM2002	Carry out hand excavation
CPCCCM2005	Use construction tools and equipment

CPCCCM2006	Apply basic levelling procedures
CPCCCM2007	Use explosive power tools
CPCCCM2009	Carry out basic demolition
CPCCCM2012	Work safely at heights
CPCCCM3001	Operate elevated work platforms up to 11 metres
CPCCCO2013	Carry out concreting to simple forms
CPCCJN2001	Assemble components
CPCCLSF2001	Licence to erect, alter and dismantle scaffolding basic level
CPCCOM1012	Work effectively and sustainably in the construction industry
CPCCOM1013	Plan and organise work
CPCCOM1014	Conduct workplace communication
CPCCOM1015	Carry out measurements and calculations
CPCCOM2001	Read and interpret plans and specifications
CPCCOM3001	Perform construction calculations to determine carpentry material requirements
CPCCOM3006	Carry out levelling operations
CPCCPA3002	Lay segmental paving
CPCCPA3003	Cut segmental paving
CPCCPD2013	Remove and replace doors and door and window components
CPCCPD3022	Apply paint by brush and roller
CPCCPD3029	Remove graffiti and apply anti-graffiti coatings
CPCCPD3032	Apply advanced wall coverings
CPCCPD3033	Apply intumescent coatings
CPCCPD3034	Apply advanced decorative paint finishes
CPCCSF2004	Place and fix reinforcement materials
CPCCSP3003	Apply trowelled texture coat finishes
CPCCST2005	Carry out load slinging of off-site materials
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
CPCPCM2043	Carry out WHS requirements
CPCPCM2053	Weld using metal arc welding equipment
CPCWHS1001	Prepare to work safely in the construction industry
CPCWHS3001	Identify construction work hazards and select risk control strategies
MSFID4016	Design colour schemes for interior and exterior spaces

#### Statements of attainment – response required by 7pm AEST Wednesday 20 August 2025

Code	Title
BSBCM411	Make presentations
BSBESB402	Establish legal and risk management requirements of new business ventures
BSBESB403	Plan finances for new business ventures

BSBESB406	Establish operational strategies and procedures for new business ventures
BSBHRM612	Contribute to the development of employee and industrial relations strategies
BSBMKG431	Assess marketing opportunities
BSBOPS502	Manage business operational plans
BSBOPS504	Manage business risk
BSBPMG537	Manage project procurement
BSBSUS211	Participate in sustainable work practices
BSBTEC301	Design and produce business documents
BSBTEC303	Create electronic presentations
BSBTEC404	Use digital technologies to collaborate in a work environment
BSBTWK501	Lead diversity and inclusion
CPPCLO3100	Maintain cleaning storage areas
FNSACC512	Prepare tax documentation for individuals
FNSACC601	Prepare and administer tax documentation for legal entities
FNSTPB503	Apply legal principles in contract and consumer law
FNSTPB504	Apply legal principles in corporations and trust law
FNSTPB505	Apply legal principles in property law
ICTDBS507	Integrate databases with websites
ICTICT435	Create technical documentation
ICTICT443	Work collaboratively in the ICT industry
ICTICT520	Confirm transition strategy for new systems
ICTICT529	Organise and lead agile projects
ICTSAD510	Manage risks when implementing new technologies
ICTWEB513	Build dynamic websites
ICTWEB514	Create dynamic web pages
ICTWEB518	Build a document using extensible markup language
ICTWEB519	Develop complex web page layouts
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SIRXOSM003	Use social media and online tools
SIRXOSM007	Manage risk to organisational reputation in an online setting
SITEEVT020	Source and use information on the events industry
SITEEVT023	Plan in-house events
SITEEVT026	Manage event production components
SITHCCC023	Use food preparation equipment
SITHCCC025	Prepare and present sandwiches
SITHCCC026	Package prepared foodstuffs
SITHCCC027	Prepare dishes using basic methods of cookery
SITHCCC028	Prepare appetisers and salads
SITHCCC029	Prepare stocks, sauces and soups
SITHCCC031	Prepare vegetarian and vegan dishes
SITHCCC034	Work effectively in a commercial kitchen

SITHCCC036	Prepare meat dishes
SITHCCC037	Prepare seafood dishes
SITHCCC038	Produce and serve food for buffets
SITHCCC039	Produce pates and terrines
SITHCCC040	Prepare and serve cheese
SITHCCC044	Prepare specialised food items
SITHFAB021	Provide responsible service of alcohol
SITHFAB023	Operate a bar
SITHFAB024	Prepare and serve non-alcoholic beverages
SITHFAB025	Prepare and serve espresso coffee
SITHFAB027	Serve food and beverage
SITHFAB030	Prepare and serve cocktails
SITHFAB034	Provide table service of food and beverage
SITHFAB036	Provide advice on food
SITHFAB038	Plan and monitor espresso coffee service
SITHIND005	Use hygienic practices for hospitality service
SITHIND006	Source and use information on the hospitality industry
SITHIND008	Work effectively in hospitality service
SITHKOP009	Clean kitchen premises and equipment
SITHKOP013	Plan cooking operations
SITHKOP015	Design and cost menus
SITHPAT011	Produce cakes
SITHPAT016	Produce desserts
SITXCCS010	Provide visitor information
SITXCCS012	Provide lost and found services
SITXCCS013	Provide club reception services
SITXCCS015	Enhance customer service experiences
SITXCOM007	Show social and cultural sensitivity
SITXCOM010	Manage conflict
SITXCRI003	Respond to a customer in crisis
SITXFSA005	Use hygienic practices for food safety
SITXFSA006	Participate in safe food handling practices
SITXFSA008	Develop and implement a food safety program
SITXHRM007	Coach others in job skills
SITXHRM008	Roster staff
SITXHRM010	Recruit, select and induct staff
SITXINV006	Receive, store and maintain stock
SITXINV007	Purchase goods
SITXWHS005	Participate in safe work practices
SITXWHS006	Identify hazards, assess and control safety risks
SITXWHS007	Implement and monitor work health and safety practices