

13 November 2013



Australian Government
Australian Skills Quality Authority

Mrs Debra Katherine Lewis
Chief Executive Officer
Bookkeeping Institute of Australia Pty Ltd
Suite 5 1407 Logan Road
MOUNT GRAVATT QLD 4122

File No: 1002803
Ref No: 32559

Dear Mrs Lewis

Re: Audit finalised

This notice is to advise that the recent post-initial audit conducted on Bookkeeping Institute of Australia Pty Ltd has been finalised and that your registered training organisation (RTO) has been noted for its ongoing compliance with the Standards for NVR Registered Training Organisations.

The findings of this audit will contribute to the records retained of your RTO's compliance history and to the risk rating assigned to your organisation.

A copy of the final audit report is attached for your reference.

Thank you for your organisation's cooperation throughout this audit activity.

You are reminded that an ongoing condition of your registration is compliance with the Standards for NVR Registered Training Organisations.

Further information and assistance

If you require further information or assistance in relation to this matter, please contact the ASQA Info Line on telephone 1300 701 801.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Garner', written over a white background.

DAVID GARNER
Regional Manager Compliance