



Application for course accreditation (initial)

Forms

About this form

The National Vocational Education and Training Regulator (the Regulator) accredits and regulates courses for delivery by registered training organisations (RTOs) under the *National Vocational Education and Training Regulator Act 2011 (NVR Act)*. The Regulator is the person appointed to make decisions under the *National Vocational Education and Training Regulator Act 2011 (NVR Act)*, and works as a part of the Australian Skills Quality Authority (ASQA).

The *Standards for VET Accredited Courses 2021* apply to the design of VET accredited courses.

Accreditation means the formal recognition of a course by the National VET Regulator under the *National Vocational Education and Training Regulator Act 2011 (NVR Act)*.

VET Accredited courses address skill requirements for industry, education, legislative, enterprise and the community where these are not covered in nationally endorsed Training Packages. They also have the capacity to address changes in skill needs, and the needs of emerging and converging industries and industry sectors in a responsive manner.


This form relates to the submission of the course accreditation application. Components of the course application include this form, course documentation including units of competency developed specifically for inclusion in the course and evidence of industry support and validation.

An evaluation against the requirements of Course Standards 9, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13, 10.14 and 10.15 of the *Standards for VET Accredited Courses 2021*, *Standards for Training Packages* and the Australian Qualifications Framework (AQF) Second Edition January 2013 will be conducted.

There are four sections to this application form:

- Section 1 — Applicant details
- Section 2 — Application details
- Section 3 — Stakeholder engagement
- Section 4 — Applicant endorsement.

A separate form is required for each course submission.

 This symbol has been used throughout this form to indicate where additional information **must** be attached to the application.

Unless otherwise indicated, you must provide a response to each question and to each part of each question.

Should you require additional space, please attach extra pages that are clearly labelled with the number of the question to which the information relates.

Initial Assessment fee

The Regulator is temporarily waiving some of its fees and charges to help mitigate the negative financial impacts of COVID-19 on the VET sector. This includes temporarily waiving fees for initial course accreditation for some applicants. These financial relief measures are in effect from 1 January 2020 to 30 June 2021. For more information, visit www.asqa.gov.au/fees-and-charges-relief.

For applications that are not included in the financial relief measures, an assessment fee applies:

Fee	Payable
\$7,570.00	At time of submission.

Payment methods include:

- BPAY
- Direct deposit
- Invoice
- Cheque/money order.

Alternatively, complete the **credit card information** section on the last page of this form or contact the ASQA finance team via email courses@asqa.gov.au to request an invoice to make payment via one of the other methods. Please quote the invoice number in any correspondence.

Submission to the ASQA

The form and required attachments must be submitted by email to courses@asqa.gov.au.

Incomplete applications or applications completed incorrectly will be returned to you for completion. A checklist is provided at the back of the form to ensure your application is complete.

Assistance in completing this form

This form must be completed with reference to the [Users' Guide to the Standards for VET Accredited Courses](#).

For assistance in completing this form, please email Course Accreditation at accreditation@asqa.gov.au or email your enquiry to enquiries@asqa.gov.au or telephone the **ASQA Info line on 1300 701 801**.

Please refer to the ASQA website for further information about the [course accreditation process](#).

Section 1 – Applicant details

1.1 Details of course developer / owner

Include the details of all owners of this proposed course.

- This course will be owned by one or more individuals (provide details of each individual).
- This course will be owned by one or more organisations (provide organisation name and details of a contact person for each organisation).

Course owner 1

Legal name (company/sole trader):	
Business name (if applicable):	
ABN/ACN (if applicable):	
Course owner number (if applicable):	
RTO code (if applicable)	

Details of contact person if an organisation:

Title:		Surname:	
Given name(s):		Position:	
Phone:		Mobile:	
Email:			
Postal address:			

Course owner 2

Legal name (company/sole trader):	
Business name (if applicable):	
ABN/ACN (if applicable):	
Course owner number (if applicable):	
RTO code (if applicable):	

Details of contact person if an organisation:

Title:		Surname:	
Given name(s):		Position:	
Phone:		Mobile:	
Email:			
Postal address:			

1.2 Primary contact details

If the course will be owned by more than one legal entity nominate the primary contact.

Provide details:

1.3 Details of course content enquiries contact

If this course is accredited, nominate a person whose details will be published on the National Register (www.training.gov.au) as the contact for enquiries about the course.

Title:		Surname:		
Given name(s):				
Organisation name (if relevant):				
Job title:				
Phone:		Mobile:		
Email:				
Postal address:				

1.4 Letter of authorisation

Where the course developer is a **different party** (e.g. consultant) to the copyright owner, a letter of permission **must** be provided to the ASQA if communication with the course developer is required throughout the accreditation process.

A template is attached as Appendix A.

Section 2 – Application details

2.1 Proposed course title

The title of a VET accredited course cannot duplicate the title of a training package qualification and must be 100 characters or less (including spaces)


Proposed course title:

2.2 VET course concept information

VET course concept reference number	CC
Due date for submission of application to the ASQA (Refer to notice from the ASQA)	/ /

2.3 Inclusion of units of competency from other accredited courses

Have units of competency from other VET accredited course(s) not owned by the course developer submitting this application been included in this proposed course?

- Yes  *Written permission to do so has been obtained from the owner of those units and attached to this application*
- No—go to **Section 3**

Section 3 – Stakeholder engagement

3.1 Industry coverage

Courses accredited by the ASQA must be supported by a demonstrated industry need and result in a genuine employment outcome. Consultation should be undertaken with regulatory bodies, industry peak bodies, industry associations, professional associations, employers, employees and any other relevant stakeholders. A representative with VET experience and knowledge should also be consulted.

The ASQA may contact other relevant stakeholders, as well as those stakeholders identified in this application that have been engaged in consultation and validation activities during the course development.

Do the intended outcomes of this course fall within (or can they be associated with) a [Skills Service Organisation's](#) (SSO's) area of industry coverage?

Yes (nominate the relevant SSO from the list on the following page)

No—Go to **question 3.2**

SSO		Areas of industry coverage (Note that this not an exhaustive list, Visit the Service Skills Organisation website for more information.)
<input type="checkbox"/>	Skills Impact	<ul style="list-style-type: none"> ●agriculture ●horticulture ●conservation ●land management ●animal care ●animal management ●meat ●food processing ●racing ●seafood ●sugar milling ●forest growing and management ●harvesting and haulage ●woodchips ●biomass energy production ●sawmilling and processing ●veneer production ●timber treatment plants ●pulp and paper ●packaging ●timber manufactured products ●engineered wood ●truss and frame ●wooden doors and windows ●wood panel ●board and plywood production ●timber merchandising
<input type="checkbox"/>	Artibus Innovation	<ul style="list-style-type: none"> ●general construction ●construction supervision and management ●building design ●building surveying ●blocklaying ●bricklaying ●carpentry ●demolition ●dogging ●joinery ●painting and decorating ●scaffolding ●shopfitting ●signage ●stonemasonry ●wall and ceiling lining ●wall and floor tiling ●roof tiling ●plumbing ●gas fitting ●fire protection ●fire systems design ●hydraulic services design ●security ●property (development, sales and management – real estate, facility management, stock and station agency, business broking) ●surveying and spatial information services ●access consulting ●home sustainability assessment ●cleaning operations ●fire protection inspection and testing ●pest management and waste management
<input type="checkbox"/>	Australian Industry Standards	<ul style="list-style-type: none"> ●electrotechnology ●communications ●computer systems ●electronics ●electrical ●information/data technology/communications ●instrumentation ●refrigeration and air conditioning ●lifts ●renewable/Sustainable energy ●gas ●electricity supply (generation and & distribution) ●logistics and warehousing ●road transport ●rail ●maritime ●aviation ●ports ●correction services (custodial, community and rehabilitation service) ●defence ●maritime ●water (catchment, distribution and treatment) ●police ●logistics and warehousing ●road transport ●rail
<input type="checkbox"/>	IBSA	<ul style="list-style-type: none"> ●manufacturing ●recreational vehicles ●aerospace ●chemical hydrocarbons refining ●competitive manufacturing ●furnishing ●laboratory operations ●manufactured mineral products ●metal engineering ●plastics ●rubber ●cablemaking ●textiles ●clothing ●footwear
<input type="checkbox"/>	PwC's Skills for Australia	<ul style="list-style-type: none"> ●business services (including project management, knowledge management, communications, leadership) ●financial services ●information and communications technology ●printing ●graphic arts ●cultural and related industries ●education ●library ●music ●visual art ●coal mining ●civil infrastructure ●quarrying (extractive) ●drilling ●metalliferous mining ●automotive retail, service and repair ●automotive manufacturing
<input type="checkbox"/>	Skills IQ	<ul style="list-style-type: none"> ●beauty ●holiday parks and resorts ●community pharmacy ●community recreation ●fitness ●floristry ●funeral services ●hairdressing ●hospitality ●outdoor recreation ●retail ●sport ●tourism ●wholesale ●events (or meetings and events) ●commercial cookery/catering ●community services ●children's services ●disability work ●aged care ●youth work ●mental health ●alcohol and other drugs ●health ●allied health assisting ●Aboriginal and/or Torres Strait Islander primary health care ●ambulance (emerge medical services) ●audiometry ●complementary and alternative health ●dental ●nursing ●nutrition/dietetic services, optical ●mortuary theatre practice ●sleep technology ●health administration ●health support/administration ●population health and Indigenous environmental health ●Commonwealth, State and Territory governments, local government

3.2 Primary stakeholders engaged during development

Purpose

- The course developer or course owner completes this page when the course submission is finalised.
- Each stakeholder engaged in the development of the course provides confirmation of his/her consultation and involvement into the development of the course. This confirmation can be provided via a signed letter or email, or providing a signature in the table below. Multiple and/or individual pages can be submitted with the final course documentation.
- The course developer or course owner submits this page with the final course documentation to ASQA.

STAKEHOLDER ENGAGEMENT CONFIRMATION

Course title


Name	Contact details (Telephone/email)	Type of organisation (Refer to legend below)	Evidence of engagement (ie. Letter, report, email) 

Organisation key			
1 = Industry stakeholder	2 = Industry group	3 = Employee organisation	4 = Employer organisation
5 = Professional association	6 + Regulatory and/or licensing body	7= Community organisation	8 = Other

3.3 Incorporation of consultation and validation activities into course development

Provide a summary of the consultation and validation activities undertaken throughout the development of the course.

Describe how the outcomes of the consultation and validation activities undertaken contributed to the development of the course submitted for the ASQA's consideration.

 *Evidence of the consultation and validation activities undertaken with industry stakeholders must be submitted with this application. Evidence can include minutes of meetings, emails, reports.*

Section 4 – Applicant endorsement

4.1 Endorsement

All course owners must complete this endorsement.

- The outcomes of this course cannot be achieved through the packaging rules applicable to a training package qualification.
- The outcomes of this course cannot be met by contextualising units of competency within a training package qualification at the time of RTO delivery and assessment.
- The course is not a sub-set of a single training package qualification that could be recognised through a Statement of Attainment.
- The course does not include competencies additional to those in a training package qualification that could be recognised through Statements of Attainment in addition to an AQF qualification.
- The course complies with the *Standards for VET Accredited Courses 2021*.
- The enterprise units of competency comply with the *Standards for Training Packages*.
- I agree to monitor the course and provide any information required by the Regulator, so the course remains current and complies with the *Standards for VET Accredited Courses 2021 (Course Standard 15)*.
- An electronic copy of the course document is attached (and this document has been provided as a single Microsoft Word document). The course document has been developed in accordance with the ASQA's Accredited Course Document Template.
- I acknowledge if the course is accredited, the ASQA must include certain details about the course on the National Register (www.training.gov.au). The following details for the VET accredited course will be published:
 - the copyright holder and contact details,
 - the period of accreditation
 - AVETMISS classification codes
 - a course description
 - mapping to previous versions
 - unit code and title
 - AVETMISS classification – field of education code; and
 - any conditions imposed on the accreditation of the course.
- I confirm that all responses provided in this application are complete, true and correct.

If the course is accredited, do you give permission for any RTO entering into a licensing arrangement to be eligible to apply for the course and/or individual units of competency explicitly on their scope of registration?

- Yes No (Provide details)

Provide details:

Course owner 1			
Signature:		Date:	
Surname:		Given name(s):	
Witness			
Signature:		Date:	
Surname:		Given name(s):	
<input type="checkbox"/> The endorsements of additional course owner/s (including witness signatures and details) making this application are attached.			

Course owner 2			
Signature:		Date:	
Surname:		Given name(s):	
Witness			
Signature:		Date:	
Surname:		Given name(s):	
<input type="checkbox"/> The endorsements of additional course owner/s (including witness signatures and details) making this application are attached.			

Checklist for submitting an application for accreditation (initial)

To avoid any delay in the processing of your application, please ensure that your application is complete and check that ALL of the required documents have been attached. Applications that are not accompanied by the required attachments will be returned to your organisation for completion.

Section 1 Applicant details		Tick
1.1–1.4	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
1.4	Appendix A is attached (if applicable)	<input type="checkbox"/>
Section 2 Application details		
2.1–2.2	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
2.3	Permission from owners of units of competency from other VET accredited course(s) is attached (if applicable)	<input type="checkbox"/>
Section 3 Stakeholder engagement		
3.1–3.3	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
3.3	Evidentiary documentation of consultation and validation activities with relevant stakeholders is attached	<input type="checkbox"/>
Section 4 Applicant endorsement		
4.1	All course owners have endorsed the application	<input type="checkbox"/>
General		
An electronic copy of the course document is attached (as single Microsoft Word document)		<input type="checkbox"/>
If a fee is payable: A cheque in the amount of the prescribed fee has been posted to the ASQA, or the credit card information section of this form has been completed.		<input type="checkbox"/>



Credit Card Information

If paying by credit card please complete the following details:

Card type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	
Card number:		Expiry Date:	/
Name on card:		CCV:	
Signature:			
Payment amount:	\$	Date:	/ /

Appendix A - Course developer permission template

Purpose

This template is not compulsory and may be used as a guide to ensure all necessary 'proof of permission' information is provided.

Permission

I authorise the ASQA to communicate with the person identified below on matters relating to the accreditation application for the following course.

Proposed course name:			
Name of individual:			
Name of organisation:			
Contact details:	Email:	Telephone:	

Course owner

Course owner			
Signature:		Date:	
Surname:		Given name(s):	
Witness			
Signature:		Date:	
Surname:		Given name(s):	

Privacy

The ASQA is bound by the provisions of the Privacy Act 1988, including the Australian Privacy Principles (APPs). Your personal information will be handled in accordance with the ASQA's obligations under this Act.

Why is the ASQA collecting my personal information?

Personal information collected in this application and any supporting documentation you provide will be used to assess your application for course accreditation (initial).

How will my personal information be used and disclosed?

Your personal information will not be disclosed without your consent, except where we are required to do so by an Australian law or a court/tribunal order. Your personal information may be disclosed if the disclosure is necessary for, or relevant to, the exercise of powers of another agency. The ASQA is not likely to disclose your personal information to any overseas recipients.

Further information

Please see the ASQA's complete Privacy Policy available at www.asqa.gov.au/about/accountability-and-reporting/privacy. The ASQA's Privacy Policy includes information about how you may access or seek correction of your personal information and how you may make a complaint about your privacy.