



# Application for course accreditation (renewal)

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 is also known as the Chief Executive Officer 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, the course document including units of competency developed specifically for inclusion in the course and evidence of ongoing 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 Second Edition January 2013 will be conducted.

This form applies to applications for renewal of accreditation of an existing course. The application **must** be submitted to the ASQA 90 days prior to expiry of the existing course. It is recommended the application is submitted 6 months prior to expiry to enable the application to be assessed and RTOs to gain registration for delivery.

There are six sections to this application form:

- Section 1— Applicant details
- Section 2— Application details
- Section 3— Training product information
- Section 4— Stakeholder engagement
- Section 5— Equivalence status
- Section 6— Applicant endorsement

A separate form is required for each course submission.



This symbol has been used throughout this form to indicate that 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.

## Renewal 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 applications for course accreditation renewal.

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](http://www.asqa.gov.au/fees-and-charges-relief).

## Submission to the ASQA

The form and required attachments must be submitted by email to [courses@asqa.gov.au](mailto:courses@asqa.gov.au).

Incomplete applications or applications completed incorrectly will be returned to you for completion. A checklist is provided at the end of the form to help you 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](mailto:accreditation@asqa.gov.au) or email your enquiry to [enquiries@asqa.gov.au](mailto: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 copyright holder

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 copyright holder 1				
Legal name (company/sole trader):				
Business name (if applicable):				
ABN/ACN (if applicable):				
Course owner number:				
RTO code (if applicable):				
Details of course copyright contact person if an organisation:				
Title:		Surname:		
Given name(s):			Position:	
Phone:			Mobile:	
Email:				
Postal address:				

Course copyright holder 2				
Legal name (company/sole trader):				
Business name (if applicable):				
ABN/ACN (if applicable):				
Course owner number:				
RTO code (if applicable):				
Details of course copyright holder contact person if an organisation:				
Title:		Surname:		
Given name(s):			Position:	
Phone:			Mobile:	
Email:				
Postal address:				

## 1.2 Primary course copyright holder 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](http://www.training.gov.au)) as the contact for enquiries about the course.

Details of course content enquiries contact person:			
Title:		Surname:	
Given name(s):		Position:	
Organisation name (if relevant)			
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 Application type

Provide the following details:

Current course code and title:	
Expiry date:	

### 2.2 VET accredited course – intention to renew information.

VET accredited course – intention to renew reference number:	<b>CC</b>
Due date for submission of application to the ASQA: (Refer to notice from the ASQA -Intention to renew):	/ /

## 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 must be undertaken with relevant stakeholders, regulatory bodies, industry peak bodies, industry associations, professional associations, employers, and employees. 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 redevelopment

List the stakeholders engaged during the redevelopment of the course in the table on the following page.

### 3.2 Stakeholders engaged during redevelopment

Identify the primary stakeholders engaged during the redevelopment of the course (including units of competency developed for inclusion) and describe the nature of engagement activities and how the development of the course was informed through the activities.

 Evidence of the stakeholder engagement during the redevelopment of the course must be attached with the application submission. Evidence of engagement can include letters, minutes of meetings, reports, emails. Multiple and/or individual pages can be submitted with the final course documentation.

Name	Organisation	Type of organisation (select best fit from organisation key below)	Phone number	Email address	Briefly describe how the engagement informed the development of the course	Evidence of engagement (ie. Letter, minutes of meetings, report, email) 
<input type="checkbox"/>	An additional list of organisations and/or people engaged during development – along with a description of the engagement activity and its direct relevance to the development process is attached. 					
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			

## Section 4 - Training product information

(Use training.gov.au (TGA) website to assist in providing this information)

### 4.1 Identify training packages qualifications/units of competency researched – not suitable for inclusion ( Attach additional pages if required)

Identify the training package qualifications/units of competency that have been researched and considered **not** suitable to meet the needs and outcomes of the proposed course.

Explain why the training package qualifications are considered not suitable.


Qualification code	Qualification title	Explanation

Explain why the training package units of competency are considered not suitable

Unit code	Unit title	Explanation

### 4.2 Inclusion of units of competency from other VET accredited courses

Have units of competency from another accredited course(s) (not owned by the course developer making this application) been included in this 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 5**



## Section 5 - Equivalence status

### Note:

When the accreditation of a course is renewed, the course owner is required to provide sufficient information to help users (including the ASQA) understand its relationship with its predecessor. The information must be sufficient for users to see exactly what has changed and to determine matters such as resourcing, impacts on training and/or assessment and job roles. This is achieved by providing comments about the revisions that have been made and the equivalence status of the outcomes of a course.

The equivalence status of the outcomes of units of competency is identified in each unit's Assessment requirements template:

**E** = Equivalent—the **outcomes** of the current and reviewed course are equivalent.

**N** = Not Equivalent—the **outcomes** of the current and reviewed course are not equivalent.

This information about the relationship of the revised course should be included in the course document at Section 3.2. Refer to the *Accredited course document template* for more information.

### 5.1 Equivalence status of outcomes of reviewed course to current course

Indicate the equivalence status of the **outcomes** of the revised course with the outcomes of the current course:

Title of reviewed course	Title of current accredited course	Comments about revisions	E / NE / NA
E.g. Certificate IV in Business Development	Certificate IV in Small Business Development	Qualification updated. Total number of units reduced from 10 to 9 by reducing number of elective units to be completed.	E

## Section 6 - Applicant endorsement

### 6.1 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, (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 version
    - unit code and unit title
    - AVETMISS classification – field of education code for individual unit of competency; 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 copyright holder 1**

Signature:		Date:	
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Surname:		Given name(s):	
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**Witness**

Signature:		Date:	
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Surname:		Given name(s):	
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The endorsements of additional course owner/s (including witness signatures and details) making this application are attached.

**Course copyright holder 2**

Signature:		Date:	
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Surname:		Given name(s):	
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**Witness**

Signature:		Date:	
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Surname:		Given name(s):	
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The endorsements of additional course owner/s (including witness signatures and details) making this application are attached.

## Checklist for submitting an application for accreditation (renewal)

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 which are not accompanied by the required attachments will be returned to your organisation for completion.

Section 1 Applicant details		Tick
1.1–1.3	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"/>
Section 3 Stakeholder engagement		
3.1 – 3.2	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
3.2	Evidentiary documentation of consultation with relevant stakeholders is attached	<input type="checkbox"/>
Section 4 Training product information		
4.1	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
4.2	Permission of owners of units from other accredited courses is attached (if applicable)	<input type="checkbox"/>
Section 5 Equivalence status		
5.1	The equivalence status of the course has been indicated	<input type="checkbox"/>
Section 6 Applicant endorsement		
6.1	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"/>

# Appendix A - Course developer permission template

## Purpose

This template is not a compulsory form. It 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 copyright holder			
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 (renewal).

### **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](http://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.