



VET accredited course – intention to renew accreditation

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 and require VET accredited courses be based on an established industry, education, legislative, enterprise or community need. The *Standards for VET Accredited Courses 2021* require courses be developed in consultation with, and validated by, industry, enterprise, community and/or professional groups.

If you intend to make an application for renewal of accreditation of a course, you must first complete this form and submit to the ASQA, with details about the ongoing need for national recognition of a course. This information will be considered by the Regulator in its determination of whether the course continues to meet eligibility requirements for accreditation as required in sections 1 – 4 **before** you commence any detailed review and course redevelopment.


The ASQA will provide feedback on the VET accredited course – intention to renew within **20 working days** of receipt of the completed form and payment of the lodgement fee.

The *Application for course accreditation (renewal)* must be received by ASQA on or before 90 days prior to course expiry. It is recommended the *Application for course accreditation (renewal)* is submitted 6 months prior to expiry to enable the application to be assessed and RTOs to gain registration for delivery.

There are four sections to this form:

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

A separate form is required for each VET accredited course – intention to renew.

 This symbol is used throughout this form to indicate that additional information **must** be attached to the submission.

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 clearly labelled with the number of the question to which the information relates.

VET accredited course – intention to renew 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 the VET accredited course – intention to renew assessment fee.

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.

Submission to the ASQA

The form and required attachments must be emailed to courses@asqa.gov.au.

Incomplete submissions or submissions completed incorrectly will be returned to you for completion. A checklist is provided at the end of the form to help you ensure your submission is complete.

Assistance in completing this form

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 copyright holder / course content enquiries contact

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



Details of course content enquiries contact person:			
Title:		Surname:	
Given name(s):		Position:	
Organisation name (if relevant):			
Phone:		Mobile:	
Email:			
Postal address:			

1.2 Details of other VET accredited course owned by the course developer

No – go to section 2 Yes – list the **current** accredited course code/s and title/s below:

Accredited course code	Accredited course title

Section 2 – Course details

2.1 Course code and title

State the current course code and title for which accreditation is being renewed.

2.2 Copyright licenses

Is the course for which renewal of accreditation is being sought licensed to RTOs for delivery?

- Yes (Provide details) No (Go to question 2.3)

Provide details:

2.3 Completion data

Provide details of enrolment/completion data for the period of accreditation including number of students enrolled but not yet completed the course.

Provide details:

2.4 Provide details and supporting evidence on the projected enrolment figures for the course over the next three years. (Attach evidence)

Provide details:

2.5 Do the outcomes of the course meet licensing and/or regulatory requirements as determined by government?

- Yes (Provide details) No


Provide details:

 *If the course is intended to meet a regulatory or licensed outcome, support from the relevant industry regulator must be provided with this application.*

3.2 Rationale for seeking ongoing national recognition

Describe in detail,

- the research undertaken and the evidence gathered in support of the ongoing need for the course to be nationally recognised

 Evidence of engagement with other industry stakeholders to demonstrate the ongoing need and support for national recognition of the course must be submitted with this application.

3.3 Will there be any significant changes to the outcomes of the course

- Yes No

Provide details:

3.4 What are the skills and knowledge gaps not covered by existing training packages that the course will address?

3.5 Industry coverage

Do the intended outcomes of this course fall within (or can they be associated with) an SSO's area of industry coverage?

- Yes (nominate the relevant SSO from the list on the following page)
 No (Provide details)

Provide details:

3.6 Industry training needs

Are the skills and knowledge gaps to be addressed by the proposed course listed on the relevant SSOs future training needs schedule? (Information relating to training package reviews can be found on the Australian Industry and Skills Committee website <https://www.aisc.net.au/national-schedule>)

- Yes (Provide details)
 No

Provide details:

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,

Section 4 – Applicant endorsement

4.1 Endorsement

All course developer(s) must complete the 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.
- The course is not a sub-set of a single training package qualification that could be recognised through a Statement of Attainment.
- This 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.
- Acknowledge the 'eligibility' of this VET accredited course – intention to renew does not mean renewal of accreditation is granted.
- I confirm that all responses provided in this application are complete, true and correct.

Course copyright holder 1

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

Witness

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

- The endorsements of additional course developers (including witness signatures and details) making this application are attached (↴)

Checklist for submitting a VET accredited course concept – intention to renew

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

Section 1 Applicant details		Tick
1.1–1.2	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
Section 2 Course details		
2.1–2.5	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
Section 3 Stakeholder engagement		
3.1–3.6	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
Section 4 Applicant endorsement		
4.1	The course developer has signed the form and the signature has been witnessed. Additional information is attached if required.	<input type="checkbox"/>

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 submission 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. 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.