

Forms

Application to cancel course accreditation

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).

You need to complete this form if you are a course owner and you wish to request the ASQA cancel the accreditation of a VET course.

Please note that the ASQA will only cancel the accreditation of a course on application by the owner if it is satisfied that it is appropriate to do so.

There are four sections to this application form:

Section 1— Applicant details

Section 2— Application details

Section 3—Applicant endorsement

Checklist for submitting an application to cancel course accreditation

Some sections of this form will expand as you enter content. Should you require additional space, please attach extra pages that are clearly labelled with the number of the question to which the additional information relates.

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

Application fee

There is no fee associated with the submission and evaluation of a request to cancel accreditation of a course.

Submitting the request

This request must be submitted by email to accreditation@asqa.gov.au.

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 and cancellation process](http://www.asqa.gov.au/course-accreditation/course-accreditation.html).

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| Section 1 – Applicant details |

* 1. Details of course owner/s making application

List the name/s and contact details of the course owner/s making this application.

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| --- | --- | --- | --- | --- |
| **Course copyright holder 1** |  |  |  |  |
| Legal name (company/sole trader): |       |
| Course owner number: |       |
| **Details of course copyright holder contact person:** |
| Title: |       | Surname: |       |
| Given name(s): |       | Position: |       |
| Phone: |       | Mobile: |       |
| Email: |       |
| Postal address: |       |

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| **Course copyright holder 2** |  |  |  |  |
| Legal name (company/sole trader): |       |
| Course owner number: |       |
| **Details of course copyright holder contact person:** |
| Title: |       | Surname: |       |
| Given name(s): |       | Position: |       |
| Phone: |       | Mobile: |       |

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| [ ]  | The details of additional course owner/s making this application are attached. |

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| Section 2 – Application details |

**2.1 Code and title of the accredited course**

This application relates to the following accredited course/s:

|  |  |
| --- | --- |
| Course code  | Course title |
|       |       |
| Expiry date: |       |

|  |  |
| --- | --- |
| Course code  | Course title |
|       |       |
| Expiry date: |       |
| [ ]  | The details of additional courses to be included in this application are attached. |

**2.2 Reason for requesting cancellation of accreditation**

Provide a rationale for requesting that the accreditation of the course/s be cancelled.

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**2.3 Significance of proposed cancellation**

1. What is the impact of cancelling the accreditation of the course/s on stakeholders?

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1. What strategies will be/have been implemented by the course owner to minimise this impact?

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**2.4 Proposed date of effect of cancellation**

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| --- | --- |
| [ ]  | Upon the granting of this application (earliest possible time). |
| [ ]  | Other – nominate proposed date and provide an explanation as to the reason for nominating this date  |
| Date: |       | Reason: |       |

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| **Note:** If the application is granted, the ASQA will determine the date on which the cancellation will be effected. |
| Section 3 – Applicant endorsement |

3.1 Endorsement

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| [ ]  | I confirm that all responses provided in this application are complete, true and correct. |
| [ ]  | I confirm that the course to which this request relates continues to comply with the *Standards for VET Accredited Courses 2021.* |
| **Course owner 1** |
| Signature: |  | Date: |       |
| Surname: |       | Given name(s): |       |
| **Witness** |
| Signature: |  | Date: |       |
| Surname: |       | Given name(s): |       |

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| **Course owner 2** |
| Signature: |  | Date: |       |
| Surname: |       | Given name(s): |       |
| **Witness** |
| Signature: |  | Date: |       |
| Surname: |       | Given name(s): |       |

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| [ ]  | The endorsements of additional course developers (including witness signatures and details) making this application are attached (🖈) |

## Checklist for submitting an application to cancel course accreditation

To avoid any delay in the processing, please ensure that your application is complete. If incomplete it will be returned to your organisation for completion.

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| **Section 1** | **Applicant details** | **Tick** |
| 1.1 | Full and accurate responses have been provided to all questions | [ ]  |
| **Section 2** | **Request details** |  |
| 2.1–2.4 | Full and accurate responses have been provided to all questions | [ ]  |
| **Section 3** | **Applicant endorsement** |  |
| 3.1 | One person with authority ***OR*** all course owners have endorsed the form | [ ]  |

**Privacy**

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 ASQA collecting my personal information?**

Personal information collected in this application and any supporting documentation you provide will be used to assess your application to cancel accreditation of a course and to manage your accredited course.

**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](https://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.