

Notification of change to accredited course

ownership

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).

You need to complete this form if you are a course owner that is regulated by the National Vocational Education and Training Regulator (the Regulator) and you have sold or otherwise transferred the ownership of your course.

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| Note |
| Advice that ownership of a course has changed can only be actioned by ASQA if the course owner/s as currently listed on the National Register has signed this form at Section 4. |

There are five sections to this form:

Section 1—Notification details

Section 2—Applicant details

Section 3—New course owner details

Section 4—Applicant endorsement

Checklist for submitting a notification of change to accredited course ownership

Application fee

There is no fee associated with the submission of this notification.

Submitting the form

This form must be submitted by email to [accreditation@asqa.gov.au](mailto:accreditation@asqa.gov.au).

Assistance in completing this form

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

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| Section 1 – Notification details |

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

This notification relates to the following accredited course/s:

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

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

|  |  |
| --- | --- |
|  | Details of additional courses are attached. |

**1.2 Date of effect of change**

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| Provide the date on which the change of ownership took/will take effect. |
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| Section 2 – Current course owner details |

**2.1 Details of current course owner/s**

Include the details of all owners of this course, as currently recorded on the [National Register](https://training.gov.au/Home/Tga) .

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course owner 1** | | |  | **Individual** | | |  | **Organisation** | |
| Legal name (company/sole trader): | | | | |  | | | | |
| Course owner number: | | | | |  | | | | |
| **Details of individual owner or contact person for the organisation:** | | | | | | | | | |
| Title: |  | Surname: |  | | | | | | |
| Given name(s): | |  | | | | Position: | | |  |
| Phone: |  | | | | | Mobile: | | |  |
| Email: |  | | | | | | | | |
| Postal address: | |  | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course owner 2** | | |  | **Individual** | | |  | **Organisation** | |
| Legal name (company/sole trader): | | | | |  | | | | |
| Course owner number: | | | | |  | | | | |
| **Details of individual owner or contact person for the organisation:** | | | | | | | | | |
| Title: |  | Surname: |  | | | | | | |
| Given name(s): | |  | | | | Position: | | |  |
| Phone: |  | | | | | Mobile: | | |  |
| Email: |  | | | | | | | | |
| Postal address: | |  | | | | | | | |

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|  | Details of additional course owners are attached. |

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| Section 3 – New course owner details |

**3.1 Details of new course owner/s**

Include the details of all owners of this course.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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** | | | |  | **Individual** | | |  | **Organisation** | |
| Legal name (company/sole trader): | | | | | |  | | | | |
| Business name (if applicable): | | | | | |  | | | | |
| ABN/ACN (if applicable): | | | | | |  | | | | |
| Course owner number (if applicable): | | | | | |  | | | | |
| RTO code (if applicable) | | | | | |  | | | | |
| **Details of individual owner or contact person for the organisation:** | | | | | | | | | | |
| Title: | |  | Surname: |  | | | | | | |
| Given name(s): | | |  | | | | Position: | | |  |
| Phone: | |  | | | | | Mobile: | | |  |
| Email: | |  | | | | | | | | |
| Postal address: | | |  | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course owner 2** | | | |  | **Individual** | | |  | **Organisation** | | |
| Legal name (company/sole trader): | | | | | |  | | | | | |
| Business name (if applicable): | | | | | |  | | | | | |
| ABN/ACN (if applicable): | | | | | |  | | | | | |
| Course owner number (if applicable): | | | | | |  | | | | | |
| RTO code (if applicable) | | | | | |  | | | | | |
| **Details of individual owner or contact person for the organisation:** | | | | | | | | | | | |
| Title: | |  | Surname: |  | | | | | | | |
| Given name(s): | | |  | | | | Position: | | |  | |
| Phone: | |  | | | | | Mobile: | | |  | |
| Email: | |  | | | | | | | | | |
| Postal address: | | |  | | | | | | | | |
|  | | Details of additional course owners are attached. | | | | | | | | | |

**3.2 Primary contact details**

Where there is more than one course owner listed in response to question 2.1, which of the listed owners should the ASQA communicate with about this application for accreditation?

|  |  |  |  |
| --- | --- | --- | --- |
| Course owner 1 | Course owner 2 | Course owner 3 | Course owner 4 |

**3.3 Public contact details**

Details of **one** person will be published on the National Register as the contact for public enquiries about the course.

If a course owner is to be the public contact person, which of the listed owners will this be?

|  |  |  |  |
| --- | --- | --- | --- |
| Course owner 1 | Course owner 2 | Course owner 3 | Course owner 4 |

***Or***

If a person other than a course owner is to be the public contact person, please provide the name and contact details of this person:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title: |  | Surname: |  | | |
| Given name(s): | |  | | Position: |  |
| Organisation name (if relevant): | | |  | | |
| Phone: |  | | | Mobile: |  |
| Email: |  | | | | |
| Postal address: | |  | | | |

**3.4 Authority to make future application/s**

Which of the listed owner/s (listed in question 3.1) will make future applications to ASQA in relation to the course (such as applications to amend or cancel the accreditation of the course)? Select one option only. If there is only one course owner, please go to Section 4.

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|  | Any course owner/s can make an application on behalf of all the listed owners. |

***Or***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | The following course owner/s **only** can individually or jointly make an application on behalf of all the listed owners. | | | | |
|  | |  |  |  |

***Or***

|  |  |
| --- | --- |
|  | All course owners must make application together. |

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| Section 4 – Applicant’s endorsement |

**4.1 Current course owner endorsement**

All current course owners must sign this endorsement.

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| --- | --- | --- | --- | --- | --- |
|  | | I confirm that the ownership of the course/s named at Section 1.1 has been sold, transferred or otherwise assigned to the individual or organisation shown at Section 3.1. | | | |
| **Course owner 1** | | | | |
| Signature: | |  | Date: |  |
| Surname: | |  | Given name(s): |  |
| **Witness** | | | | |
| Signature: | |  | Date: |  |
| Surname: | |  | Given name(s): |  |

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

|  |  |
| --- | --- |
|  | The endorsements of current additional course owner/s (including witness signatures and details) making this notification are attached. |

**4.2 New course owner endorsement**

All new course owners must sign this endorsement.

|  |  |
| --- | --- |
|  | I confirm that all responses provided in this application are complete, true and correct. |
|  | The course complies with the *Standards for VET Accredited Courses 2021* |
|  | I have read, understood, and agree to maintain compliance as outlined the *Standards for VET Accredited Courses 2021* |
|  | An electronic copy of the course document is attached (and this document has been provided as a single Microsoft Word document). |
|  | I acknowledge that the ASQA must include certain details about the course on the [National Register.](https://training.gov.au/Home/Tga) The following details for the VET accredited course are 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. |

|  |  |  |  |
| --- | --- | --- | --- |
| **New course owner 1** | | | |
| Signature: |  | Date: |  |
| Surname: |  | Given name(s): |  |
| **Witness** | | | |
| Signature: |  | Date: |  |
| Surname: |  | Given name(s): |  |

|  |  |
| --- | --- |
|  | The endorsements of new additional course owner/s (including witness signatures and details) making this notification are attached. |

Checklist for submitting a notification of change to accredited course ownership

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

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| **Section 1** | **Notification details** |  |
| 1.1 – 1.2 | Full and accurate responses have been provided to all questions. |  |
| **Section 2** | **Current course owner details** |  |
| 2.1 | All owners of this course as currently recorded on the National Register have been included. |  |
| **Section 3** | **New course owner details** |  |
| 3.1 – 3.4 | Full and accurate responses have been provided to all questions. |  |
| **Section 4** | **Applicant endorsement** |  |
| 4.1 | All current course owners have endorsed the notification. |  |
| 4.2 | All new course owners have endorsed the notification. |  |
| **General** |  |  |
| An electronic copy of the course document as a single Microsoft Word document is provided. | |  |

**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 notification and any supporting documentation you provide will be used to assess your notification of change to accredited course ownership 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.