

Application to amend an accredited course

**Form**

About this form

Complete this form to amend a VET accredited course.

How to use this form

To complete and submit this form you need to:

1. Use a separate form for each course.
2. Provide a response for each question.
3. Attach a copy of your course document (as a single Microsoft Word document) outlining the proposed amendments.
4. Clearly label and attach any supporting documents.
5. Ensure the form has been signed.
6. Email your completed form and supporting documents to courses@asqa.gov.au.

🖈 This symbol shows where you need to provide additional information.

Need assistance?

Please read through the following resources:

* [Amend a course](https://www.asqa.gov.au/course-accreditation/manage-course/amend)
* [Users’ guide to the Standards for VET Accredited Courses 2021](https://www.asqa.gov.au/resources/guides/users-guide-standards-vet-accredited-courses)
* [Users’ guide to developing a course document](https://www.asqa.gov.au/resources/guides/users-guide-developing-course-document).

If you need help, email the Training Product Assurance team at accreditation@asqa.gov.au or call 1300 701 801.

Assessment process

Once ASQA validates the proposed changes qualify as an amendment, the application will progress to evaluation to ensure the course still complies with the *Standards for VET Accredited Courses 2021* and the Australian Qualification Framework.

If the proposed amendments significantly alter the course outcomes, ASQA may determine that you need to submit an application to accredit a new course.

We will let you know of our decision in writing within 20 days, in line with our [service standards](https://www.asqa.gov.au/about/reporting-and-accountability/service-standards).

Assessment fee

Upon submission of this application, Course owner 1 listed in this form will be issued an invoice in the amount of $1,145. All relevant payment options will be provided on the invoice. Note, the application will not commence processing until full payment is received.

Learn more about the [fees and charges](https://www.asqa.gov.au/about/fees-and-charges).

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| **Section 1 – Applicant details** |

* 1. **Details of course owner/s**

List the details of all owners.

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| **Course owner 1** |
| Legal name (company/sole trader): | Legal name |
| Course owner number: | Course owner number |

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| **Course owner 1 - Contact person** |
| Title: | Title | Family name: | Family name |
| Given name(s): | Given name | Position: | Position |
| Phone: | Phone or mobile |
| Email: | Email |
| Postal address: | Postal address |

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| **Course owner 2** |
| Legal name (company/sole trader): |  Legal name |
| Course owner number: | Course owner number |

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| **Course owner 2 - Contact person** |
| Title: | Title | Family name: | Family name |
| Given name(s): | Given name | Position: | Position |
| Phone: | Phone or mobile |
| Email: | Email |
| Postal address: | Postal address |

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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:

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| --- | --- |
| Course code  | Course title |
| Code  | Title  |
| Expiry date: | Click or tap to enter a date. |

**2.2 Significance of proposed amendments**

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|[ ]  The current course outcomes and the proposed amendments do not significantly alter the course outcomes. |

**2.3 Nature of proposed amendments**

Which of the following best describe the nature of the proposed amendments?

Select all that apply:

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|[ ]  Endorsed (training package) units are added to or deleted from an elective list. The inclusion or deletion of elective units must not change the initial intent of the course. |
|[ ]  Enterprise units are added to or deleted from an elective list. The inclusion or deletion of elective units must not change the initial intent of the course. |
|[ ]  The units within a course—including core and elective units of competency and any prerequisite units of competency—are updated to a later version.  |
|[ ]  Minor upgrades—which do not change the outcome are made to enterprise units of competency. |
|[ ]  Other—provide details:  |
| Click here to enter text  |

2.4 Rationale for proposed amendments

Provide an explanation for proposing the amendments.

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| Click here to enter text  |

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| **Section 3 – Stakeholder engagement in determining amendment** |

3.1 Stakeholder engagement

Were stakeholders engaged in determining that the course required amendment and in identifying the proposed amendments?

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|[ ]  Yes—Identify the major stakeholders engaged in the amendment process. |

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| --- | --- | --- | --- |
| **Name** | **Organisation** | **Phone number** | **Email address** |
| Name | Organisation name | Phone | Email |
| Name | Organisation name | Phone | Email |
| Name | Organisation name | Phone | Email |
| Name | Organisation name | Phone | Email |
| Name | Organisation name | Phone | Email |
| Name | Organisation name | Phone | Email |
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|[ ]  No—Provide an explanation as to why stakeholders were not engaged in the amendment process. |
|  | Click here to enter text  |

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| **Section 4 – Applicant’s endorsement**  |

4.1 Endorsement

All course owners must complete this endorsement.

I confirm:

* That all responses provided in this application are complete, true and correct.
* That should the proposed amendments be effected, the course will continue to comply with the *Standards for VET Accredited Courses 2021* and the Australian Qualifications Framework.
* An electronic copy of the course document is attached with all changes clearly identified (and that this document has been provided as a single Microsoft Word document).

AND, where there is more than one course owner but one or more has the authority to make this application on behalf of all owners:

* I have the authority to make this application on behalf of all course owners.

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| **Course owner 1** |
| Signature: |  | Date: | Click to enter a date |
| Family name: | Family name | Given name(s): | Given name |

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| **Course owner 2** |
| Signature: |  | Date: | Click to enter a date |
| Family name: | Family name | Given name(s): | Given name |

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

**Privacy**

ASQA is bound by the provisions of the *Privacy Act 1988,* including the [Australian Privacy Principles (APPs).](https://www.oaic.gov.au/privacy/australian-privacy-principles) Your personal information is managed by ASQA under this Act.

**How is my personal information used?**

Personal information and any supporting documentation you provide with your application is used to assess your course accreditation application.

**Is my personal information disclosed?**

Your personal information is not disclosed without your consent, except if we are required to by an Australian law or a court/tribunal order.

**Further information**

Learn more about [ASQA's privacy policy and how we manage personal information](https://www.asqa.gov.au/about/reporting-and-accountability/privacy-policy).