

VET course concept – initial accreditation

Form

About this form

Complete this form to provide us with information about how your VET course concept meets the eligibility requirements for course accreditation.

You need to receive confirmation from ASQA that your VET course concept meets the eligibility requirements for course accreditation before you develop your course and submit an application for initial accreditation.

Learn more about the [VET course concept stage](https://www.asqa.gov.au/course-accreditation/apply/stage-1-vet-course-concept) of course accreditation.

How to use this form

To complete and submit this form you need to:

1. Use a separate form for each VET course concept.
2. Provide a response for each question.
3. Clearly label and attach any supporting documents.
4. Ensure the form has been signed.
5. Email your completed form and supporting documents to courses@asqa.gov.au

Need assistance?

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

Assessment process

As part of the assessment process, ASQA will:

* assess the information you provide in this form to decide if the VET course concept meets the eligibility requirements for accreditation.
* advise you of the outcome in writing, usually within 20 working days.

If ASQA confirms the VET course concept meets eligibility requirements, you have 6 months to develop the course and submit an application for initial accreditation.

Eligibility requirements for course accreditation

The [*Standards for VET Accredited Courses 2021*](https://www.asqa.gov.au/about/asqa/key-legislation/standards-vet-accredited-courses) specify the design requirements of VET accredited courses and require courses to be:

* based on an established industry, education, legislative, enterprise, or community need.
* developed in consultation with, and validated by, industry, enterprise, community and/or professional groups.

**ASQA only accredits courses that meet these requirements.**

Assessment fee

Upon submission of this application, Course owner 1 listed in this form will be issued an invoice in the amount of $1,100. All relevant payment options will be provided on the invoice. Note, processing of the application will not commence until full payment is received.

Learn more about [Fees and charges](https://www.asqa.gov.au/covid-19/fees-and-charges-relief).

You may need to pay a **new assessment fee** if:

* your application is incomplete and additional documents requested are not provided on time.
* you don’t submit an application for initial accreditation within 6 months of receiving a confirmation your VET course concept meets eligibility requirements.

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| Section 1 – Applicant details |

* 1. **Details of course owner**

Include details of all owners.

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|[ ]  This course will be owned by one or more people (provide details of each person). |
|[ ]  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** |  |  |  |  |
| Legal name (company/sole trader): | Legal name |
| Business name (if applicable): | Business name |
| ABN/ACN (if applicable): | ABN/ACN |
| Course owner number (if applicable): | 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 |
| Contact number : | Phone or mobile number  |
| Email: | Email |
| Postal address: | Postal address |

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| **Course owner 2** |  |  |  |  |
| Legal name (company/sole trader): | Legal name |
| Trading as (if applicable): | Business name |
| ABN/ACN (if applicable): | ABN/ACN |
| Course owner number (if applicable): | 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 |
| Contact number: | Phone or mobile number  |
| Email: | Email |
| Postal address: | Postal address |

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| **Section 2 – Course concept details** |

* 1. **Proposed course title**

Titles of VET accredited courses cannot duplicate the title of a training package qualification or a current VET accredited course.

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| Course title (100 characters or less, including spaces)  |

* 1. **Is the course currently delivered as ‘unaccredited’ training?**

[ ]  No [ ]  Yes - provide details:

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| Click or tap here to enter text. |

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| **Section 3 – Establishing the need for national recognition**  |

* 1. **Rationale for seeking national recognition**

Describe in detail the:

* research and evidence gathered to support the need for the course to be nationally recognised.

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| Click or tap here to enter text. |

* vocational and/or educational outcomes of the proposed course.

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| Click or tap here to enter text. |

 🖈*Attach evidence of engagement with other industry stakeholders to demonstrate there is a need and support for national recognition of the course. This evidence must be submitted to ASQA with this form.*

* 1. **Target/client group**

Provide a clear description of the target group for the course.

For example: new entrants to the workforce, existing workers in a specified field, entrants into new and emerging vocational areas, domestic vs overseas students, seeking entry to other education institutions.

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| Click or tap here to enter text. |

* 1. **Describe the projected enrolment figures for the course over the next 3 years and the evidence that supports this projection.**

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| Click or tap here to enter text. |

* 1. **Do the outcomes of the course meet a government licensing or regulatory requirement?**

[ ]  No [ ]  Yes - provide details:

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| Click or tap here to enter text. |

🖈 If the course is intended to meet a regulatory or licensed outcome, attach support from the relevant industry regulator.

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| **Section 4 – Stakeholder engagement** |

* 1. **Stakeholder engagement**

Provide details in the table below of the industry stakeholders that have agreed to be engaged in the development and validation of your course.

Each stakeholder needs to confirm their agreement to be engaged in writing. Indicate in the table below whether this agreement was confirmed by email or letter.

Stakeholders relevant to your proposed course may be:

* Jobs and Skills Councils (JSCs) (Visit the [DEWR website](https://www.dewr.gov.au/skills-reform/skills-reform-overview/industry-engagement-reforms) for more information about Skills reform and the Jobs and Skills Councils (JSCs)) .
* peak industry bodies
* industry associations
* industry groups
* employee organisation
* employer associations
* professional associations
* regulatory and/or licensing bodies
* community organisations
* others (e.g., course graduates)
* a representative with VET experience and knowledge (highly recommended).

🖈Attach additional pages if required

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| --- | --- | --- | --- |
| **Stakeholder name** | **Contact details** | **Type of organisation** | **Evidence attached 🖈** |
| Name | Organisation name, email, phone | Choose an item. | Choose an item. |
| Name | Organisation name, email, phone | Choose an item. | Choose an item. |
| Name | Organisation name, email, phone | Choose an item. | Choose an item. |
| Name | Organisation name, email, phone | Choose an item. | Choose an item. |
| Name | Organisation name, email, phone | Choose an item. | Choose an item. |
| Name | Organisation name, email, phone | Choose an item. | Choose an item. |
| [ ]  A further list of stakeholders to be engaged in the development of the course is attached |

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| **Section 5 – Training product information**  |

Refer to [training.gov.au](http://www.training.gov.au) for information about training products.

* 1. **Training package qualifications/units of competency researched and identified as not suitable for use**

In the table(s) below:

* identify the training package qualifications/units of competency that have been researched and are not suitable to meet the needs and outcomes of the proposed course.
* explain why the training package qualifications are not suitable.

🖈Attach additional pages if required

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| **Qualification code** | **Qualification title** | **Why qualifications are not suitable**  |
| Code | Title | Click or tap here to enter text. |
| Code | Title | Click or tap here to enter text. |
| Code | Title | Click or tap here to enter text. |
| Code | Title | Click or tap here to enter text. |

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| **Unit code** | **Unit title** | **Why units of competency are not suitable** |
| Code | Title | Click or tap here to enter text. |
| Code | Title | Click or tap here to enter text. |
| Code | Title | Click or tap here to enter text. |
| Code | Title | Click or tap here to enter text. |

* 1. **What skill and knowledge gaps not covered by existing units of competency will the course address?**

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| Click or tap here to enter text. |

* 1. **Training package units of competency included in course**

Will training package units of competency be included in the proposed course?

[ ]  No [ ]  Yes - provide details:

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| **Unit code** | **Unit title** |
| Code | Title |
| Code | Title |
| Code | Title |
| Code | Title |

* 1. **Units of competency from other VET accredited courses included in course**

Will units of competency from other VET accredited course(s) not owned by the course owner making this application be included in the proposed course?

[ ]  No [ ]  Yes- provide details:

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| **Unit code** | **Unit title** |
| Code | Title |
| Code | Title |
| Code | Title |
| Code | Title |

You will need written permission from the course owner to use these units. Evidence of this will be required with your application for course accreditation.

* 1. **Enterprise units of competency**

Will you develop your own enterprise units of competency for this course?

[ ]  No [ ]  Yes - provide details

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| **Unit title** | **Application** (A brief description of the unit content and the context how the unit outcomes are applied) |
| Title | Click or tap here to enter text. |
| Title | Click or tap here to enter text. |
| Title | Click or tap here to enter text. |
| Title | Click or tap here to enter text. |

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| **Section 6 – Applicant endorsement** |

* 1. **Endorsement**

If the course is owned by more than one owner, all course owners must complete this endorsement.

I confirm:

* the outcomes of this course cannot be achieved through the packaging rules of a training package qualification.
* the outcomes of this course cannot be met by contextualising units of competency within a training package qualification.
* this course is not a sub-set of a 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.
* I understand that the ‘eligibility’ of this VET course concept does not mean accreditation is granted.
* all responses provided in this application are complete, true and correct.

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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 |

**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 whether your course meets the eligibility requirements for accreditation.

**Is my personal information disclosed?**

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