Course Accreditation Journey

From course concept to accreditation decision

Start

Phase 1: Course Concept

1 ESTABLISH THE NEED

A skills, knowledge or workforce need is identified.

2 IS NATIONAL RECOGNITION REQUIRED?

Would national recognition provide value and benefit?

3 CHECK FOR EXISTING TRAINING PRODUCTS

Search training.gov.au and review existing training products.

Decision Point
Does an existing training product address the need?

Yes
Use existing training product

No
Gap identified. Continue journey

4 ENGAGE WITH JOBS AND SKILLS COUNCILS (JSCs)

Discuss the proposed course with the relevant JSC/s.

JSCs can help to:

- Identify stakeholders
- Understand sector priorities
- Identify future developments
- Identify duplication

5 STAKEHOLDER ENGAGEMENT

Engage a broad range of stakeholders and validate the need and course concept.

Who to engage:

- Employers
- Industry associations
- Regulators
- Subject matter experts
- Trainers and assessors
- Community groups
- Students

6 SUBMIT CONCEPT APPLICATION

Confirm your course concept is suitable to proceed to course design.

Phase 2: Course Development

7 DESIGN THE COURSE

- Define course outcomes
- Build course structure
- Map pathways
- Identify entry requirements
- Align with AQF requirements
- Guide to Completing the National Course Document Template
- National Course Document Template

8 REVIEW EXISTING UNITS OF COMPETENCY

Decision Point
Do existing units meet the identified need?

Yes
Use existing units

No
Identify gaps. Develop Enterprise units.

9 DEVELOP ENTERPRISE UNITS (IF REQUIRED)

Define the workplace outcomes and develop enterprise units of competency. Obtain validation from stakeholders.

10 ASSESSMENT STRATEGY

Develop the assessment strategy and assessment conditions. Ensure alignment with any imported training product rules.

11 VALIDATE AND REVIEW

Validate the course and units with stakeholders. Review for consistency, quality and compliance.

Phase 3: Accreditation

12 READY FOR ACCREDITATION?

Complete a final quality check before submission.



Have all requirements been met?

Submit

Quality checkpoints:

- Need demonstrated
- Duplication addressed
- Stakeholders engaged
- JSC consulted
- Course validated
- Assessment strategy aligned

Application reviewed against:

- Standards for VET Accredited Courses 2021
- The Australian Qualifications Framework

You can find more information on ASQA's website:

- Course Accreditation
- Standards for VET Accredited Courses
- User's guide to the Standards for VET Accredited Courses

Key takeaway: This journey is not linear. You may revisit steps as your course develops.

When in doubt, seek guidance from ASQA, your Jobs and Skills Council and Stakeholders.

Considered decisions at every step lead to better outcomes for learners, employers and communities.