



Accreditation Evaluation Report

Course owner details			
Legal name			
Trading name			
Contact name			
Email			Phone
Focus of evaluation			
Proposed title			Regulated/licensed outcome <input type="checkbox"/>
Evaluation details			
Evaluation purpose	<input type="checkbox"/> Initial accreditation <input type="checkbox"/> Renewal of accreditation <input type="checkbox"/> Amendment		
Submission date	Submission reference	Standards Evaluated	6.1, 7.1-7.13
Initial evaluation			
Date	Accreditation Assessor		
Evaluation outcome	<input type="checkbox"/> Compliant with the <i>Standards for VET Accredited Courses (VAC)</i> <input type="checkbox"/> Not compliant with the <i>Standards for VET Accredited Courses (VAC)</i>		
Evaluation of further evidence			
Date additional evidence provided		Accreditation Assessor	
Date report completed			
Evaluation outcome	<input type="checkbox"/> Compliant with the <i>Standards for VET Accredited Courses (VAC)</i> <input type="checkbox"/> Not compliant with the <i>Standards for VET Accredited Courses (VAC)</i>		
Important Steps to Follow – Submission of Rectification Evidence			
Step 1 – Check changes to course document			
<ul style="list-style-type: none"> All changes must be clearly shown in the re-submitted course document. Use shading, a different colour text or ‘tracked changes’ to identify the changes. 			
Step 2 – Check grammar and punctuation			
<ul style="list-style-type: none"> Check that grammar and punctuation have been used correctly. Check that abbreviations have not been used in the course document. 			

Standards for VET Accredited Courses (VAC) – Applications for course accreditation that are accepted by ASQA will be accredited by ASQA, as the National VET Regulator, if they are assessed as meeting VAC 6.1 and the 13 design standards at Part 3, VAC 7. These course design standards **must** be met for accreditation.

FINDINGS AGAINST EACH OF THE COURSE DESIGN STANDARDS AFTER EVALUATION

Standard	Finding after initial evaluation	Finding following rectification
VAC 6.1	Make a selection	n/a
VAC 7.1	Make a selection	n/a
VAC 7.2	Make a selection	n/a
VAC 7.3	Make a selection	n/a
VAC 7.4	Make a selection	n/a
VAC 7.5	Make a selection	n/a
VAC 7.6	Make a selection	n/a
VAC 7.7	Make a selection	n/a
VAC 7.8	Make a selection	n/a
VAC 7.9	Make a selection	n/a
VAC 7.10	Make a selection	n/a
VAC 7.11	Make a selection	n/a
VAC 7.12	Make a selection	n/a
VAC 7.13	Make a selection	n/a

EVALUATION NOTES:

- This report must be read in conjunction with the course document submitted for evaluation.
- One opportunity to address the non-compliance(s) identified is provided. It is suggested you do not make any changes to the content of other sections in the course document that have been assessed as compliant with the *Standards for VET Accredited Courses*. Changing sections assessed as compliant could lead to the creation of new non-compliance(s). If you want to make changes to these sections, contact the Accreditation Assessor to discuss before any changes are made to the course document.
- **INSERT OTHER NOTES IF NIL REQUIRED DELETE Example, Changes required to Section A**

KEY RESOURCES

Accredited course document template	http://www.asqa.gov.au/verve/_resources/Accredited_course_document_template.doc
Standards for VET Accredited Courses 2012	www.comlaw.gov.au/Series/F2013L00177
Standards for Training Packages	https://docs.education.gov.au/system/files/doc/other/standardsfortrainingpackages.pdf
Australian Qualifications Framework Second Edition January 2013	www.aqf.edu.au
National Training Packages	training.gov.au
Victorian Purchasing Guides	www.education.vic.gov.au/training/providers/rto/Pages/purchasingguides.aspx
Users' guide to the Standards for VET Accredited Courses	http://www.asqa.gov.au/verve/_resources/Users_guide_to_the_Standards_for_VET_Accredited_Courses.pdf

VAC 6.1 The course must not duplicate, by title or coverage, the outcomes of an endorsed Training Package qualification.

Evaluation findings (Sections 1.1, 3.1 and Section C of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
<ul style="list-style-type: none">The title does not duplicate, either wholly or substantially, that of a training package qualification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Evidence is provided that the proposed course does not duplicate, by title, or coverage, the outcomes of a training package qualification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Enterprise units of competency are unique and do not duplicate the outcomes of nationally endorsed training package units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required
- Analysis of rectification evidence received (insert date):**Evidence yet to be supplied

VAC 7.1 VET Accredited courses are based on an established industry, enterprise, education, legislative or community need.

Evaluation findings (Sections 2.1, 3.1, 3.2 of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
• The title appropriately reflects the course outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	
• The intended purpose of the course is stated and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
• Evidence of industry/enterprise/community need and support is included and sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	
• A description of the consultation and validation process for the course (including enterprise units) is included and evidenced.	<input type="checkbox"/>	<input type="checkbox"/>	
• Major client and/or industry groups are identified and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
• Evidence is provided that enterprise units of competency have been developed in consultation with, and validated by appropriate industry, enterprise, community and/or professional groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In addition, if seeking to renew accreditation

• Details of how monitoring and evaluation have contributed to the development of the revised course are included and sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any transition arrangements from the existing course to the new course for learners currently enrolled in the existing course are described and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required
- **Analysis of rectification evidence received (insert date):**Evidence yet to be supplied

VAC 7.2 VET accredited courses are based on nationally endorsed units of competency where these are available and where these are not available the course is based on units of competency developed as part of the course. These units of competency are developed in consultation with, and validated by, industry, enterprise, community and/or professional groups and documented in accordance with nationally agreed specifications, consistent with the requirements of the Standards for Training Packages.

Evaluation findings (Sections 2.1, 3.1, 3.2, 4.1, 5.1 and Section C of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:

Y N N/A

- Units of competency are documented in accordance with the relevant requirements of the *Standards for Training Packages*.

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required
- **Analysis of rectification evidence received (insert date):**Evidence yet to be supplied

VAC 7.3 VET accredited courses either:

- (a) lead to a VET qualification and have course outcomes that are consistent with the Australian Qualifications Framework qualification descriptor identified for the course; or**
- (b) lead only to a VET Statement of Attainment (if the course outcomes meet an identified industry/enterprise/ community need but do not have the breadth and depth required for a VET qualification as stated in the guidelines for qualifications in the Australian Qualifications Framework. The course title will read 'Course in...').**

Evaluation findings (Sections 1.2, 5.1, 4.1 and Section C of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
• An accurate description of how the intended course outcomes are consistent with the AQF qualification proposed for the course is included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The outcomes of unit(s) of competency align to the proposed AQF level of the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The qualification meets the Volume of Learning requirements of the AQF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The course outcomes do not align to an AQF level (Course in).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received (insert date):

- Evidence yet to be supplied

VAC 7.4 VET accredited courses identify foundation skills relevant to the course outcomes.

Evaluation findings (Section 4.2 of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:

Y

N

- Section B: 4.2 includes the statement, *“Foundation skills applicable to the outcomes of this course are identified in the units of competency”*.

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received (insert date):

- Evidence yet to be supplied

VAC 7.5 VET accredited courses confirm recognition to be given to the course by licensing, regulatory, professional or industry bodies (where applicable).

Evaluation findings (Sections 4.3 and 4.4 of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
<ul style="list-style-type: none">The recognition given to the course by professional or industry bodies is accurately described and evidenced, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">The recognition given to the course for the purpose it satisfying licensing / regulatory requirements is accurately described and evidenced, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received (insert date):

- Evidence yet to be supplied

VAC 7.6 VET accredited courses specify rules for the structure of the course.

Evaluation findings (Section 5.1 and Section C of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N
• Course structure is clear.	<input type="checkbox"/>	<input type="checkbox"/>
• The rules for completion are clear.	<input type="checkbox"/>	<input type="checkbox"/>
• Adequate advice on nominal hours is provided.	<input type="checkbox"/>	<input type="checkbox"/>
• Adequate guidance on sequencing and pre-requisites is provided.	<input type="checkbox"/>	<input type="checkbox"/>
• The structure and/or the combination of units of competency reflect the intended skills and knowledge outcomes.	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required
- **Analysis of rectification evidence received (insert date):**Evidence yet to be supplied

VAC 7.7 VET accredited courses identify exit points from the course which provide for vocational or educational outcomes where applicable.

Evaluation findings (Section 5.1 of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
<ul style="list-style-type: none">Any exit points from the course that provide vocational or education outcomes are identified and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">A statement such as “A Statement of Attainment will be issued for any unit of competency completed if the full qualification is not completed” is included.	<input type="checkbox"/>	<input type="checkbox"/>	

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received (insert date):

- Evidence yet to be supplied

VAC 7.8 VET accredited courses provide information on educational pathways and articulation where applicable.

Evaluation findings (Section 8.1 of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
<ul style="list-style-type: none">Information is provided on pathways into other VET courses for learners who complete the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Details about any formalised articulation arrangements with other organisations are described and evidenced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required
- **Analysis of rectification evidence received (insert date):**Evidence yet to be supplied

VAC 7.9 VET accredited courses specify any entry requirements to the course and justify any explicit limitations to access.

Evaluation findings (Section 5.2 of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
<ul style="list-style-type: none">Any mandatory entry requirements are clearly described.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Any explicit limitations to course entry are clearly described and justified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Any recommended entry requirements likely to facilitate successful completion of the course are included, as appropriate, including language, literacy and numeracy skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required
- Analysis of rectification evidence received (insert date):**Evidence yet to be supplied

VAC 7.10 VET accredited courses specify course assessment strategies, which:

- (a) are valid, reliable, flexible and fair;
- (b) support the collection of evidence that is sufficient, valid, authentic and current;
- (c) are consistent with the assessment requirements in the relevant Training Package(s) where nationally endorsed units of competency are used;
- (d) ensure that workplace and regulatory requirements, where relevant, are met; and
- (e) identify and justify any requirements for workplace and/or simulated assessment.

Evaluation findings (Sections 4.4 and 6.1 of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
Assessment strategies specified:			
• are valid, reliable, flexible and fair (i.e. Principles of Assessment)	<input type="checkbox"/>	<input type="checkbox"/>	
• support the collection of evidence that is sufficient, valid, authentic and current (i.e. Rules of Evidence)	<input type="checkbox"/>	<input type="checkbox"/>	
• are consistent with the assessment guidelines in the relevant Training Package(s) where nationally endorsed units of competency are used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure that workplace and regulatory requirements, where relevant, are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• identify and justify any requirements for workplace and/or simulated assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received (insert date):

- Evidence yet to be supplied

VAC 7.11 VET accredited courses provide guidance on appropriate delivery modes, together with advice on limitations on course delivery modes and any requirements for on-the-job training.

Evaluation findings (Section 7.1 of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
• Essential delivery modes are identified and justified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Limitations to the delivery modes that may be chosen are appropriately identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Requirements for on-the-job training are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received (insert date):

- Evidence yet to be supplied

VAC 7.12 VET accredited courses specify specialist facilities and resources and the vocational competency requirements of trainers and assessors essential for the delivery of the course

Evaluation findings (Sections 6.2 and 7.2 of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
<ul style="list-style-type: none"> Compliance with the requirements for the competence of staff involved in training and assessment as benchmarked against the <i>Standards for Registered Training Organisations (RTOs) 2015</i> as a minimum requirement is confirmed. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Appropriate guidance on any specialist vocational competency requirements for trainers is provided and justified. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Appropriate guidance on any specialist vocational competency requirements for assessors is provided and justified. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Units of competency imported from training packages reflect the requirements for trainers and assessors as specified in that training package. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Details of any specialised facilities and equipment essential for delivery are provided. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required
- **Analysis of rectification evidence received (insert date):**Evidence yet to be supplied

VAC 7.13 VET accredited courses identify course monitoring and evaluation processes which will ensure that the course content and outcomes are reviewed and remain current and relevant throughout the period of accreditation.

Evaluation findings (Section 9.1 of National Template for Course Documentation for Accreditation)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:

Y

N

- The process to be followed for monitoring and evaluating the course to maintain its relevance and currency is described.

Reasons for finding of non-compliance:

The course developer provided a course document (list additional documentation).

The course document (list additional documentation) provided do not demonstrate compliance with this VAC Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course developer is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required
- **Analysis of rectification evidence received (insert date):**Evidence yet to be supplied

END OF REPORT