



FORM

Application for course accreditation (initial)

About this form

The Australian Skills Quality Authority (ASQA) accredits and regulates courses for delivery by registered training organisations (RTOs) under the *National Vocational Education and Training Regulator Act 2011* (Cth).

The *Standards for VET Accredited Courses 2012* apply to the design for VET accredited courses.

Accreditation means the formal recognition of a course by the National VET Regulator under the *National Vocational Education and Training Regulator Act 2011* (Cth).

Accredited courses address skill requirements for industry, enterprise and the community where these are not covered in nationally endorsed Training Packages. They also have the capacity to address changes in skill needs, and the needs of emerging and converging industries and industry sectors in a responsive manner.

This form relates to the submission of the course accreditation application. Components of the course application include this form, course document including units of competency developed specifically for inclusion in the course and evidence of industry support and validation.

An evaluation against the requirements of VET Accredited Course (VAC) Design Standards 6.1, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 7.10, 7.11, 7.12 and 7.13 of the *Standards for VET Accredited Courses 2012*, *Standards for Training Packages 2015* and the Australian Qualifications Framework Second Edition January 2013 (AQF) will be conducted.

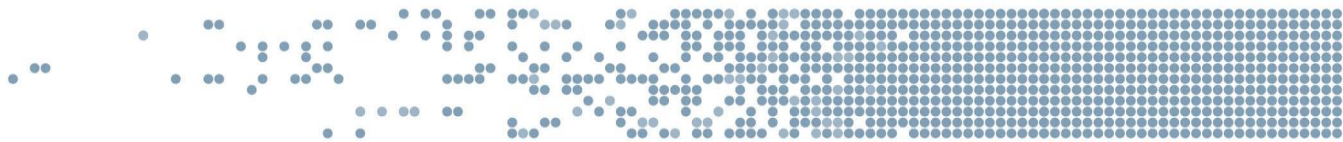
This form applies to applications for an initial accreditation of a course.


As well as meeting the course design standards, a course owner must comply with VAC 8 Obligations of persons in respect to whom a course is accredited throughout the course accreditation period.

There are four sections to this application form:

- Section 1—Applicant details
- Section 2—Application details
- Section 3—Stakeholder engagement
- Section 4—Applicant endorsement.

A separate form is required for each course submission.



 This symbol has been used throughout this form to indicate that additional information **must** be attached to the application.

Unless otherwise indicated, you must provide a response to each question and to each part of each question.

Should you require additional space, please attach extra pages that are clearly labelled with the number of the question to which the information relates.

Application fee

A cheque (personal, business or bank) made payable to the Australian Skills Quality Authority for the prescribed application fee should be forwarded to:

Finance team
Australian Skills Quality Authority
PO Box 9928
Melbourne Vic 3001

Fee	Payable
\$7570.00	An invoice will be issued for payment of the application fee once the VET course concept has been evaluated and is deemed appropriate to proceed to full course development.

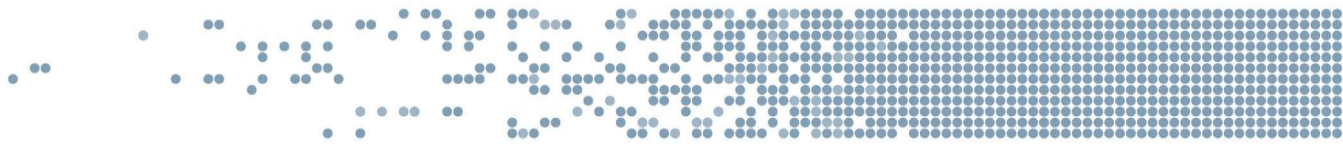
Alternatively, complete the **credit card information** section on the last page of this form.

The required fee that you must pay is listed in the *ASQA schedule of fees* available in the [fees and charges section](#) of the ASQA website.

Submitting the application

The form and required attachments must be submitted by email to courses@asqa.gov.au.

Incomplete applications or applications completed incorrectly will be returned to you for completion. A checklist is provided at the back of the form to ensure your application is complete.



Assistance in completing this form

This form must be completed with reference to the [*Users' Guide to the Standards for VET Accredited Courses*](#).

For assistance in completing this form, please email Course Accreditation at accreditation@asqa.gov.au, or email your enquiry to 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](#).



1. Applicant details

1.1 Details of course developer / owner

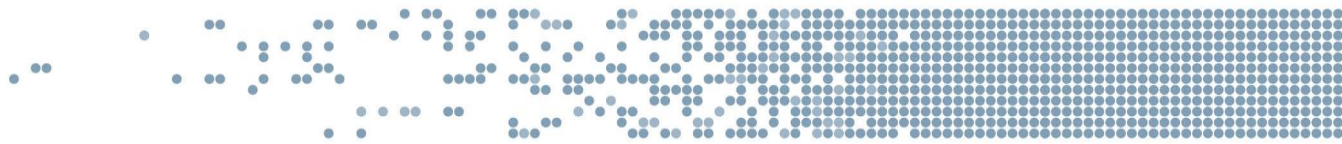
Include the details of all owners of this proposed course.

- ☐ 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			
Name			
Trading name (if applicable):			
ABN/ACN (if applicable)			
RTO code (if applicable)			
Details of contact person if an organisation:			
Title:		Surname:	
Given name(s):		Position:	
Phone:		Mobile:	
Email:			
Postal address:			

Course owner 2			
Name			
Trading as (if applicable):			
ABN/ACN (if applicable)			
RTO code (if applicable)			
Details of contact person if an organisation:			
Title:		Surname:	
Given name(s):		Position:	
Phone:		Mobile:	
Email:			
Postal address:			

1.2 Primary contact details



If the course will be owned by more than one legal entity nominate the primary contact.

Provide details:

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1.3 Public contact details

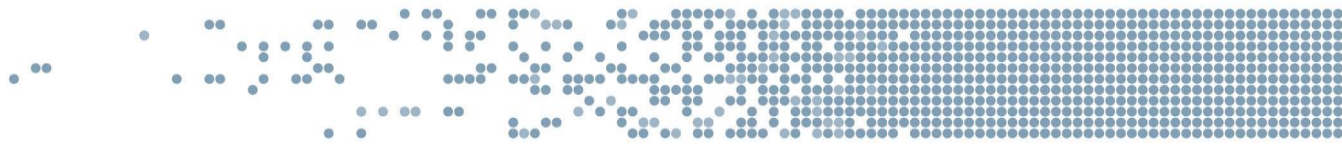
If this course is accredited, nominate a person whose details will be published on the National Register (www.training.gov.au) as the contact for enquiries about the course.

Title:		Surname:		
Given name(s):				
Organisation name (if relevant):				
Job title:				
Phone:		Mobile:		
Email:				
Postal address:				

1.4 Letter of authorisation

Where the course developer is a **different party** (e.g. consultant) to the copyright owner, a letter of permission **must** be provided to ASQA if communication with the course developer is required throughout the accreditation process.

A template is attached as Appendix A.



Section 2 - Application details

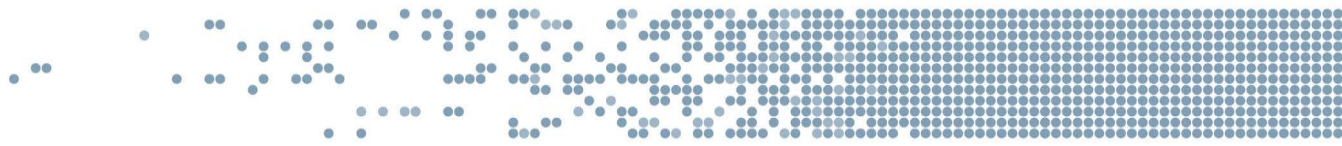
2.1 Proposed course title

The title of an accredited course cannot duplicate the title of a training package qualification and must be 100 characters or less (including spaces)

Proposed course title:

2.2 VET course concept information

VET course concept reference number	CC
Due date for submission of application to ASQA (Refer to notice from ASQA)	/ /



Section 3 - Stakeholder engagement

3.1 Industry coverage

Provide a summary of the consultation and validation undertaken throughout the development of the course.


Courses accredited by ASQA must be supported by a demonstrated industry need and result in a genuine employment outcome. Consultation should be undertaken with regulatory bodies, industry peak bodies, industry associations, professional associations, employers, employees and any other relevant stakeholders. A representative with VET experience and knowledge should also be consulted.

ASQA may contact relevant stakeholders as well as identified stakeholders to validate their engagement in the course development.

Do the intended outcomes of this course fall within (or can they be associated with) an SSO's area of industry coverage?

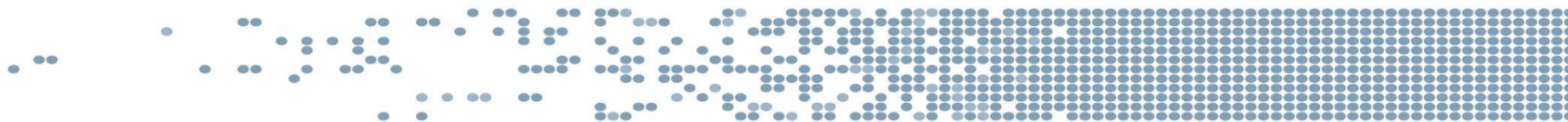
☐ Yes (nominate the relevant SSO from the list on the following page)

 Attach completed [Confirmation of Consultation – VET Course Accreditation Application form \(DOC 798kb\)](#).

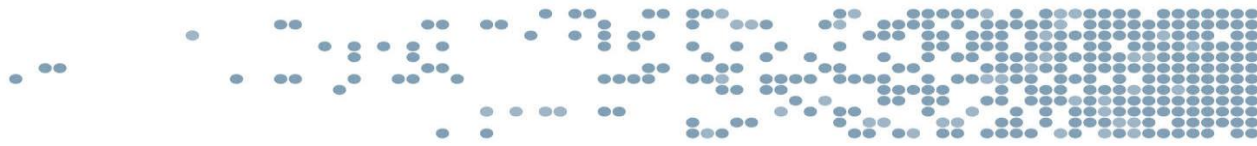
 Note: Evidence of the identified stakeholder's support for the proposed course must be attached with the application submission. ASQA may contact these stakeholders to validate the provided information.

☐ No—Go to **question 3.2**

Provide details:



SSO		Areas of industry coverage (Note that this not an exhaustive list, Visit the Service Skills Organisation website for more information.)
<input type="checkbox"/>	Skills Impact	<ul style="list-style-type: none"> ●agriculture ●horticulture ●conservation ●land management ●animal care ●animal management ●meat ●food processing ●racing ●seafood ●sugar milling ●forest growing and management ●harvesting and haulage ●woodchips ●biomass energy production ●sawmilling and processing ●veneer production ●timber treatment plants ●pulp and paper ●packaging ●timber manufactured products ●engineered wood ●truss and frame ●wooden doors and windows ●wood panel ●board and plywood production ●timber merchandising
<input type="checkbox"/>	Artibus Innovation	<ul style="list-style-type: none"> ●general construction ●construction supervision and management ●building design ●building surveying ●blocklaying ●bricklaying ●carpentry ●demolition ●dogging ●joinery ●painting and decorating ●scaffolding ●shopfitting ●signage ●stonemasonry ●wall and ceiling lining ●wall and floor tiling ●roof tiling ●plumbing ●gas fitting ●fire protection ●fire systems design ●hydraulic services design ●security ●property (development, sales and management – real estate, facility management, stock and station agency, business broking) ●surveying and spatial information services ●access consulting ●home sustainability assessment ●cleaning operations ●fire protection inspection and testing ●pest management and waste management
<input type="checkbox"/>	Australian Industry Standards	<ul style="list-style-type: none"> ●electrotechnology ●communications ●computer systems ●electronics ●electrical ●information/data technology/communications ●instrumentation ●refrigeration and air conditioning ●lifts ●renewable/Sustainable energy ●gas ●electricity supply (generation and & distribution) ●logistics and warehousing ●road transport ●rail ●maritime ●aviation ●ports ●correction services (custodial, community and rehabilitation service) ●defence ●maritime ●water (catchment, distribution and treatment) ●police ●logistics and warehousing ●road transport ●rail
<input type="checkbox"/>	IBSA	<ul style="list-style-type: none"> ●manufacturing ●recreational vehicles ●aerospace ●chemical hydrocarbons refining ●competitive manufacturing ●furnishing ●laboratory operations ●manufactured mineral products ●metal engineering ●plastics ●rubber ●cablemaking ●textiles ●clothing ●footwear
<input type="checkbox"/>	PwC's Skills for Australia	<ul style="list-style-type: none"> ●business services (including project management, knowledge management, communications, leadership) ●financial services ●information and communications technology ●printing ●graphic arts ●cultural and related industries ●education ●library ●music ●visual art ●coal mining ●civil infrastructure ●quarrying (extractive) ●drilling ●metalliferous mining ●automotive retail, service and repair ●automotive manufacturing
<input type="checkbox"/>	Skills IQ	<ul style="list-style-type: none"> ●beauty ●holiday parks and resorts ●community pharmacy ●community recreation ●fitness ●floristry ●funeral services ●hairdressing ●hospitality ●outdoor ●recreation ●retail ●sport ●tourism ●wholesale ●events (or meetings and events) ●commercial cookery/catering ●community services ●children's services ●disability work ●aged care ●youth work ●mental health ●alcohol and other drugs ●health ●allied health assisting ●Aboriginal and/or Torres Strait Islander primary health care ●ambulance (emerge medical services) ●audiometry ●complementary and alternative health ●dental ●nursing ●nutrition/dietetic services, optical ●mortuary theatre practice ●sleep technology ●health administration ●health support/administration ●population health and Indigenous environmental health ●Commonwealth, State and Territory governments, local government



3.2 Incorporation of consultation and validation activities into course development

Describe how the outcomes of the consultation and validation activities undertaken contributed to the development of the course submitted for ASQA's consideration.



3.3 Primary stakeholders engaged during development

Purpose

- The course developer or course owner completes this page when the course submission is finalised.
- Each stakeholder engaged in the development of the course provides a signature as confirmation of his or her consultation and involvement into the development of the course. Multiple and/or individual pages can be submitted with the final course documentation.
- The course developer or course owner submits this page with the final course documentation to ASQA.

STAKEHOLDER ENGAGEMENT CONFIRMATION

Course title

Name	Contact details (Telephone/email)	Type of organisation (Refer to legend below)	Signature of confirmation for course development

Organisation key


1 = Industry stakeholder	2 = Industry group	3 = Employee organisation	4 = Employer organisation
5 = Professional association	6 + Regulatory and/or licensing body	7 = Community organisation	8 = Other



Section 4 Applicant endorsement

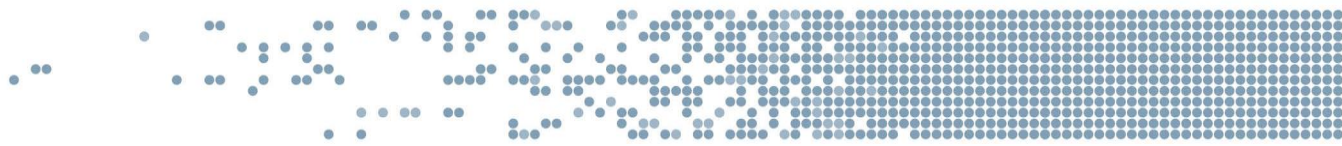
4.1 Endorsement

All course owners must complete this endorsement.

- ☐ The outcomes of this course cannot be achieved through the packaging rules applicable to a training package qualification.
- ☐ The outcomes of this course cannot be met by contextualising units of competency within a training package qualification at the time of RTO delivery and assessment.
- ☐ The course is not a sub-set of a single training package qualification that could be recognised through a Statement of Attainment.
- ☐ The 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.
- ☐ The course complies with the *Standards for VET Accredited Courses 2012*.
- ☐ The enterprise units of comply with the *Standards for Training Packages 2015*.
- ☐ I have read, understood, and agree to abide by the obligations of course owners as outlined in the *Standards for VET Accredited Courses 2012*.
- ☐ I confirm that all responses provided in this application are complete, true and correct.
- ☐  An electronic copy of the course document is attached (and this document has been provided as a single Microsoft Word document). The course document has been developed in accordance with ASQAs Accredited Course Document Template.

If the course is accredited, ASQA must include certain details about the course on the National Register, training.gov.au. The following details for the VET accredited course will be published:- the course copyright owner; the course copyright owner contact details; the period of accreditation; unit code, unit title, a course description, a reference to other versions (equivalency) and any conditions imposed on the accreditation of the course.

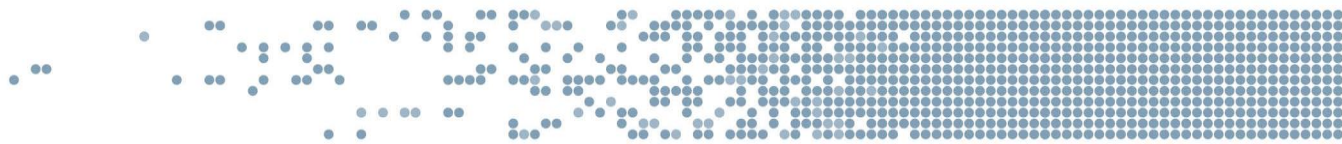
Course owner 1			
Signature:		Date:	
Surname:		Given name(s):	
Witness			
Signature:		Date:	
Surname:		Given name(s):	
<input type="checkbox"/> The endorsements of additional course owner/s (including witness signatures and details) making this application are attached.			



Checklist for submitting an application for accreditation (initial or renewal)

To avoid any delay in the processing of your application, please ensure that your application is complete and check that ALL of the required documents have been attached. Applications which are not accompanied by the required attachments will be returned to your organisation for completion.

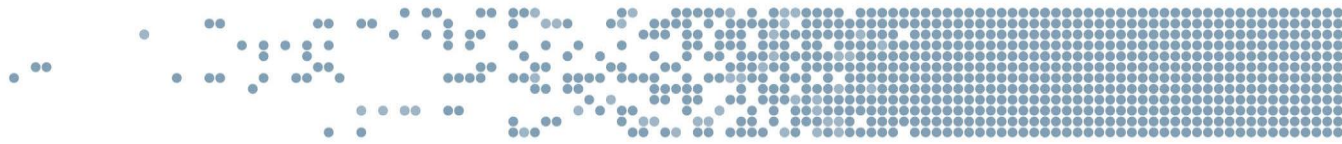
Section 1 Applicant details		Tick
1.1–1.4	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
1.4	Appendix A is attached if required	<input type="checkbox"/>
Section 2 Application details		
2.1–2.2	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
Section 3 Stakeholder engagement		
3.1–3.3	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
3.1	Confirmation of Consultation – VET Accredited Course Application form is attached	<input type="checkbox"/>
3.3	Evidentiary documentation of consultation with relevant stakeholders is attached	<input type="checkbox"/>
Section 4 Applicant endorsement		
4.1	All course owners have endorsed the application	<input type="checkbox"/>
General		
An electronic copy of the course document is attached (as single Microsoft Word document)		<input type="checkbox"/>
A cheque in the amount of the prescribed application fee has been posted to ASQA or the credit card information section of this form has been completed.		<input type="checkbox"/>



Credit Card Information

If paying by credit card please complete the following details:

Card type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card number:		Expiry Date: /
Name on card:		CCV:
Signature:		
Payment amount:	\$	Date: / /



Appendix A - Course developer permission template

Purpose

This template is not a compulsory form. It may be used as a guide to ensure all necessary 'proof of permission' information is provided.

Permission

I authorise ASQA to communicate with the person/organisation identified below on matters relating to the accreditation application for the following course.

Proposed course name:			
Name of individual:			
Name of organisation:			
Contact details	Email:	Telephone:	

Course owner

Course owner			
Signature:		Date:	
Surname:		Given name(s):	
Witness			
Signature:		Date:	
Surname:		Given name(s):	