



# FORM

## VET course concept – initial accreditation

### 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 of VET accredited courses and require VET accredited courses be based on an established industry, enterprise, education, legislative or community need. *The Standards for VET Accredited Courses 2012* require courses be developed in consultation with, and validated by, industry, enterprise, community and/or professional groups.

If you intend to make an application for initial accreditation of a course, you should first complete this form and submit to ASQA, as the national VET regulator (NVR), with details about the course concept. This information will be considered by ASQA in its determination of whether the course concept meets eligibility requirements for accreditation as required in sections 1 – 6 **before** you commence any detailed course development.

ASQA will provide feedback on the VET course concept – initial accreditation of a course within **20 working days** of receipt of the completed form and payment of the lodgement fee. The 'noting' of a course concept is valid for 12 months to enable time for the course to be fully-developed against the requirements of the *Standards for VET Accredited Courses 2012* and the Australian Qualifications Framework (AQF).

The *Application for course accreditation (initial)* must be received by ASQA on or before expiration of the validity date. If the course accreditation application is not received before this date, a new VET course concept – initial accreditation of a course and lodgement fee will be required to be submitted.

There are six sections to this form:

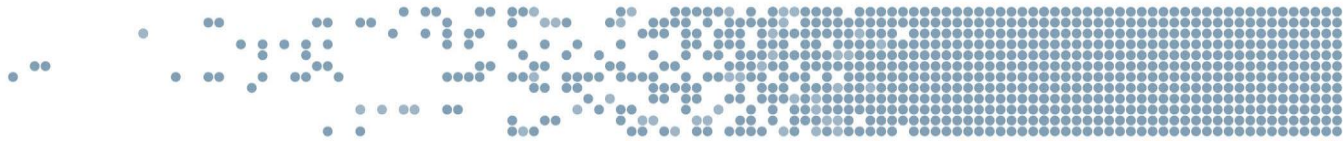
- Section 1 — Applicant details
- Section 2 — Course concept details
- Section 3 — Establishing the need for national recognition
- Section 4 — Training product information
- Section 5 — Stakeholder engagement
- Section 6 — Applicant endorsement.

A separate form is required for each VET course concept – initial accreditation.



This symbol is 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 clearly labelled with the number of the question to which the information relates.

## VET Course Concept Assessment fee

Fee	Payable
\$500.00	<p>At time of lodgement.</p> <p><b>Note:</b> If additional information is required and that information is not submitted within the prescribed timeframe a <u>new</u> lodgement fee will be required if the course concept is resubmitted.</p> <p>If the <i>Application for course accreditation (initial)</i> is not received within the prescribed timeframe a new form <i>VET course concept – initial accreditation</i> <u>and</u> lodgement fee will be required if resubmitted.</p>

Payment methods include:

- BPAY
- Direct deposit
- Invoice
- Cheque/money order.

Alternatively, complete the **credit card information** section on the last page of this form or contact ASQA finance team via email [finance@asqa.gov.au](mailto:finance@asqa.gov.au) to request an invoice to make payment via one of the other methods.

Please quote the invoice number of any correspondence.

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

## Submitting the application

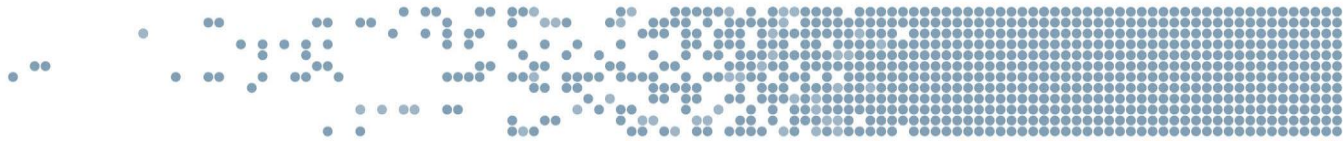
The form and required attachments must be emailed to [courses@asqa.gov.au](mailto:courses@asqa.gov.au)

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

## Assistance in completing this form

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



## Section 1 - Applicant details

### 1.1 Details of course developer / owner

Include the details of all owners of this course concept.

- 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:			
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:			
Title:		Surname:	
Given name(s):		Position:	
Phone:		Mobile:	
Email:			
Postal address:			

### 1.2 Details of other accredited courses owned by the course developer



Has the course developer had any other course/s accredited?

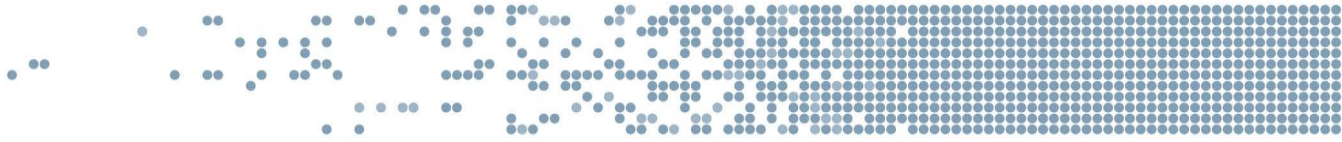
- No – go to Section 2
- Yes – list the **current** accredited course code/s and title/s below:

Accredited course code	Accredited course title

**1.3 Details of other submissions for course accreditation that were not accepted either by ASQA, VRQA or TAC.**

Has the course developer had any other course submissions for this industry area not accepted?

- No – go to Section 2
- Yes – provide details



## Section 2 – Course concept details

### 2.1 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)

### 2.2 Is the course being delivered as ‘unaccredited’ training?

Yes (Provide details)     No

### 2.3 Copyright licenses

Is the intention to sell copyright licenses to RTOs to seek scope of registration for delivery if national recognition is granted?

Yes (Provide details)     No



## Section 3 - Establishing the need for national recognition

### 3.1 Rationale for seeking national recognition

Describe in detail, the research undertaken and the evidence gathered in support of the need for the course to be nationally recognised.

### 3.2 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).

### 3.3 Course outcomes

List the specific vocational outcome (job roles) a learner will achieve upon completion of the proposed course.

OR

List the educational outcome a learner will achieve upon completion of the proposed course

AND

How the outcomes will contribute to meeting an identified vocational or educational need?

### 3.4 Details on entry requirements

Are there any essential entry requirements students must satisfy prior to enrolment.

If answer is yes, provide details (for example, is there a specified period of vocational experience? Are there other qualification/competency requirements that must be satisfied?).

### 3.5 Provide details on the projected enrolment figures for the course over the next three years and the evidence that supports this figure.



**3.6 Do the outcomes of the course meet licensing and/or regulatory requirements as determined by government?**

Yes

No

Provide details.



## Section 4 - Training product information

(Use training.gov.au (TGA) website to assist in providing this information)

↳ Attach additional pages if required.

### 4.1 Identify units of competency researched – suitable for inclusion (↳ Attach additional pages if required)

Identify the units of competency that have been researched and may be suitable for inclusion in the proposed course.

Unit code	Unit title

### 4.2 What are the skills and knowledge gaps not covered by existing units of competency that the course will address?

### 4.3 Inclusion of units of competency from other accredited courses

Will units of competency from another accredited course(s) (not owned by the course developer making this application) be included in the course?

Yes

No

**Provide details** (Include accredited course code and title and unit code and titles).

### 4.4 Enterprise units of competency?

Will enterprise units of competency be developed specifically for inclusion in the course?

Yes

No

**Provide details** (Include suggested unit title and application for each proposed enterprise unit of competency)





## Section 5 - Stakeholder engagement

Evidence of engagement with other industry stakeholders to demonstrate there is a need and support for national recognition of the course must be submitted with this application.

If the course is intended to meet a regulatory or licensed outcome, support from the relevant industry regulator must be provided with this application.

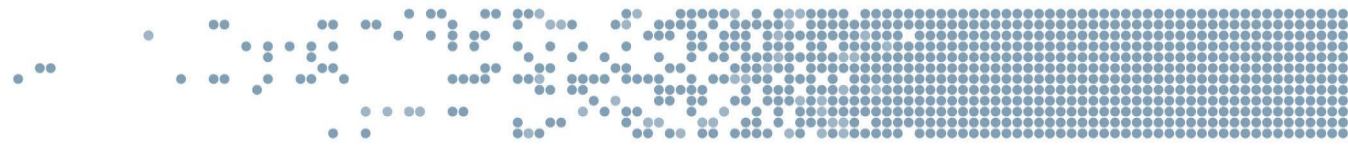
### 5.1 Stakeholder engagement ( Attach additional pages if required)

Provide evidence to confirm agreement by people that have been contacted to be engaged in the development and validation of the course content.

Stakeholders relevant to the proposed course such as:

- Skills Service Organisations (SSOs) and/or Industry Reference Councils (IRCs)
- peak industry bodies
- industry associations
- industry representatives
- employer associations
- employees
- course graduates
- a representative with VET experience and knowledge (highly recommended).

Confirmation of stakeholder engagement can be provided via signature, email or letter.



**5.1 Stakeholder engagement ( [Attach additional pages if required](#) )**

Name	Organisation	Type of Organisation (use key below)	Contact information (Telephone and/or Email)	Signature

An additional list of organisations and/or people engaged during development, along with a description of the engagement activity and its direct relevance to the development process is attached. [↗](#)

Organisation key

1 = Skill Service Organisation/Industry Reference Committee's	2 = Peak Body	3 = Industry stakeholder	4 = Professional association
5 = Employer organisations	6 = Employee organisation	7 = Regulatory and/or licensing body	8 = Course graduates



## 5.2 Industry coverage

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)

No

Provide details:

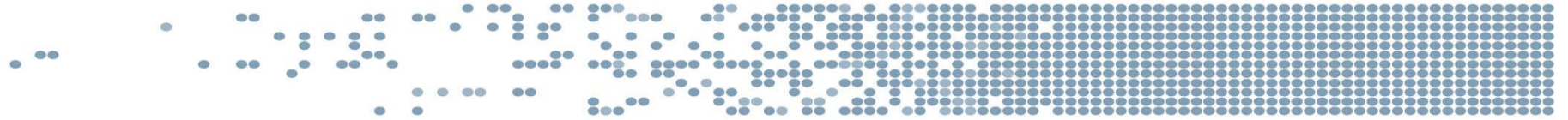
## 5.3 Industry training needs

Has an SSO identified the skill gap to be addressed by the proposed course on its future training needs schedule to be addressed by reviews to training packages?

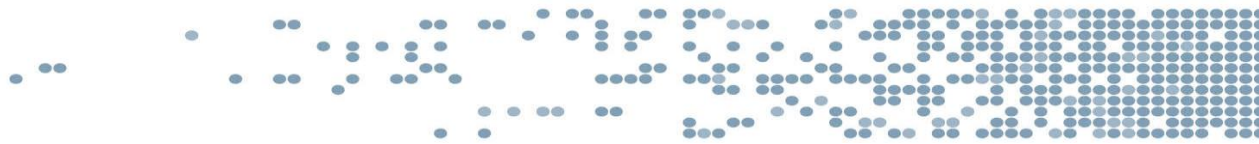
Yes (nominate the relevant SSO from the list starting on the following page)

No

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"> <li>●agriculture ●horticulture ●conservation ●land management ●animal care ●animal management ●meat ●food processing ●racing ●seafood ●sugar milling</li> <li>●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</li> <li>●board and plywood production ●timber merchandising</li> </ul>
<input type="checkbox"/>	Artibus Innovation	<ul style="list-style-type: none"> <li>●general construction ●construction supervision and management ●building design ●building surveying ●blocklaying ●bricklaying ●carpentry ●demolition</li> <li>●dogging ●joinery ●painting and decorating ●scaffolding ●shopfitting ●signage ●stonemasonry ●wall and ceiling lining ●wall and floor tiling ●roof tiling</li> <li>●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</li> </ul>
<input type="checkbox"/>	Australian Industry Standards	<ul style="list-style-type: none"> <li>●electrotechnology ●communications ●computer systems ●electronics ●electrical ●information/data technology/communications ●instrumentation ●refrigeration and air conditioning ●lifts ●renewable/Sustainable energy ●gas ●electricity supply (generation and &amp; distribution) ●logistics and warehousing ●road transport</li> <li>●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</li> </ul>
<input type="checkbox"/>	IBSA	<ul style="list-style-type: none"> <li>●manufacturing ●recreational vehicles ●aerospace ●chemical hydrocarbons refining ●competitive manufacturing ●furnishing ●laboratory operations</li> <li>●manufactured mineral products ●metal engineering ●plastics ●rubber ●cablemaking ●textiles ●clothing ●footwear</li> </ul>
<input type="checkbox"/>	PwC's Skills for Australia	<ul style="list-style-type: none"> <li>●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</li> </ul>
<input type="checkbox"/>	Skills IQ	<ul style="list-style-type: none"> <li>●beauty ●holiday parks and resorts ●community pharmacy ●community recreation ●fitness ●floristry ●funeral services ●hairdressing ●hospitality ●outdoor</li> <li>●recreation ●retail ●sport ●tourism ●wholesale ●events (or meetings and events) ●commercial cookery/catering ●community services ●children's services</li> <li>●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,</li> </ul>



## Section 6 – Applicant endorsement

### 6.1 Endorsement

All course developer(s) must complete the endorsement.

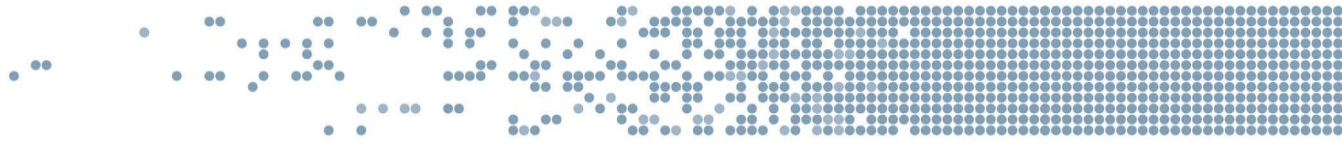
- The outcomes of this course cannot be achieved through the packaging rules applicable to a training package qualification.
- The outcomes of this course cannot be met by contextualising units of competency within a training package qualification.
- The course is not a sub-set of a single training package 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.
- Acknowledge the 'noting' of this VET course concept does not mean accreditation is granted.
- I confirm that all responses provided in this application are complete, true and correct.

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

## Checklist for submitting a VET course concept – initial accreditation

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

<b>Section 1 Applicant details</b>		<b>Tick</b>
1.1–1.3	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
<b>Section 2 Course concept details</b>		
2.1–2.3	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
<b>Section 3 Establishing the need for national recognition</b>		
3.1–3.6	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
<b>Section 4 Training product information</b>		
4.1–4.4	Full and accurate responses have been provided to all questions.	<input type="checkbox"/>
4.1	Additional information is attached if required.	<input type="checkbox"/>
<b>Section 5 Stakeholder engagement</b>		
5.1 – 5.3	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
5.1	Additional information is attached if required.	<input type="checkbox"/>
<b>Section 6 Applicant endorsement</b>		
6.1	The course developer has signed the form and the signature has been witnessed. Additional information is attached if required.	<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: / /