



FORM

Application to cancel accreditation of a course

About this form

You need to complete this form if you are a course owner and you wish to apply to the Australian Skills Quality Authority (ASQA), as the national VET regulator (NVR), to:

- cancel the accreditation of a course that was accredited by ASQA
- cancel the accreditation of a course that was accredited before 1 July 2011 by the New South Wales (NSW), Northern Territory (NT) or Australian Capital Territory (ACT) course accrediting body
- cancel the accreditation of course that was accredited before 15 February 2012 by Tasmania (TAS) course accrediting body
- cancel the accreditation of a course that was accredited before 26 March 2012 by the South Australia (SA) course accrediting body
- cancel the accreditation of a course that was accredited before 1 July 2012 by the Queensland (QLD) course accrediting body.

Please note that ASQA will only cancel the accreditation of a course on application by the course owner if it is satisfied that it is appropriate to do so.

There are three sections to this application form:

- Section 1—Applicant details
- Section 2—Application details
- Section 3—Applicant endorsement

Some sections of this form will expand as you enter content. Should you require additional space, please attach extra pages that are clearly labelled with the number of the question to which the information relates.

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

Application fee

There is no fee associated with the submission and evaluation of a request to cancel accreditation of a course.



Submitting the application

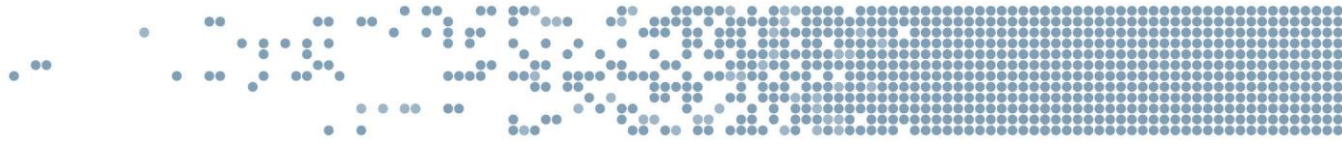
This form must be submitted by email to accreditation@asqa.gov.au.

For assistance in completing this form, please contact the Accreditation team by email at enquiries@asqa.gov.au. Please refer to the ASQA website for further information about [course accreditation and the cancellation process](#). You can also call the **ASQA info line** on **1300 701 801**.

Overview of the application process

Once ASQA has received a complete application from you, it will be checked for completeness. Following this process, relevant persons may be notified of the proposed cancellation, including registered training organisations (RTOs) that have the course within their scope of registration and relevant licensing/regulatory bodies. In deciding whether to grant the application, ASQA will consider responses from all relevant persons.

You will be advised in writing of the outcome of the evaluation.



Section 1 Applicant details

1.1 Course owner/s making application

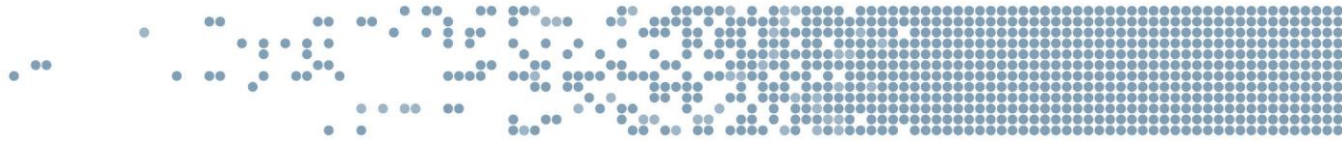
List the name/s and contact details of the course owner/s making this application.

Course owner making application					
Organisation name (if relevant):					
ABN/ACN (if relevant):					
Details of organisation contact person or individual owner:					
Title:		Surname:		Given name(s):	
Phone:				Mobile:	
Email address:				Course Owner ID:	

Course owner making application					
Organisation name (if relevant):					
ABN/ACN (if relevant):					
Details of organisation contact person or individual owner:					
Title:		Surname:		Given name(s):	
Phone:				Mobile:	
Email address:				Course Owner ID:	

Course owner making application					
Organisation name (if relevant):					
ABN/ACN (if relevant):					
Details of organisation contact person or individual owner:					
Title:		Surname:		Given name(s):	
Phone:				Mobile:	
Email address:				Course Owner ID:	

The details of additional course owner/s making this application are attached.



Section 2 Application details

2.1 Accredited course

This application relates to the following accredited course:

Code:		Title:	
Expiry date:			

2.2 Reason for requesting cancellation of accreditation

Provide a rationale for **requesting** that the accreditation of this course be cancelled.

2.3 Significance of proposed amendments

a) What is the impact of cancelling the accreditation of this course on relevant stakeholders?

b) What strategies will be/have been implemented by the course owner considered to minimise this impact?

2.4 Proposed date of effect of cancellation

- Upon the granting of this application (earliest possible time)
- Other—nominate proposed date and provide an explanation as to the reason for nominating this date

Date:		Reason:	
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Please note:

If this application is granted, ASQA will determine the date on which the cancellation will be effected



Section 3 Applicant endorsement

3.1 Endorsement

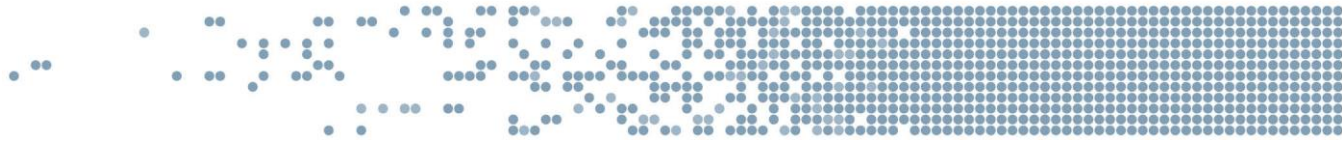
- I **confirm** that all responses provided in this application are complete, true and correct.
- I understand that should this application be granted and the accreditation of this course cancelled, the course will no longer be included on the National Register as a nationally recognised training product and may no longer be held out as such (noting penalties apply to making false or misleading representation of an accredited course).

AND, where there is more than one course owner but one or more has the authority to make this application on behalf of all owners:

- I confirm I have the authority to make this application on behalf of all course owners.

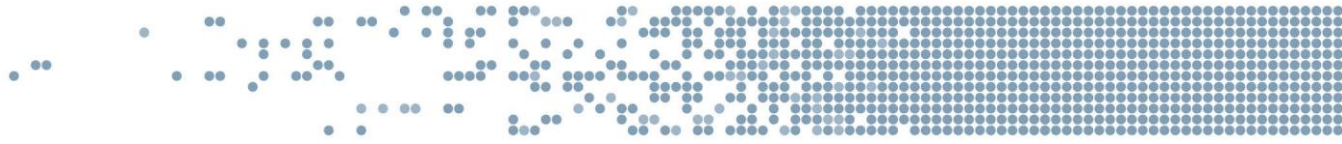
Course owner making application			
Signature:		Date:	
Surname:		Given name(s):	
Witness			
Signature:		Date:	
Surname:		Given name(s):	

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



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

The endorsements of additional course owner/s (including witness signatures and details) making this application are attached.



Checklist for submitting an application to cancel the accreditation of a course

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 you for completion.

Section 1	Applicant details	Tick
1.1	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
Section 2	Application details	
2.1 – 2.4	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
Section 3	Applicant endorsement	
3.1	One person with authority OR all course owners have endorsed the application	<input type="checkbox"/>