



FORM

Notification of change to accredited course ownership

About this form

You need to complete this form if you are a course owner that is regulated by the Australian Skills Quality Authority (ASQA) and you have sold or otherwise transferred the ownership of your course.

Note

Advice that ownership of a course has changed can only be actioned by ASQA if the course owner/s as currently listed on the National Register has signed this form at Section 4.

There are five sections to this application form:

- Section 1—Notification details
- Section 2—Current course owner details
- Section 3—New course owner details
- Section 4—Applicant endorsement
- Checklist for submitting a 'Notification of change to accredited course ownership'

Application fee

There is no fee associated with the submission of this notification.

Submitting the form

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

Assistance in completing this form

For assistance in completing this form, please **call the ASQA Info line on 1300 701 801**, or email your enquiry to enquiries@asqa.gov.au.

Further information about the course accreditation process is available from the [ASQA website](#).



Section 1 Notification details

1.1 Accredited course

This notification relates to the following accredited course/s:

Code:		Title:	
Expiry date:			

Code:		Title:	
Expiry date:			

Details of additional courses are attached.

1.2 Date of effect of change

Provide the date on which the change of ownership took/will take effect.

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Section 2 Current course owner details

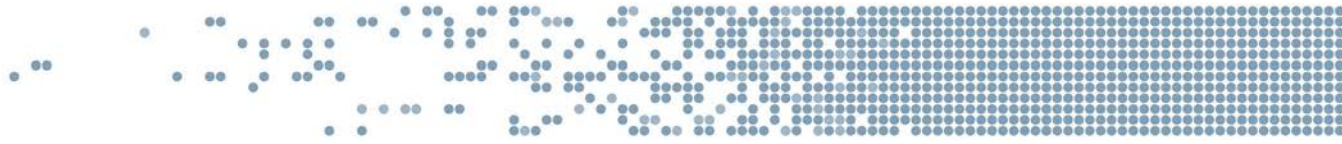
2.1 Details of current course owner/s

Include the details of **all** owners of this course, as currently recorded on the National Register.

Course owner 1				<input type="checkbox"/>	Individual	<input type="checkbox"/>	Organisation
Organisation name (if relevant):							
ABN / ACN: (if applicable)							
Details of individual owner or contact person for the organisation:							
Title:		Surname:					
Given name(s):				Position:			
Phone:				Fax:			
Email:				Mobile:			
Postal address:							

Course owner 2				<input type="checkbox"/>	Individual	<input type="checkbox"/>	Organisation
Organisation name (if relevant):							
ABN / ACN: (if applicable)							
Details of individual owner or contact person for the organisation:							
Title:		Surname:					
Given name(s):				Position:			
Phone:				Fax:			
Email:				Mobile:			
Postal address:							

Details of additional course owners are attached.



Section 3 New course owner details

3.1 Details of new course owner/s

Include the details of all owners of this 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		<input type="checkbox"/> Individual	<input type="checkbox"/> Organisation
Organisation name (if relevant):			
ABN / ACN: (if applicable)			
Details of individual owner or contact person for the organisation:			
Title:		Surname:	
Given name(s):		Position:	
Phone:		Fax:	
Email:		Mobile:	
Postal address:			

Course owner 2		<input type="checkbox"/> Individual	<input type="checkbox"/> Organisation
Organisation name (if relevant):			
ABN / ACN: (if applicable)			
Details of individual owner or contact person for the organisation:			
Title:		Surname:	
Given name(s):		Position:	
Phone:		Fax:	
Email:		Mobile:	
Postal address:			

- Details of additional course owners are attached.



3.2 Primary contact details

Where there is more than one course owner listed in response to question 2.1, which of the listed owners should ASQA communicate with about this application for accreditation?

- Course owner 1 Course owner 2 Course owner 3 Course owner 4

3.3 Public contact details

If this course is accredited, the details of **one** person will be published on the National Register as the contact for public enquiries about the course.

If a course owner is to be the public contact person, which of the listed owners will this be?

- Course owner 1 Course owner 2 Course owner 3 Course owner 4

Or

If a person other than a course owner is to be the public contact person, please provide the name and contact details of this person:

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

3.4 Authority to make future application/s

If this course is accredited and there is more than one course owner listed in question 3.1, which of the listed owner/s will make future applications to ASQA in relation to the course (such as applications to amend or cancel the accreditation of the course)? Select one option only. If there is only one course owner, please go to Section 4.

- Any course owner/s can make an application on behalf of all the listed owners.

Or

- The following course owner/s **only** can individually or jointly make an application on behalf of all the listed owners.

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Or

- All course owners must make application together.



Section 4 Endorsement

4.1 Current course owner endorsement

All current course owners must sign this endorsement.

- I confirm that the ownership of the course/s named at Section 1.1 has been sold, transferred or otherwise assigned to the individual or organisation shown at Section 3.1.

Course owner 1

Signature:		Date:	
Surname:		Given name(s):	

Witness

Signature:		Date:	
Surname:		Given name(s):	

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



4.2 New course owner endorsement

All new course owners must sign this endorsement.

- I confirm that all responses provided in this application are complete, true and correct.
- The course complies with the Standards for VET Accredited Courses 2012
- I have read, understood, and agree to abide by the obligations of course owners as outlined the *Standards for VET Accredited Courses 2012*
- An electronic copy of the course document is attached (and this document has been provided as a single Microsoft Word document).

New course owner			
Signature:		Date:	
Surname:		Given name(s):	
Witness			
Signature:		Date:	
Surname:		Given name(s):	

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

If the course is accredited, ASQA must include certain details about the course on the National Register. However, the recording of the codes and title of the units of competency (and/or modules) included in a course (completion mapping) is optional. Do you consent to this information about the course being recorded on the National Register?

- Yes
- No



Checklist for submitting a 'Notification of change to accredited course ownership'

To avoid any delay in the processing of your application, please ensure that your application is complete. Incomplete applications will be returned to your organisation for completion.

Section 1 Notification details		
1.1 – 1.2	Full and accurate responses have been provided to all questions.	<input type="checkbox"/>
Section 2 Current course owner details		
2.1	All owners of this course as currently recorded on the National Register have been included.	<input type="checkbox"/>
Section 3 New course owner details		
3.1 – 3.4	Full and accurate responses have been provided to all questions.	<input type="checkbox"/>
Section 4 Applicant endorsement		
4.1	All current course owners have endorsed the application.	<input type="checkbox"/>
4.2	All new course owners have endorsed the application.	<input type="checkbox"/>
General		
	An electronic copy of the course document as a single Microsoft Word document is provided.	<input type="checkbox"/>