



# FORM

## Application for ASQA to review a decision

### About this form

You need to complete this form to apply to ASQA to review a decision it has made.

You are strongly advised to read the information about reviewable decisions, available from the [ASQA website](#). Only 'reviewable decisions' as specified in section 199 of the [National Vocational Education and Training Regulator Act 2011](#) (NVR Act) and section 169AB of the [Education Services for Overseas Students Act 2000](#) (ESOS Act) can be reconsidered by ASQA.

A timeframe also applies to the submission of an application for review by ASQA.

There are four sections to this application form:

- Section 1—Applicant details
- Section 2—Details of the decision you are asking ASQA to review
- Section 3—Statutory declaration
- Section 4—Payment details

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

You may provide additional information to support your application. This information must be submitted at the same time as your application, be logically organised and referenced to the relevant standard/outstanding non-compliance.



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.**



## Application fee

You are required to pay a fee for ASQA to review a decision that it made under the NVR Act, however, there is no fee payable for ASQA to review a decision made under the ESOS Act. If you are requesting the review of multiple related decisions, ASQA will process the review of those decisions together and you will only be charged one fee.

The required fee that you must pay for review of decisions made under the NVR Act is listed in ASQA's [Schedule of fee and charges](#).

To pay the fee, you may either fill out the credit card information section on the second last page of this form (ASQA only accepts payment by MasterCard or Visa), or forward a cheque (personal, business or bank) made payable to 'Australian Skills Quality Authority' for the prescribed application fee, to:

Finance Team  
Australian Skills Quality Authority  
PO Box 9928  
MELBOURNE VIC 3001

## Submitting the application

This form, and required attachments, must be submitted by email to [reconsiderations@asqa.gov.au](mailto:reconsiderations@asqa.gov.au). Your application must be accompanied by the required attachments. Incomplete applications or applications completed incorrectly will be returned to you for completion. A Checklist for submitting an Application for ASQA to review a decision has been provided at the back of this form to help you ensure your application is complete.

## Help with 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](mailto:enquiries@asqa.gov.au).

Please refer to the ASQA website for further information about the [review process](#).



## Section 1 Applicant details

### 1.1 Details of person making this application

Title:		Surname:	
Given name(s):			
Organisation (if you are making this application on behalf of an organisation):			
Registered Training Organisation Code (if any):			
Position (if you are making this application on behalf of an organisation):			
Email:			
Phone:		Mobile:	
Postal address:			

### 1.2 Current number of students (if RTO)

Note: To exit the table below click on any form field in the following table.

Course/qualification/unit	No. of students

### 1.3 Extended period for making application

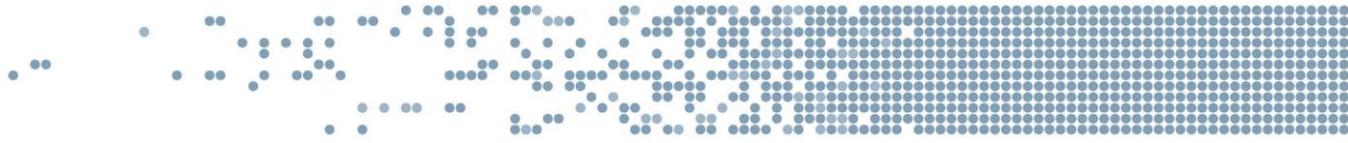
If ASQA has already extended the period within which you may make your application, please provide details below.

Date request submitted:	/ /	Date response received:	/ /
Date request submitted:	/ /	Date response received:	/ /
If request granted, date of extended period:	/ /		

### 1.4 Reasons for requesting extended period for making application

If you would like to request that ASQA extend the period within which you may make your application, please provide reasons for request below.

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## Section 2 Details of the decision you are asking ASQA to review

### 2.1 Specific details of the decision

Decision that you are asking ASQA to review:	
Date of the decision:	/ /
Person who made the decision:	
Date on which you were notified of the decision:	



This application for review must be accompanied by the notification of the decision.

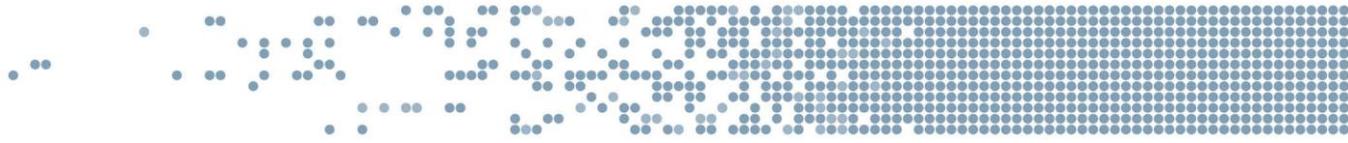
### 2.2 Reasons for application

State the reasons why you are applying to ASQA for review of the decision.

You may attach additional information to support your application.

### 2.3 Delaying the date the decision will take effect

If you would like to request that ASQA delay the date the decision will take effect at least until the review process has been completed, please provide your reasons below. In doing so ASQA may ask that you agree to certain conditions on your operations.



### Section 3 Statutory declaration

This statutory declaration must be completed by the Principal Executive Officer of the organisation.

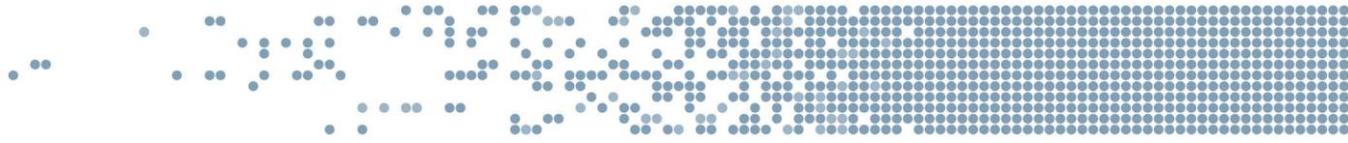
This declaration cannot be completed on screen. Please print the declaration and complete using a blue or black pen. If emailing your application to ASQA, you will need to scan this declaration.

Commonwealth of Australia  
Statutory Declaration  
*Statutory Declarations Act 1959*

<p>1 <i>Insert the name, address and occupation of person making the declaration</i></p>	<p>I, <sup>1</sup> _____</p> <p>_____</p> <p>_____</p> <p>make the following declaration under the <i>Statutory Declarations Act 1959</i>:</p>
	<p>I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the <i>Statutory Declarations Act 1959</i>, and I believe that the statements in this declaration are true in every particular.</p>
<p>3 <i>Signature of person making the declaration</i></p>	<p><sup>3</sup></p>
<p>4 <i>Place</i> 5 <i>Day</i> 6 <i>Month and year</i></p>	<p>Declared at <sup>4</sup> _____ on <sup>5</sup> _____ of <sup>6</sup> _____</p> <p>Before me,</p>
<p>7 <i>Signature of person before whom the declaration is made (see over)</i></p>	<p><sup>7</sup></p>
<p>8 <i>Full name, qualification and address of person before whom the declaration is made (in printed letters)</i></p>	<p><sup>8</sup></p>

**Note 1** A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years—see section 11 of the *Statutory Declarations Act 1959*.

**Note 2** Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959*—see section 5A of the *Statutory Declarations Act 1959*.



**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

1. a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

2. a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

3. a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- in a country or place outside Australia; and
- authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- exercising his or her function in that place

Employee of the Commonwealth who is:

- in a country or place outside Australia; and
- authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

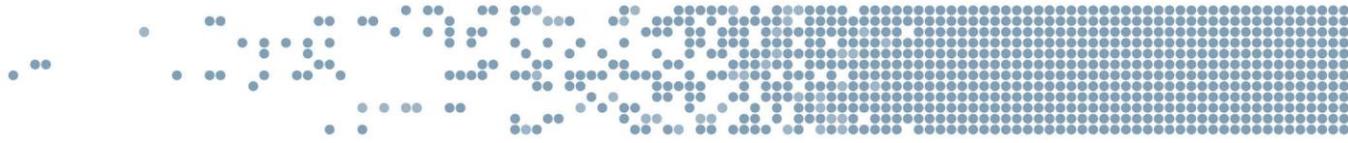
Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- an officer; or
- a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- a warrant officer within the meaning of that Act



Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- a. the Parliament of the Commonwealth; or
- b. the Parliament of a State; or
- c. a Territory legislature; or
- d. a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- a. the Commonwealth or a Commonwealth authority; or
- b. a State or Territory or a State or Territory authority; or
- c. a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

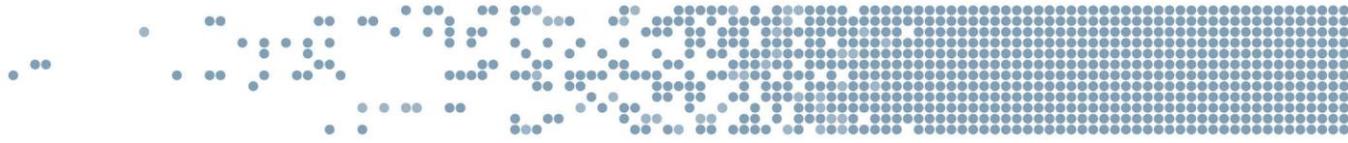
Senior Executive Service employee of:

- a. the Commonwealth or a Commonwealth authority; or
- b. a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

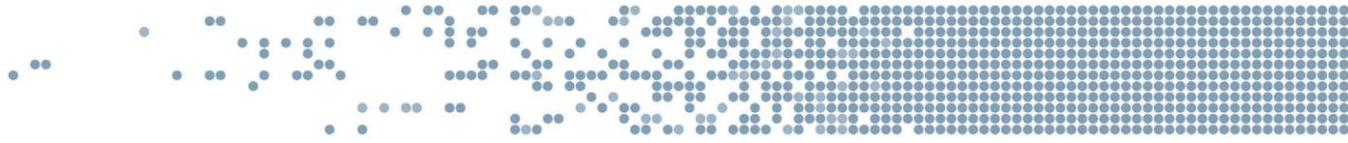


## Section 4 Payment details

Payment can be made by cheque or credit card. Cheques are to be made out to the Australian Skills Quality Authority and submitted with your application.

If you wish to pay by credit card, please complete the form below

Credit Card Information			
Card type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	
Card number:		Expiry Date:	/
Name on card:		CCV:	
Signature:			
Payment amount:	\$	Date:	/ /
Please send receipt for this payment to (postal or email address):			



## Checklist for submitting an 'Application for ASQA to review a decision'

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

<b>Section 1</b>	<b>Applicant details</b>	<b>Tick</b>
1.1–1.2	Full and accurate responses have been provided	<input type="checkbox"/>
1.3-1.4	If extension requested, full and accurate responses have been provided	<input type="checkbox"/>
<b>Section 2</b>	<b>Details of the decision you are asking ASQA to review</b>	<b>Tick</b>
2.1–2.2	Full and accurate responses have been provided	<input type="checkbox"/>
2.1	Notification of the decision is attached	<input type="checkbox"/>
2.2	Additional information in support of your application is attached	<input type="checkbox"/>
2.3	If a delay in the decision coming into effect is requested, full and accurate response has been provided'	<input type="checkbox"/>
<b>Section 3</b>	<b>Statutory declaration</b>	
3	The declaration has been completed in accordance with the requirements of the <i>Statutory Declarations Act 1959</i> (Cth)	<input type="checkbox"/>
<b>Section 4</b>	<b>Payment details</b>	
4	Credit card information has been provided	<input type="checkbox"/>