



FORM

Application for course accreditation (initial or renewal)

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.

The application will be reviewed for completeness at time of submission. The completeness check involves a review of:

- the application for sufficiency of evidence demonstrating industry support and an established need for the course to be nationally recognised;
- evidence of consultation with the Skills Service Organisations;
- the course document to determine whether it is developed against the *Standards for VET Accredited Courses 2012*, including the units of competency against the *Standards for Training Packages*; and
- all sections of the form which must be complete and witnessed where required;

ASQA will provide written advice on the outcome of the completeness check prior to the application being referred for evaluation.



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* and the Australian Qualifications Framework will be conducted.

This form applies to applications for an initial accreditation of a course or to renew the accreditation of an existing course. Where an application relates to a renewal of accreditation the form **must** be submitted to ASQA 90 days prior to expiry of the existing course.


As well as meeting the course design standards, a course owner must comply with VAC 8 Obligations of persons in respect of whom a course is accredited throughout the course accreditation period. For renewal of accreditation applications you must provide evidence to demonstrate the course remains current and continues to meet an established industry, enterprise, education, legislative or community need.

There are seven sections to this application form:

- Section 1—Applicant details
- Section 2—Application details
- Section 3—Establishing the need and stakeholder support
- Section 4—Training product information
- Section 5—Stakeholder engagement
- Section 6—Equivalence status
- Section 7—Applicant endorsement

Section 6 does not need to be completed if this application is for the initial accreditation of a course.

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 can be forwarded to:

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



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.

Currently there is no fee payable for the completeness check of applications.

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 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 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 accredited course code/s and title/s below:

Accredited course code	Accredited course title



1.5 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 Application type

Initial accreditation

Renewal of accreditation

For renewal, provide the following details:

Current course code and title:	
Expiry date:	
Number of students in current accredited course:	
How have you monitored the existing course during its period of accreditation?	
Provide details of any changes (if any) made to the course during its period of accreditation?	
How do you engage with RTOs who licence the delivery of this product?	
Have you been required to participate in any strategic evaluations?	

2.2 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:

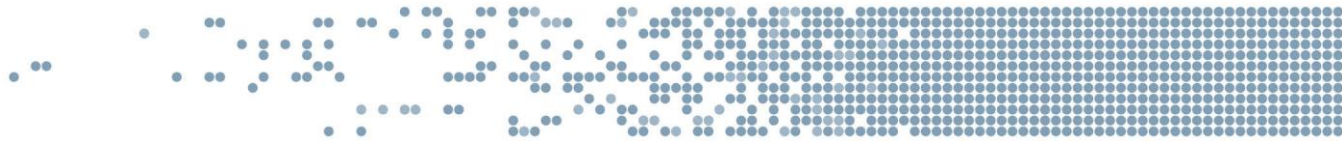


2.3 Details on licensing/franchising information

Is the existing course licensed to any RTOs to deliver? If so, provide names of RTOs.

2.4 Details on delivery data

Provide details on enrolment and completion data of the existing course.



Section 3 - Establishing the need and stakeholder support

3.1 Rationale for proposing accreditation

Provide a rationale why the proposed course should be accredited or accreditation renewed.

3.2 Evidence to support the need for the course to be nationally recognised (Attach additional pages if required)

Clearly describe the research and consultation activities undertaken to establish the need and support for the course.

3.3 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).

3.4 Proposed 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 need?

3.5 Provide details on the projected enrolment figures for the proposed course



3.6 Do the outcomes of the intended course meet licensing and/or regulatory requirements?

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 training packages researched (↗ Attach additional pages if required)

There are more than 1400 currently endorsed training package qualifications. Identify the qualifications that have been researched and considered **not** suitable to meet the needs and outcomes of the proposed course.

Explain why the training package qualifications are considered not suitable.

Qualification code	Qualification title	Explanation

4.2 Identify units of competency researched – suitable for inclusion (↗ Attach additional pages if required)

There are in excess of 17,000 currently endorsed units of competency.

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

Unit code	Unit title



4.3 Identify units of competency researched – not suitable for inclusion (Attach additional pages if required)

Identify the units of competency that have been researched and are considered **not** suitable for inclusion in the proposed course.


Explain why the units of competency are considered not suitable for inclusion.

Unit code	Unit title	Explanation

4.4 What are the skills and knowledge gaps not covered by existing training package units of competency that the proposed course will address?

4.5 Inclusion of units of competency from other accredited courses

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

- Yes  Written permission to do so has been obtained from the owner of those units and attached to this application
- No—go to **Section 5**



Section 5 - Stakeholder engagement

5.1 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.

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 starting 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.

Go to **question 5.2**

No—Go to **question 5.2**

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,
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5.2 Primary stakeholders engaged during development

Identify the primary stakeholders engaged during the development of the course (including units of competency developed for inclusion) and describe the nature of engagement activities and how the development of the course was informed through the activities.

Name	Organisation	Type of organisation (select best fit from organisation key below)	Phone number	Email address	Briefly describe how the engagement informed the development of the course	Evidence of engagement (ie. letter, report, email) 

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 = 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



5.3 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.



Section 6 Equivalence status

Note:

This section is only to be completed if this is an application to renew the accreditation of a course.

When the accreditation of a course is renewed, the course owner is required to provide sufficient information to help users (including ASQA) understand its relationship with its predecessor. The information must be sufficient for users to see exactly what has changed and to determine matters such as resourcing, impacts on training and/or assessment and job roles. This is achieved by providing comments about the revisions that have been made and the equivalence status of the outcomes of a course.

The equivalence status of the outcomes of units of competency is identified in each unit's Assessment requirements template:

E = Equivalent—the **outcomes** of the current and reviewed course are equivalent.

N = Not Equivalent—the **outcomes** of the current and reviewed course are not equivalent.

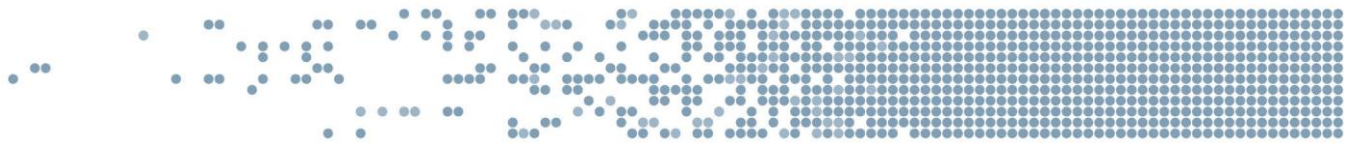
This information about the relationship of the revised course should be included in the course document at Section 3.2. Refer to the *Accredited course document template* for more information.



6.1 Equivalence status of outcomes of reviewed course to current course

Indicate the equivalence status of the **outcomes** of the revised course with the outcomes of the current course:


Title of reviewed course	Title of current accredited course	Comments about revisions	E / NE / NA
E.g. Certificate IV in Business Development	Certificate IV in Small Business Development	Qualification updated. Total number of units reduced from 10 to 9 by reducing number of elective units to be completed.	E



Section 7 Applicant endorsement

7.1 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*.
- 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 will include certain details about the course on the National Register, (training.gov.au). The unit code and title of each unit of competency and course completion mapping will be published on the National Register.

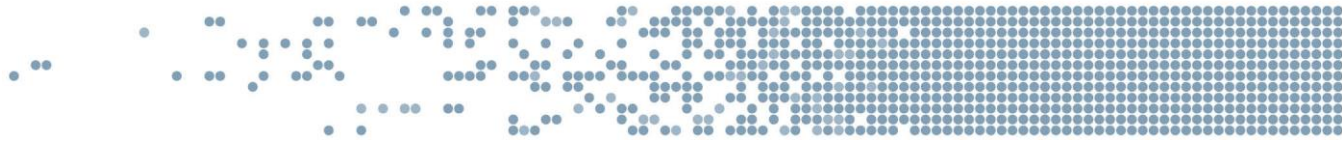
Course owner 1			
Signature:		Date:	
Surname:		Given name(s):	
Witness			
Signature:		Date:	
Surname:		Given name(s):	
<input type="checkbox"/> The endorsements of additional course owner/s (including witness signatures and details) making this application are attached.			



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.

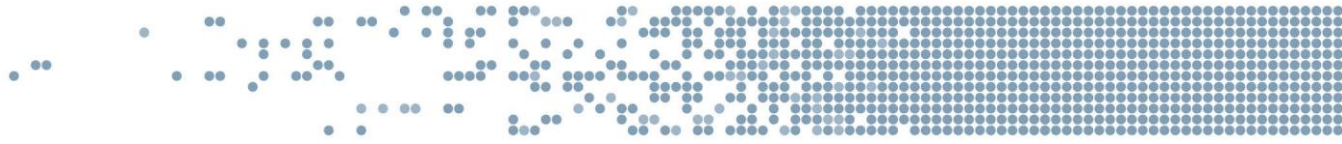
Section 1 Applicant details		Tick
1.1–1.5	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
Section 2 Application details		
2.1–2.5	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
Section 3 Establishing the need and stakeholder support		
3.1–3.6	Full and accurate responses have been provided to all questions Additional information is attached if required	<input type="checkbox"/>
Section 4 Training product information		
4.1–4.4	Full and accurate responses have been provided to all questions Additional information is attached if required	<input type="checkbox"/>
4.5	Permission of owners of units from other accredited courses is attached (if applicable)	<input type="checkbox"/>
Section 5 Stakeholder engagement		
5.1–5.3	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
5.1	Confirmation of Consultation – VET Accredited Course Application form is attached	<input type="checkbox"/>
5.2	Evidentiary documentation of consultation with relevant stakeholders is attached	<input type="checkbox"/>
Section 6 Equivalence status		
6.1	The equivalence status of the course has been indicated	<input type="checkbox"/>
Section 7 Applicant endorsement		
7.1	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):	