



# FORM

## Application for course accreditation (initial or renewal)

### About this form

ASQA accredits and regulates accredited VET courses under the National Vocational Education and Training Regulator Act 2011 (Cth). You need to complete this form if you are a course owner and you wish to apply to the Australian Skills Quality Authority (ASQA), the National VET Regulator, to accredit a vocational education and training (VET) course.

This form can be used to apply for the initial accreditation of a course or to renew the accreditation of a course. Where an application relates to renewal of accreditation of a course it must be submitted to ASQA 90 days prior to expiry of the existing course.

If you wish to accredit an English Intensive Course for Overseas Students (ELICOS), you may not be required to accredit a vocational education and training (VET) course.

For more information telephone 1300 701 801 and select Option 4.

A separate form is required for each course submission.

There are five sections to this application form:

- Section 1—Applicant details
- Section 2—Application details
- Section 3—Stakeholder engagement in course development
- Section 4—Mapping details (relevant to applications to renew accreditation only)
- Section 5—Applicant endorsement

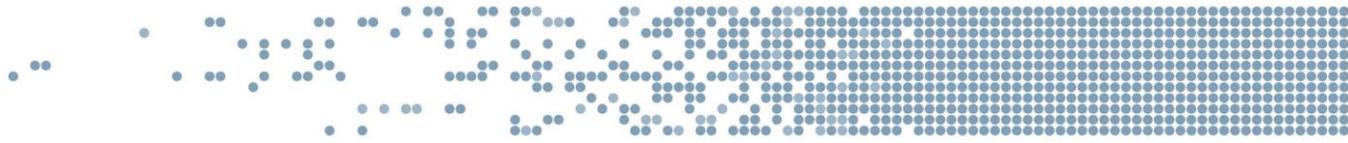
Should you require additional space, please attach extra pages that are clearly labelled with the number of the question to which the information relates.



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.

**Section 4** does not need to be completed if this application is for the initial accreditation of a course.



## Application fee

A cheque (personal, business or bank) made payable to Australian Skills Quality Authority for the prescribed application fee may be forwarded to:

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

Alternatively, fill out the **credit card information** section on the last page of this form.

The required fee that you must pay is listed in the *Guide to ASQA's fees from 1 July 2016* available in the [fees and charges section](#) of the ASQA website.

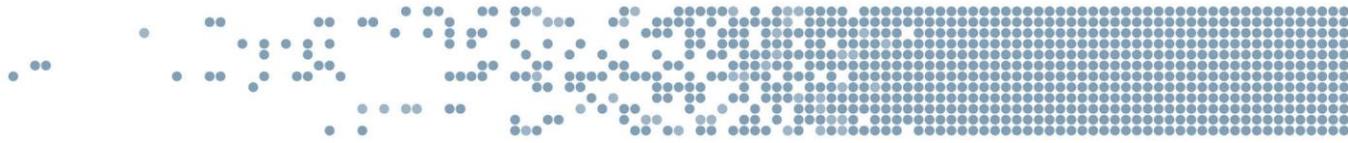
## Submitting the application

This form, and required attachments, must be submitted by email 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 for submitting an application for accreditation (initial or renewal) has been provided at the back of this form to help you ensure your application is complete.

## 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](mailto:enquiries@asqa.gov.au). Please refer to the ASQA website for further information about the [course accreditation process](#).



## Section 1 Applicant details

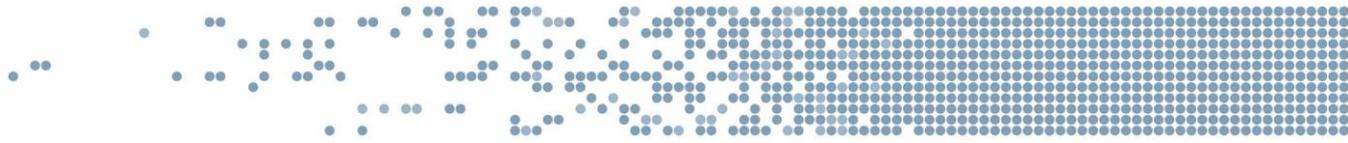
### 1.1 Details of course owner/s

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):			
Trading name (if applicable):			
ABN / ACN: (if applicable)			
Details of individual owner or contact person for the organisation:			
Title:		Surname:	
Given name(s):			Position:
Phone:		Fax:	
			Mobile:
Email:			
Postal address:			

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



## 1.2 Primary contact details

Where there is more than one course owner listed in question 1.1, which of the listed owners should ASQA communicate with about this application for accreditation?

If there is only one course owner, please go to **question 1.3**.

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

## 1.3 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:

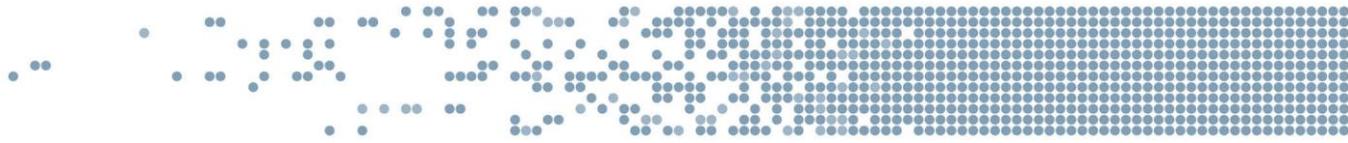
Title:		Surname:			
Given name(s):					
Organisation name (if relevant):					
Job title:					
Phone:		Fax:		Mobile:	
Email:					
Postal address:					

## 1.4 Details of additional accredited courses owned by the course owner/s

Has the course owner had any other course/s accredited that relate to the same industry area as the proposed course?

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

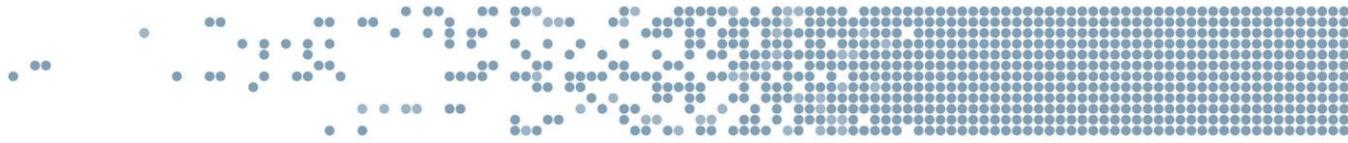
Accredited course code	Accredited course title



## 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**— provide details below then go to **question 2.2**:

Date of intended commencement of proposed course, if accredited

Anticipated enrolment figures in proposed course, if accredited

**Renewal of accreditation**—provide details of the following:

Code:		Title:	
Expiry date:			
Number of students in current accredited course			

### 2.2 Proposed course title

### 2.3 Rationale for proposing accreditation

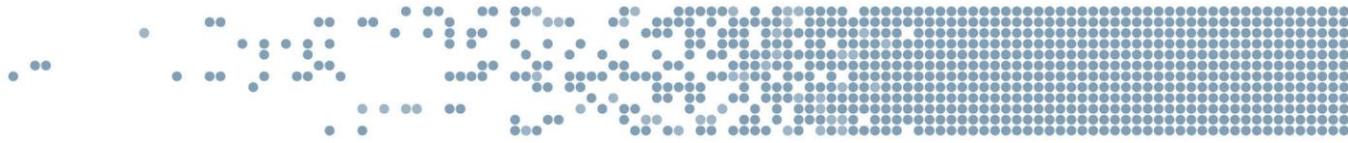
Provide a rationale for applying for the course to be accredited or accreditation renewed and given national recognition within the National Skills Framework (the text box below will expand as you type).

### 2.4 Intended target/client group

Provide a clear description of the target/client group/s for the course (the text box below will expand as you type).

### 2.5 Proposed course outcomes / identified need

Clearly describe how the proposed outcomes of the course will address an identified need for vocational, education and training. (the text box below will expand as you type).



**2.6 Have you researched the national register to identify accredited course/s that may provide the same outcome of the proposed course?**

Yes

No

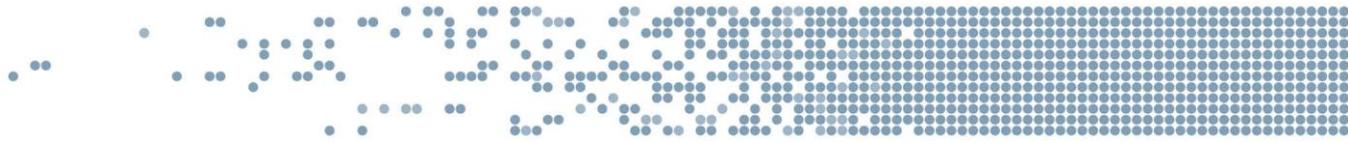
Provide details (the text box below will expand as you type):

**2.7 If similar courses are currently accredited, did you enquire about licensing arrangements with the course owner?**

Yes

No

Provide details (the text box below will expand as you type):



## Section 3 Stakeholder engagement in course development

### Note

The Standards require consultation with Industry Skills Councils. However, under the new arrangements for training package development introduced on 1 January 2016, Industry Skills Councils no longer have responsibility for the content of training packages. Industry Reference Committees, supported by their Service Skills Organisations now have that responsibility.

You are still required to identify whether the outcomes of the proposed course fall within (or can be associated with) an SSO's area of industry coverage.

Evidence of engagement with other industry stakeholders to demonstrate there is a need and support for national recognition of the proposed course must still 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.

Relevant **industry regulatory stakeholders** must have been engaged in both:

- consultation activities, to establish a need for the course, and
- the course development process, to ensure the regulatory outcome can be achieved upon completion of the course (if accredited).

ASQA may contact identified stakeholders to validate their engagement in the course development.

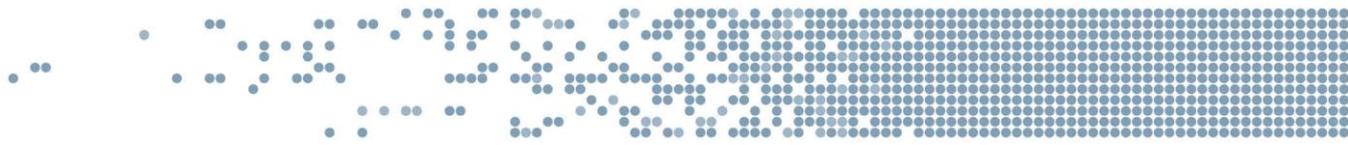
### 3.1 Industry coverage

Do the intended outcomes of this course fall within (or can they be associated with) an SSO's area of industry coverage?

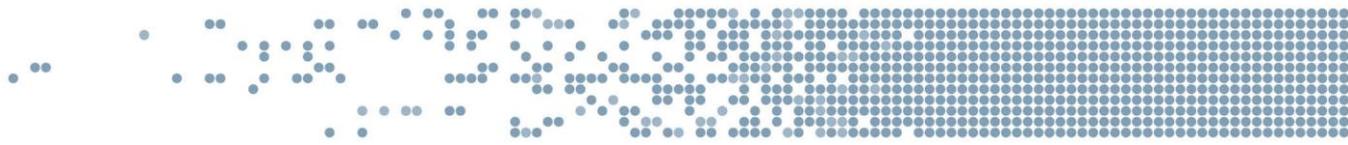
Yes—nominate the relevant SSO from the list starting on the following page.

No—Go to **question 3.2**

Provide details (the text box below will expand as you type):



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</li> <li>•animal management •meat •food processing •racing •seafood •sugar milling</li> <li>•forest growing and management •harvesting and haulage</li> <li>•woodchips •biomass energy production •sawmilling and processing</li> <li>•veneer production •timber treatment plants •pulp and paper •packaging</li> <li>•timber manufactured products •engineered wood •truss and frame</li> <li>•wooden doors and windows •wood panel •board and plywood production</li> <li>•timber merchandising</li> </ul>
<input type="checkbox"/>	Artibus Innovation	<ul style="list-style-type: none"> <li>•general construction •construction supervision and management •building design</li> <li>•building surveying •blocklaying •bricklaying •carpentry •demolition</li> <li>•dogging •joinery •painting and decorating •scaffolding •shopfitting</li> <li>•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</li> <li>•security •property (development, sales and management – real estate, facility management, stock and station agency, business broking)</li> <li>•surveying and spatial information services •access consulting</li> <li>•home sustainability assessment •cleaning operations •fire protection inspection and testing</li> <li>•pest management and waste management</li> </ul>
<input type="checkbox"/>	Australian Industry Standards	<ul style="list-style-type: none"> <li>•electrotechnology •communications •computer systems</li> <li>•electronics •electrical •information/data technology/communications</li> <li>•instrumentation •refrigeration and air conditioning •lifts</li> <li>•renewable/Sustainable energy •gas</li> <li>•electricity supply (generation and &amp; distribution) •logistics and warehousing</li> <li>•road transport •rail •maritime •aviation •ports •correction services (custodial, community and rehabilitation service)</li> <li>•defence</li> <li>•maritime •water (catchment, distribution and treatment) •police •logistics and warehousing</li> <li>•road transport •rail</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)</li> <li>•financial services •information and communications technology</li> <li>•printing •graphic arts •cultural and related industries</li> <li>•education •library •music •visual art</li> </ul>
<input type="checkbox"/>	Skills IQ	<ul style="list-style-type: none"> <li>•beauty •holiday parks and resorts •community pharmacy •community recreation</li> <li>•fitness •floristry •funeral services •hairdressing •hospitality</li> <li>•outdoor •recreation •retail •sport •tourism •wholesale •events (or meetings and events)</li> <li>•commercial cookery/catering •community services</li> <li>•children's services •disability work •aged care •youth work •mental health</li> <li>•alcohol and other drugs •health •allied health assisting •Aboriginal and/or Torres Strait Islander primary health care</li> <li>•ambulance (emerge medical services)</li> <li>•audiometry •complementary and alternative health •dental</li> <li>•nursing •nutrition/dietetic services, optical •mortuary theatre practice</li> </ul>



SSO		Areas of industry coverage (Note that this not an exhaustive list, Visit the Service Skills Organisation website for more information.)
		<ul style="list-style-type: none"> <li>•sleep technology</li> <li>•health administration</li> <li>•health support/administration</li> <li>•population health and Indigenous environmental health</li> <li>•Commonwealth, State and Territory governments, local government,</li> </ul>
<b>INTERIM ORGANISATIONS (SSO NOT YET ESTABLISHED)</b>		
<input type="checkbox"/>	SkillsDMC	<ul style="list-style-type: none"> <li>•coal mining</li> <li>•civil infrastructure</li> <li>•quarrying (extractive)</li> <li>•drilling</li> <li>•metalliferous mining</li> </ul>
<input type="checkbox"/>	Manufacturing Skills Australia	<ul style="list-style-type: none"> <li>•manufacturing</li> <li>•recreational vehicles</li> <li>•aerospace</li> <li>•chemical hydrocarbons refining</li> <li>•competitive manufacturing</li> <li>•furnishing</li> <li>•laboratory operations</li> <li>•manufactured mineral products</li> <li>•metal engineering</li> <li>•plastics</li> <li>•rubber</li> <li>•cablemaking</li> <li>•textiles</li> <li>•clothing</li> <li>•footwear</li> </ul>
<input type="checkbox"/>	Auto Skills Australia	<ul style="list-style-type: none"> <li>•automotive retail, service and repair</li> <li>•automotive manufacturing</li> </ul>

### 3.2 Industry consultation

Provide a summary of the consultation and validation undertaken throughout the development of the course.

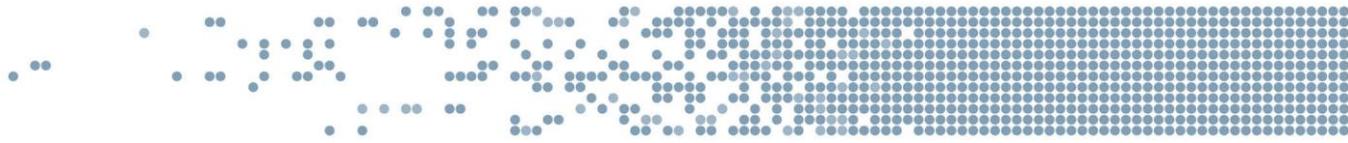
Courses accredited by ASQA must be supported by a demonstrated industry need and result in a genuine employment outcome. Consultation should be undertaken with regulatory bodies, industry peak bodies, industry associations, professional associations, employers, employees and any other relevant stakeholders.

 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.

### 3.3 Analysis of current nationally endorsed Training Package products undertaken

- i. There are more than 1500 currently endorsed training package qualifications. Identify the qualifications that have been evaluated but not considered suitable to meet the needs and outcomes identified in the proposed course and describe why they are not considered suitable.

Code:		Title	
This qualification is not considered suitable to meet the needs and outcomes identified because:			
Code:		Title	



This qualification is not considered suitable to meet the needs and outcomes identified because:

Code:

Title

This qualification is not considered suitable to meet the needs and outcomes identified because:

  An additional list of training package qualifications is attached.

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

Courses must be based on nationally endorsed units of competency where these are available.

Identify the units of competency that have been evaluated but not considered suitable to meet the needs and outcomes identified in the proposed course and describe why they are not considered suitable.

Code:

Title

This unit of competency is not considered suitable to meet the needs and outcomes identified because:

Code:

Title

This unit of competency is not considered suitable to meet the needs and outcomes identified because:

Code:

Title

This unit of competency is not considered suitable to meet the needs and outcomes identified because:

Code:

Title

This unit of competency is not considered suitable to meet the needs and outcomes identified because:

  An additional list of units of competency is attached.



### 3.4 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



### 3.5 Inclusion of developed units of competency (enterprise units)

Were units of competency developed for inclusion in this course?

- Yes—go to **question 3.6**
- No—go to **question 3.7**

### 3.6 Documenting of units or competency

National training package units of competency are the property of the Crown. The content is provided under a Creative Commons Attribution-No derivative Works 3.0 Australia licence which does not permit the altering, transforming or building upon the training package units. Full details of the conditions of this licence are available on the Creative Commons website ([www.creativecommons.org.au](http://www.creativecommons.org.au)).

Confirmation is required that units developed for inclusion in the course do not contain content derived from national training package units of competency. Alternatively, evidence of permission to use unit content from the parent training package's relevant SSO is attached.

- I confirm enterprise units do not contain content derived from national training package units of competency—go to **question 3.7**
- The enterprise units contain content derived from national training package units; however, permission for the use of this content from the relevant SSO is attached—go to **question 3.7**

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

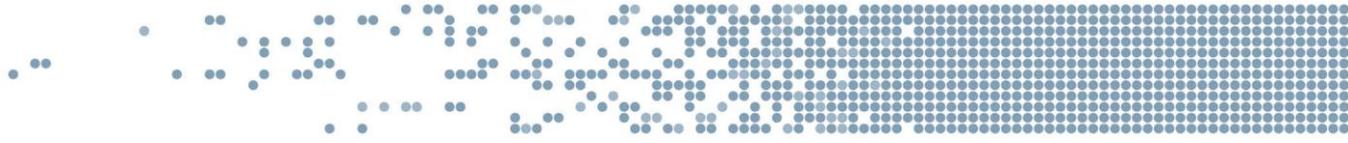
Have units of competency from another accredited course(s) (not owned by the course developer making this application) been included in this course?

- Yes  Written permission to do so has been obtained from the owner of those units and attached to this application
- No—go to **question 3.8**

### 3.8 Inclusion of endorsed training package units in proposed course

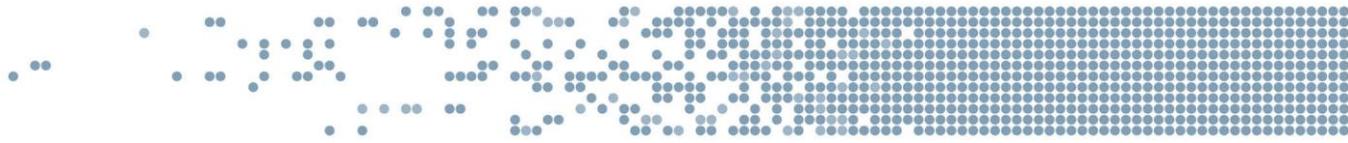
Have the:

- i. latest version of all endorsed units of competency been included in the proposed course structure?
  - ii. nominal hours identified for all endorsed units of competency been validated against the relevant Victorian Purchasing Guide?
- Yes—go to **Section 4**



No—provide details

Provide details:



## Section 4 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.

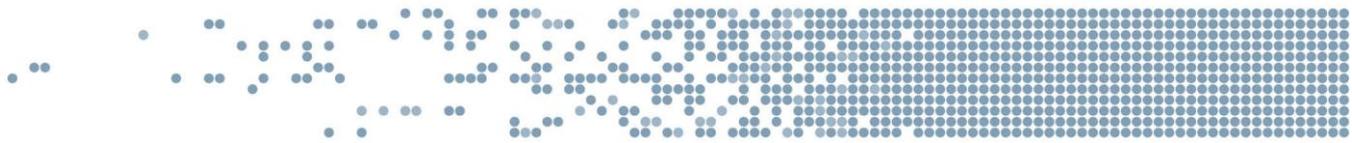
This information about the relationship of the revised course should be included in the course document at Section 3.2. Refer to the *Accredited course document template* for more information.



#### 4.1 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 5 Applicant endorsement

### 5.1 Endorsement

All course owners must complete this endorsement.

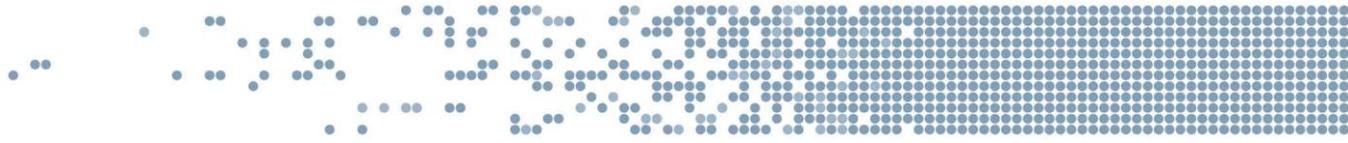
- The outcomes of this course cannot be achieved through the packaging rules applicable to a training package qualification.
- The outcomes of this course cannot be met by contextualising units of competency within a training package qualification.
- This course is not a sub-set of a single training 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.
- 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*.
- 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).

If the course is accredited, ASQA must include certain details about the course on the National Register, training.gov.au. However, the recording of the codes and title of the units of competency included in a course (completion mapping) is optional.

Do you want ASQA to publish this information on the National Register?

- Yes     No

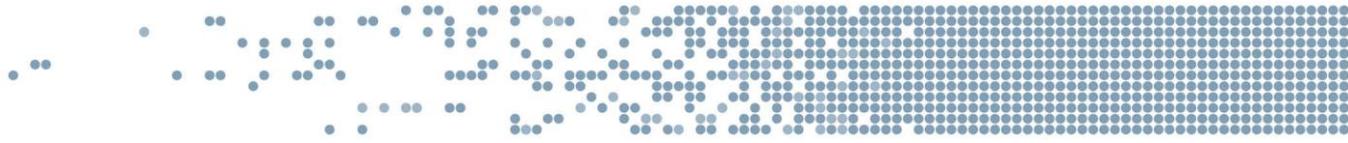
Course owner 1			
Signature:		Date:	
Surname:		Given name(s):	
Witness			
Signature:		Date:	
Surname:		Given name(s):	
<input type="checkbox"/> The endorsements of additional course owner/s (including witness signatures and details) making this application are attached.			



## 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.

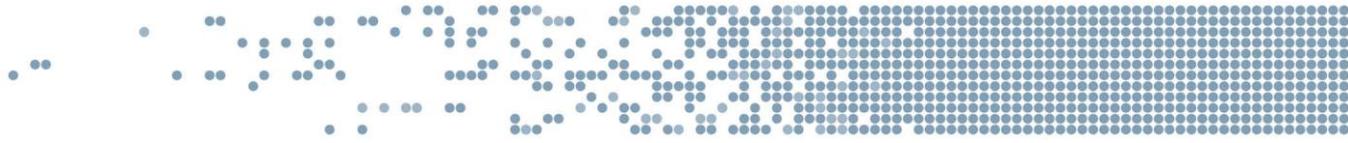
Section 1 Applicant details		Tick
1.1–1.6	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
Section 2 Application details		
2.1–2.7	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
Section 3 Stakeholder engagement in course development		
3.1–3.8	Full and accurate responses have been provided to all questions	<input type="checkbox"/>
3.2 & 3.4	Evidentiary documentation of consultation with relevant stakeholders is attached	<input type="checkbox"/>
3.7	Permission of owners of units from other accredited courses is attached (if applicable)	<input type="checkbox"/>
Section 4 Mapping details		
4.1	The equivalence status of the course has been indicated	<input type="checkbox"/>
Section 5 Applicant endorsement		
5.1	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 <b>credit card information</b> 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):	