



Course Accreditation Evaluation Report



Application ID – Course Name



Course owner details			
Legal name			
Trading name			
Contact name			
Email		Phone	
Focus of evaluation			
Proposed title		Regulated/licensed outcome <input type="checkbox"/>	
Evaluation details			
Evaluation purpose	<input type="checkbox"/> Initial accreditation	<input type="checkbox"/> Renewal of accreditation	<input type="checkbox"/> Amendment
Submission date	Click or tap to enter a date.	Submission reference	
Standards Evaluated	9, 10.1 – 10.15		
Initial evaluation			
Evaluation outcome	<input type="checkbox"/> Compliant with the <i>Standards for VET Accredited Courses 2021</i> <input type="checkbox"/> Not compliant with the <i>Standards for VET Accredited Courses 2021</i>		
Date report completed	Click or tap to enter a date.	Accreditation Assessor	Choose an item.
Evaluation of rectification evidence			
Date evidence received	Click or tap to enter a date.		
Evaluation outcome	<input type="checkbox"/> Compliant with the <i>Standards for VET Accredited Courses 2021</i> <input type="checkbox"/> Not compliant with the <i>Standards for VET Accredited Courses 2021</i>		
Date report completed	Click or tap to enter a date.	Accreditation Assessor	Choose an item.
Important steps to follow – Submission of rectification evidence			
Step 1 – Check changes to course document <ul style="list-style-type: none"> All changes must be clearly shown in the re-submitted course document. Use shading, a different colour text or 'tracked changes' to identify the changes. Step 2 – Check grammar and punctuation <ul style="list-style-type: none"> Check that grammar and punctuation have been used correctly. Check that abbreviations have not been used in the course document. 			

Standards for VET Accredited Courses 2021 – Applications for course accreditation that are accepted by National VET Regulator (the Regulator) will be accredited by the Regulator if they are assessed as meeting Standard 9 and the 15 course standards at Part 3, Standard 10. These course standards **must** be met for accreditation.

KEY RESOURCES

National course document template	https://www.asqa.gov.au/guidance-resources/resources-providers/forms-centre/course-accreditation
Users' guide to developing a course document	https://www.asqa.gov.au/resources/guides/users-guide-developing-course-document
<i>Standards for VET Accredited Courses 2021</i>	https://www.legislation.gov.au/Details/F2021L00269
Australian Qualifications Framework Second Edition January 2013	www.aqf.edu.au
National Training Packages	training.gov.au
Victorian Purchasing Guides	www.education.vic.gov.au/training/providers/rto/Pages/purchasing-guides.aspx
Users' guide to the Standards for VET Accredited Courses	https://www.asqa.gov.au/standards-vac

FINDINGS AGAINST EACH OF THE COURSE STANDARDS AFTER EVALUATION		
Standard	Finding after initial evaluation	Finding following rectification
9	Make a selection	n/a
10.1	Make a selection	n/a
10.2	Make a selection	n/a
10.3	Make a selection	n/a
10.4	Not assessed	n/a
10.5	Make a selection	n/a
10.6	Make a selection	n/a
10.7	Make a selection	n/a
10.8	Make a selection	n/a
10.9	Make a selection	n/a
10.10	Make a selection	n/a
10.11	Make a selection	n/a
10.12	Make a selection	n/a
10.13	Make a selection	n/a
10.14	Make a selection	n/a
10.15	Make a selection	n/a

EVALUATION NOTES:

- This report must be read in conjunction with the course document submitted for evaluation.
- One opportunity to address the non-compliance identified is provided. It is suggested you do not make any changes to the content of other sections in the course document that have been assessed as compliant with the *Standards for VET Accredited Courses 2021*. Changing sections assessed as compliant could lead to the creation of new non-compliance. If you want to make changes to these sections, contact the Accreditation Assessor to discuss before any changes are made to the course document.
- **INSERT OTHER NOTES IF NIL REQUIRED DELETE Example, Changes required to Section A**

Standard 9 A course must not duplicate, by title or coverage, the outcomes of an endorsed Training Package qualification or skill set or accredited course.

Evaluation findings (Sections B: 1.1, B: 3.1 and Section C of the National course document template)

Original finding: [Choose an item.](#)

Following rectification: [Choose an item.](#)

Findings:	Y	N	N/A
• The proposed course does not duplicate, by title or coverage the outcomes of an endorsed training package qualification or skill set.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The proposed course does not duplicate, by title or coverage the outcomes of a VET accredited course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Enterprise units of competency are unique and do not duplicate the outcomes of nationally endorsed training package units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document [\(list additional documentation\).](#)

[The course document provided does not demonstrate compliance with this Standard.](#) / [The course document and \(list additional documentation\) provided do not demonstrate compliance with this Standard.](#)

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.1 A course must be based on an established industry, education, legislative enterprise or community need.

Evaluation findings (Sections B: 2.1, B: 2.2, B: 3.1 and B: 3.2 of the National course document template)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
• The title reflects the course outcomes.	<input type="checkbox"/>	<input type="checkbox"/>	
• The outcome of the course is stated and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	
• The course description is stated and aligns to its intent.	<input type="checkbox"/>	<input type="checkbox"/>	
• Evidence of industry, education, legislative, enterprise or community need and support is included and sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	
• Major client and/or industry groups are identified and relevant.	<input type="checkbox"/>	<input type="checkbox"/>	
• Evidence demonstrates the course, including the enterprise units of competency has been developed in consultation with, and validated by relevant stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A summary of the consultation and validation activities undertaken during the development of the course is included in the course document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In addition, if seeking to renew accreditation:			
• Details of how monitoring and evaluation have contributed to the development of the revised course are included and sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Section B: 3.2 includes information that clearly maps the existing course structure against the new course structure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Section B: 3.2 includes a statement that clearly states whether the course submitted is equivalent or not equivalent to the existing course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document (list additional documentation).

The course document provided does not demonstrate compliance with this Standard. / The course document and (list additional documentation) provided do not demonstrate compliance with this Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.2 A course must be based on nationally endorsed units of competency where these are available and where these are not available the course is based on:

- (a) units of competency developed as part of the course in accordance with the unit of competency template; or
- (b) where 10.4 applies, modules.

Note: units of competency or modules are developed in consultation with, and validated by industry, enterprise, community and/or professional groups and documented in accordance with these Standards.

Standard 10.3 A course must include skills and knowledge components, expressed as:

- (a) units of competency; or
- (b) where subsection 10(4) applies, modules.

Standard 10.4 A course may only include modules in exceptional circumstances where the applicant can demonstrate the need for the module and why it is not possible to develop a unit of competency prior to commencing course development.

Evaluation findings (Section B: 3.1 and Section C of National course document template)

Original finding: [Choose an item.](#)

Following rectification: [Choose an item.](#)

Findings:	Y	N	N/A
<ul style="list-style-type: none">• Units of competency are documented in accordance with the requirements of the unit of competency template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document [\(list additional documentation\)](#).

[The course document provided does not demonstrate compliance with this Standard.](#) / [The course document and \(list additional documentation\) provided do not demonstrate compliance with this Standard.](#)

1.

OR

- Nil identified

Further evidence required:

- Based on non-compliance identified, a full review of ALL enterprise units is required by the course owner. In order to become compliant, the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.5 A course either leads to a:

(a) VET qualification and have course outcomes that are consistent with the Australian Qualifications Framework qualification descriptor identified for the course; or

(b) VET Statement of Attainment when course outcomes meet an identified industry, education, legislative, enterprise or community need but do not have the breadth and depth required for a VET qualification as stated in the Australian Qualifications Framework.

Evaluation findings (Sections B: 4.1 and Section C of the National course document template)

Original finding: Choose an item.	Following rectification: Choose an item.		
Findings:	Y	N	N/A
• An accurate description of how the intended course outcomes are consistent with the AQF qualification proposed for the course is included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The outcomes of unit(s) of competency align to the proposed AQF level of the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The qualification meets the Volume of Learning requirements of the AQF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The course outcomes do not align to an AQF level (Course in).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document [\(list additional documentation\)](#).

[The course document provided does not demonstrate compliance with this Standard.](#) / [The course document and \(list additional documentation\) provided do not demonstrate compliance with this Standard.](#)

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.6 A course identifies VET accredited courses identifies foundation skills relevant to the course outcomes.

Evaluation findings (Section B: 4.2 of the National course document template)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
<ul style="list-style-type: none">Section B: 4.2 includes advice that foundation skills are either explicit in the performance criteria or identified in the foundation skills field of the unit(s) of competency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document (list additional documentation).

The course document provided does not demonstrate compliance with this Standard. / The course document and (list additional documentation) provided do not demonstrate compliance with this Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.7 A course confirms recognition to be given to the course by licensing, regulatory, professional or industry bodies where applicable.

Evaluation findings (Sections B: 4.3 and B: 4.4 of the National course document template)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
• The recognition given to the course by professional or industry bodies is accurately described and evidenced, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The recognition given to the course for the purpose of it satisfying licensing/regulatory requirements is accurately described and evidenced, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document (list additional documentation).

The course document provided does not demonstrate compliance with this Standard. / The course document and (list additional documentation) provided do not demonstrate compliance with this Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.8 A course must specify rules for the structure of the course.
Evaluation findings (Section B: 5.1 and Section C of the National course document template)

Original finding: Choose an item.	Following rectification: Choose an item.	
Findings:	Y	N
• The rules for completion are clear.	<input type="checkbox"/>	<input type="checkbox"/>
• Adequate and accurate advice on nominal hours is provided.	<input type="checkbox"/>	<input type="checkbox"/>
• Adequate guidance on sequencing and pre-requisites is provided.	<input type="checkbox"/>	<input type="checkbox"/>
• The content and/or the combination of units of competency reflect the intended skills and knowledge outcomes.	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document (list additional documentation).

The course document provided does not demonstrate compliance with this Standard. / The course document and (list additional documentation) provided do not demonstrate compliance with this Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.9 A course must identify exit points from the course which provide for vocational or educational outcomes where applicable.

Evaluation findings (Section B: 5.1 of the National course document template)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
• Any exit points from the course that provide vocational or education outcomes are identified and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Section B: 5.1 includes advice that a VET statement of attainment will be issued for any unit of competency completed if the full qualification is not completed'.	<input type="checkbox"/>	<input type="checkbox"/>	

Reasons for finding of non-compliance:

The course owner provided a course document (list additional documentation).

The course document provided does not demonstrate compliance with this Standard. / The course document and (list additional documentation) provided do not demonstrate compliance with this Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.10 A course must provide information on educational pathways and articulation where applicable.

Evaluation findings (Section B: 8.1 of the National course document template)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
<ul style="list-style-type: none">Information is provided on pathways into the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Information is provided on pathways into other VET and higher education courses for learners who complete the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">Details about any formalised articulation arrangements with other organisations are described and evidenced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document (list additional documentation).

The course document provided does not demonstrate compliance with this Standard. / The course document and (list additional documentation) provided do not demonstrate compliance with this Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.11 A course must specify any entry requirements to the course and justify any explicit limitations to access.

Evaluation findings (Section B: 5.2 of the National course document template)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
• Any mandatory entry requirements are clearly described.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any explicit limitations to course entry are clearly described and justified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any recommended entry requirements likely to facilitate successful completion of the course are included, as appropriate, e.g. language, literacy and numeracy skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document (list additional documentation).

The course document provided does not demonstrate compliance with this Standard. / The course document and (list additional documentation) provided do not demonstrate compliance with this Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.12 A course must specify course assessment strategies, which:

- (a) are valid, reliable, flexible and fair;
- (b) provide for the collection of evidence of competency that is sufficient, valid, authentic and current;
- (c) are consistent with the assessment requirements in the relevant Training Package(s) where nationally endorsed units of competency are used;
- (d) are consistent with the assessment requirement in the relevant VET accredited courses where units from an accredited course are used;
- (e) ensure that workplace and regulatory requirements, where relevant, are met; and
- (f) identify and justify any requirements for workplace and/or simulated assessment.

Evaluation findings (Section B: 6.1 of the National course document template)

Original finding: [Choose an item.](#)

Following rectification: [Choose an item.](#)

Findings:	Y	N	N/A
Assessment strategies specified:			
• are valid, reliable, flexible and fair (i.e. Principles of Assessment)	<input type="checkbox"/>	<input type="checkbox"/>	
• provide for the collection of evidence of competency that is sufficient, valid, authentic and current (i.e. Rules of Evidence)	<input type="checkbox"/>	<input type="checkbox"/>	
• are consistent with the assessment guidelines in the relevant Training Package(s)/accredited course(s) where imported units of competency are used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ensure that workplace and regulatory requirements, where relevant, are met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• identify and justify any requirements for workplace and/or simulated assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document [\(list additional documentation\)](#).

[The course document provided does not demonstrate compliance with this Standard.](#) / [The course document and \(list additional documentation\) provided do not demonstrate compliance with this Standard.](#)

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.13 A course must provide guidance on appropriate delivery modes, together with advice on limitations on course delivery modes and any requirements for work placements or on-the-job training.

Evaluation findings (Section B: 7.1 of the National course document template)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N	N/A
• Essential delivery modes are identified and justified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Limitations to the delivery modes that may be chosen are appropriately identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Requirements for work placements or on-the-job training are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Educational support mechanisms for maximising participants' completion of the course are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Details of how the course may be varied to reflect the needs of learner groups through the contextualisation of unit content or delivery are identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document (list additional documentation).

The course document provided does not demonstrate compliance with this Standard. / The course document and (list additional documentation) provided do not demonstrate compliance with this Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.14 A course must specify facilities and resources and the vocational competency requirements of trainers and assessors essential for the delivery of the course. Vocational competency must be considered on an industry-by-industry basis and with reference to the assessment requirements of the VET accredited course and assessment conditions of units of competency.

Evaluation findings (Sections B: 6.2 and B: 7.2 of the National course document template)

Original finding: [Choose an item.](#)

Following rectification: [Choose an item.](#)

Findings:	Y	N	N/A
<ul style="list-style-type: none"> Compliance with the requirements for the competence of staff involved in training and assessment as benchmarked against the <i>Standards for Registered Training Organisations (RTOs) 2015</i> as a minimum requirement is confirmed. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Appropriate guidance on any specialist vocational competency requirements for trainers is provided and justified. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Appropriate guidance on any specialist vocational competency requirements for assessors is provided and justified. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Units of competency imported from training packages/accredited courses reflect the requirements for trainers and assessors as specified in that training package/ accredited course. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Details of any specialised facilities and equipment essential for delivery are provided. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document [\(list additional documentation\)](#).

[The course document provided does not demonstrate compliance with this Standard.](#) / [The course document and \(list additional documentation\) provided do not demonstrate compliance with this Standard.](#)

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

Standard 10.15 A course must incorporate and identify course monitoring and evaluation processes which ensure that:

- (a) the course content and outcomes are reviewed and remain current and relevant throughout the period of accreditation;**
- (b) the VET regulator is informed of any proposed changes to the course (for example, changes to entry requirements, course structure, inclusion of training package units, or changes to core and elective units) and, if required, any relevant material is provided to the VET Regulator to enable it to determine whether the course remains current and continues to comply with these standards throughout the period of accreditation; and**
- (c) if the course is changed as a result of course monitoring and evaluation, any RTO that has been licensed or franchised to deliver the course is advised of the changes by the copyright owner.**

Evaluation findings (Section B: 9.1 of the National course document template)

Original finding: Choose an item.

Following rectification: Choose an item.

Findings:	Y	N
<ul style="list-style-type: none">• The process to be followed for monitoring and evaluating the course to maintain its relevance and currency is described.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• Section B: 9.1 includes advice that ASQA will be informed of any proposed changes to the course to enable it to determine whether the course remains current and continues to comply with these standards throughout the period of accreditation.	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• Section B: 9.1 includes advice that it will notify RTOs licensed/franchised to deliver the course of any changes to the course by the copyright owner.	<input type="checkbox"/>	<input type="checkbox"/>

Reasons for finding of non-compliance:

The course owner provided a course document (list additional documentation).

The course document provided does not demonstrate compliance with this Standard. / The course document and (list additional documentation) provided do not demonstrate compliance with this Standard.

1.

OR

- Nil identified

Further evidence required:

- In order to become compliant the course owner is responsible for providing evidence that meets the requirement of this standard.

OR

- Nil required

Analysis of rectification evidence received Date:

- Evidence yet to be supplied

END OF REPORT