

**Form**

Application for ASQA to review a decision

# About this form

Use this form to request a review of:

* a course accreditation decision
* an RTO or ESOS registration decision **if you are unable to submit your application in** [**asqanet**](https://asqanet.asqa.gov.au/Account/Login?ReturnUrl=%2F).

If you are eligible to apply for a review, you can use this form to request:

* a review of a decision
* a stay (delay) the date the decision takes effect
* an extension of time to submit your review application.

We recommend reading about the [review process](https://www.asqa.gov.au/how-we-regulate/our-regulatory-practice#how-we-review-decisions) before applying.

# How to use this form

To complete and submit this form you need to:

1. Use a separate form for each decision you would like reviewed.
2. Provide a response for each question.
3. Clearly label and attach any supporting documents.
4. Pay the application fee.
5. Email your completed form, supporting documents and payment to [reconsiderations@asqa.gov.au](mailto:reconsiderations@asqa.gov.au).

🖈 This symbol shows where additional information needs to be provided.

# When to apply

**You need to apply for a review within 30 days of being notified of the decision.**

You can request more time by applying for an extension within 21 days of being notified of the decision.

# Which decisions can be reviewed?

We can only review certain decisions. These are called ‘reviewable decisions’.

You can find a list of reviewable decisions in our [Approach to review of decisions—Regulatory practice guide](https://www.asqa.gov.au/resources/publications/approach-review-decisions).

Your decision letter confirms whether you are eligible to apply for a review.

# Application fee

There is a fee to apply for a review. Payment details are at the end of this form.

Learn about the [fees and charges](https://www.asqa.gov.au/fees-charges).

# Need help?

If you need help to complete this form call us on [1300 701 801](tel://(1300701801)/) or email us at [enquiries@asqa.gov.au](mailto:enquiries@asqa.gov.au).

# Privacy notice

ASQA is bound by the provisions of the *Privacy Act 1988,* including the [Australian Privacy Principles (APPs).](https://www.oaic.gov.au/privacy/australian-privacy-principles) Your personal information is managed by ASQA under this Act.

**How is my personal information used?**

Personal information and any supporting documentation you provide with your application is used to inform a review of an ASQA decision.

**Is my personal information disclosed?**

Your personal information is not disclosed without your consent, except if we are required to by an Australian law or a court/tribunal order.

**Further information**

Learn more about [ASQA's privacy policy and how we manage personal information](https://www.asqa.gov.au/about/reporting-and-accountability/privacy-policy).

# Application details

* 1. Details of person making this application

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant details** | | | | |
| Title: | Title | | | |
| Name: | Surname | | Given name(s) | |
| Position: | Position | | | |
| Organisation name: | Organisation | | | |
| RTO Code (if any): | RTO code | | | |
| Email: | Email | | | |
| Phone: | Phone | Mobile: | | Mobile |
| Postal address: | Postal address | | | |

* 1. Decision you want reviewed

|  |  |  |
| --- | --- | --- |
| Decision you want reviewed: | Click to enter text | |
| Date of the decision: | Enter a date | |
| Application due date: | Enter a date | |
| Details of the decision: | Click to enter text | |
| What are you are applying for? |  | Review of decision |
|  | Extension of time to apply for a review of decision |
|  | Stay (delay) the date the decision takes effect (see section 1.5) |

* 1. What are the reasons for your application?

|  |
| --- |
| Tell us the reasons for your application for review of a decision. This may include:   * aspects of the decision you disagree with * evidence to support your application. This may include evidence that was available to the decision maker when they made the decision, or you could provide new evidence that supports your reasons. |
| Click to enter text |
| 🖈Attach evidence or information to support your application. |

* 1. Current number of students (if you are an RTO)

|  |  |
| --- | --- |
| Course/qualification/unit: | No. of students: |
| Click to enter text | Click to enter text |
| Click to enter text | Click to enter text |

* 1. Request extension of time to submit your application to review a decision

|  |  |  |
| --- | --- | --- |
| Would you like to request an extension of time to submit your review application? |  | Yes – provide details below  No |
| What are your reasons for an extension? | Click to enter text | |
| What date are you planning to submit your application? | Enter a date. | |
| 🖈Attach evidence or information to support your application. | | |

* 1. Delaying the date the decision will take effect

You can request we stay (delay) the date the decision will take effect until the review is complete.

Note: We cannot stay decisions related to the rejection of an application:

* to become an RTO or ESOS provider
* to change registration
* for accreditation of a new course.

|  |  |  |
| --- | --- | --- |
| Would you like to request a stay (delay) of the decision? |  | Yes – provide details below  No |
| What are your reasons for requesting a stay? | Click to enter text | |
| 🖈Attach evidence or information to support your application. | | |

* 1. Statutory declaration

This statutory declaration must be completed by the Chief Executive Officer of your 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*

|  |  |
| --- | --- |
| *1 Insert the name, address and occupation of person making the declaration* | I,1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  make the following declaration under the *Statutory Declarations Act 1959:* |
|  | 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 *Statutory Declarations Act 1959*,and I believe that the statements in this declaration are true in every particular. |
| *2 Signature of person making the declaration* | 2 |
| *3 Place*  *4 Day*  *5 Month* *and year* | Declared at 3 on 4 of 5  Before me, |
| *6 Signature of person before whom the declaration is made (see over)* | 6 |
| *7 Full name, qualification and address of person before whom the declaration is made (in printed letters)* | 7 |

*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 |

* + - 1. 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
      2. 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:

* + - * 1. in a country or place outside Australia; and
        2. authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
        3. exercising his or her function in that place

Employee of the Commonwealth who is:

* + - * 1. in a country or place outside Australia; and
        2. authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
        3. 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:

* + - * 1. an officer; or
        2. a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
        3. 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:

* + - * 1. the Parliament of the Commonwealth; or
        2. the Parliament of a State; or
        3. a Territory legislature; or
        4. 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:

* + - * 1. the Commonwealth or a Commonwealth authority; or
        2. a State or Territory or a State or Territory authority; or
        3. 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:

* + - * 1. the Commonwealth or a Commonwealth authority; or
        2. 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

* 1. How to pay

Email us at [reconsiderations@asqa.gov.au](mailto:reconsiderations@asqa.gov.au) if you need an invoice.

You will need to quote your invoice number when you pay.

You can pay by:

* invoice
* credit card (complete the details below).

|  |  |  |  |
| --- | --- | --- | --- |
| Credit card information | | | |
| Card type: | MasterCard | Visa | |
| Card number: | Enter number | Expiry Date: | Enter a date |
| Name on card: | Name | CCV: | Enter number |
| Signature: |  | | |
| Payment amount: | $ Enter amount | Date: | Enter a date |