

Application to renew course accreditation

**Form**

# About this form

Complete this form to renew course accreditation.

Before completing this form, ASQA needs to confirm your [Intention to renew](https://www.asqa.gov.au/course-accreditation/renew-course/step-1-intention-renew) meets eligibility requirements for renewal of accreditation.

# How to use this form

To complete and submit this form you need to:

1. Use a separate form for each course.
2. Provide a response for each question.
3. Attach a copy of your course document (as a single Microsoft Word document). Your course document must be developed using the [national course document template](https://www.asqa.gov.au/standards-vac/document-template).
4. Clearly label and attach any supporting documents.
5. Ensure the form has been signed.
6. Email your completed form and supporting documents to [courses@asqa.gov.au](mailto:courses@asqa.gov.au).

🖈 This symbol shows where you need to provide additional information.

# Need assistance?

Please read through the following resources:

* [Redeveloping a course](https://www.asqa.gov.au/course-accreditation/renew-course/step-2-course-redevelopment)
* [Users’ guide to the Standards for VET Accredited Courses 2021](https://www.asqa.gov.au/resources/guides/users-guide-standards-vet-accredited-courses)
* [Users’ guide to developing a course document](https://www.asqa.gov.au/resources/guides/users-guide-developing-course-document).

If you need help, email the Training Product Assurance team at [accreditation@asqa.gov.au](mailto:accreditation@asqa.gov.au) or call 1300 701 801.

# Assessment process

ASQA will assess your application to decide if your course meets the requirements for renewal of accreditation.

We will let you know of our decision in writing within 6 months, in line with our [service standards](https://www.asqa.gov.au/about/reporting-and-accountability/service-standards).

Requirements for course accreditation

To be accredited, a course needs to meet the requirements of the:

* [Standards for VET Accredited Courses 2021](https://www.legislation.gov.au/Current/F2021L00269)
* [Australian Qualifications Framework](https://www.aqf.edu.au/).

# Assessment fee

Upon submission of this application, Course owner 1 listed in this form will be issued an invoice in the amount of $7,750. All relevant payment options will be provided on the invoice. Note, processing of the application will not commence until full payment is received.

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

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| **Section 1 – Applicant details** |

* 1. **Details of course owner**

Include details of all owners.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | This course will be owned by one or more people (provide details for each person). | | | | | |
|  | | 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** | |  | |  |  |  |
| Legal name (company/sole trader): | | | Legal name | | | |
| Business name (if applicable): | | | Business name | | | |
| ABN / ACN (if applicable): | | | ABN / ACN | | | |
| Course owner number (if applicable): | | | Course owner number | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course owner 1 - Contact person** | | | | | |
| Title: | Title | Family name: | Family name | | |
| Given name(s): | | Given name | | Position: | Position |
| Contact number: | | Phone or mobile number | | | |
| Email: | Email | | | | |
| Postal address: | | Postal address | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course owner 2** |  | |  |  |  |
| Legal name (company/sole trader): | | Legal name | | | |
| Business name (if applicable): | | Business name | | | |
| ABN / ACN (if applicable): | | ABN / ACN | | | |
| Course owner number (if applicable): | | Course owner number | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course owner 2 - Contact person** | | | | | |
| Title: | Title | Family name: | Family name | | |
| Given name(s): | | Given name | | Position: | Position |
| Contact number: | | Phone or mobile number | | | |
| Email: | Email | | | | |
| Postal address: | | Postal address | | | |

* 1. **Contact details**

If the course will be owned by more than one owner, who is the main contact?

|  |
| --- |
| Enter name |

* 1. **Contact for course enquiries**

Provide a contact for course enquiries. These details will be published on the [national register](https://training.gov.au/) if this course is renewed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: | Title | | Family name: | Family name | | |
| Given name(s): | | Given name | | | Position: | Position |
| Organisation name (if relevant): | | | | Organisation name | | |
| Contact number: | | | Phone or mobile number | | | |
| Email: | Email | | | | | |
| Postal address: | | | Postal address | | | |

* 1. **If your course developer is a third party and you authorise us to contact them about your application provide their details below.**

|  |  |  |
| --- | --- | --- |
| Name: | Given name Family name | |
| Organisation: | Name of organisation | |
| Contact number: | Phone or mobile number | |
| Email: | Email | |
| Section 2 –Application details | | |

**2.1 Course details**Provide the following details:

|  |  |
| --- | --- |
| Current course code | Code |
| Current course title | Title |
| Expiry date | Click or tap to enter a date. |

**2.2 Intention to renew information**

|  |  |
| --- | --- |
| Intention to renew reference number | **CC** Click to enter number |
| Due date to submit application to ASQA  (Listed in the email notice you received) | Click to enter due date |

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| Section 3 – Stakeholder engagement |

**3.1 Industry coverage**

Courses accredited by ASQA must be supported by a demonstrated industry need and result in a genuine employment outcome.

Consultation must be undertaken with relevant stakeholders, regulatory bodies, industry peak bodies, industry associations, professional associations, employers, and employees.

A representative with VET experience and knowledge should also be consulted.

ASQA may contact other relevant stakeholders as well as those stakeholders identified in this application that have been engaged in consultation and validation activities during the course redevelopment

List the stakeholders engaged during the redevelopment of the course in the table on the following page.

Visit the [course redevelopment web page](https://www.asqa.gov.au/course-accreditation/renew-course/step-2-course-redevelopment) and [Standard 10.1](https://www.asqa.gov.au/course-accreditation/users-guide-standards-vet-accredited-courses/standards/standard-101) for more information about stakeholder engagement.

**3.2 Stakeholders engaged during redevelopment**

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

🖈 *Evidence of the stakeholder engagement during the redevelopment of the course must be attached with the application submission. Evidence of engagement can include letters, minutes of meetings, reports, emails. Multiple and/or individual pages can be submitted with the final course documentation.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stakeholder name** | | **Contact details** | **Type of organisation** | **Briefly describe how the engagement informed the development of the course** | **Evidence of engagement (ie. Letter, minutes of meetings, report, email)** 🖈 |
| Name | | Organisation name, email, phone | Choose an item. | Click here to enter text | Click here to enter text |
| Name | | Organisation name, email, phone | Choose an item. | Click here to enter text | Click here to enter text |
| Name | | Organisation name, email, phone | Choose an item. | Click here to enter text | Click here to enter text |
| Name | | Organisation name, email, phone | Choose an item. | Click here to enter text | Click here to enter text |
| Name | | Organisation name, email, phone | Choose an item. | Click here to enter text | Click here to enter text |
| Name | | Organisation name, email, phone | Choose an item. | Click here to enter text | Click here to enter text |
| Name | | Organisation name, email, phone | Choose an item. | Click here to enter text | Click here to enter text |
| Name | | Organisation name, email, phone | Choose an item. | Click here to enter text | Click here to enter text |
|  | A further list of stakeholders is attached | | | | |

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| Section 4 – Training product information  (Use training.gov.au (TGA) to assist in providing this information) |

**4.1 Identify training packages qualifications/units of competency researched – not suitable for inclusion (🖈Attach additional pages if required)**

Identify the training package qualifications/units of competency 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** |
| Code | Title | Click here to enter text |
| Code | Title | Click here to enter text |
| Code | Title | Click here to enter text |
| Code | Title | Click here to enter text |

Explain why the training package units of competency are considered not suitable

|  |  |  |
| --- | --- | --- |
| **Unit code** | **Unit title** | **Explanation** |
| Code | Title | Click here to enter text |
| Code | Title | Click here to enter text |
| Code | Title | Click here to enter text |
| Code | Title | Click here to enter text |

**4.2 Units of competency from other VET accredited courses**

Are units of competency from other VET accredited courses included in this proposed course (that are not owned by the course owner submitting this application)?

|  |  |
| --- | --- |
|  | Yes 🖈I have attached written permission from the owner of those units. |
|  | No |

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| Section 5 – Course owner endorsement |

**5.1 Endorsement**

All course owners must complete this endorsement.

I confirm:

* The outcomes of this course cannot be achieved through the packaging rules of a training package qualification.
* The outcomes of this course cannot be met by contextualising (adapting) units of competency within a training package qualification.
* This course is not a sub-set of a training package qualification that could be recognised through a Statement of Attainment.
* This course is not made up of a training package qualification with other units added.
* The course meets the requirements of the *Standards for VET Accredited Courses 2021.*
* The enterprise units meet the requirements of the *Standards for VET Accredited Courses 2021.*
* I agree to monitor the course and provide any information required by the Regulator, so the course remains current and complies with the *Standards for VET Accredited Courses 2021 (Standard 15).*
* All responses provided in this application are complete and true.
* I acknowledge that if the course is accredited, ASQA will publish the following details on the [national register](http://www.training.gov.au/):
* course owner contact details
* period of accreditation
* AVETMISS classification codes
* course description
* mapping to previous versions
* unit codes and titles
* any conditions imposed on the accreditation of the course.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course owner 1** | | | |
| Signature: |  | Date: | Click to enter a date |
| Family name: | Family name | Given name(s): | Given name |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course owner 2** | | | |
| Signature: |  | Date: | Click to enter a date |
| Family name: | Family name | Given name(s): | Given name |

Privacy

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 assess your course accreditation application.

**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).