



Australian Government
Australian Skills Quality Authority

ASQA

Guide to submitting evidence to ASQA



Evidence preparation

Evidence is required to be submitted to ASQA for numerous reasons – to support an application, in response to a performance assessment (audit) or monitoring activity or to address non-compliance.

Regardless of the circumstance, it's important that your evidence is:

- relevant to your application, performance assessment (audit) or monitoring activity, or addresses the non-compliance.
- organised in a way that is easy to locate and identify the required information quickly.
- accessible to ASQA. For security reasons, ASQA cannot access file sharing links other than those generated by ASQA.










Failure to comply with evidence submission requirements will result in additional administrative burden for ASQA to progress your matter. This will be charged to you in accordance with ASQA's [Current Fees and Charges](#). For example, performance assessment activities and activities supporting providers to return to compliance is charged at a rate of \$250/hr.

Prepare and structure




This guide will help you prepare and structure your evidence for submission in a way that enables ASQA Officers to identify information needed in a timely manner and therefore minimise ASQA's charges for assessment and compliance activities.

The keys to relevant and organised evidence

Do

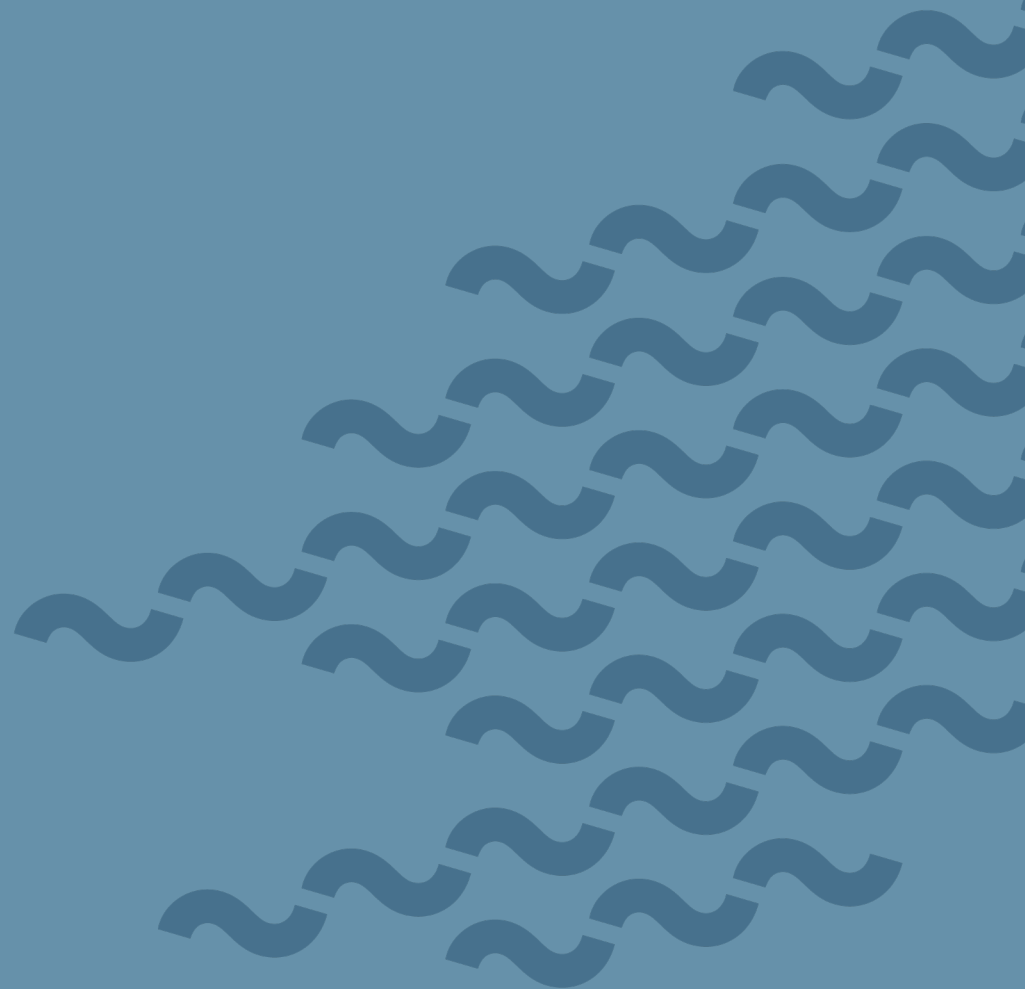
-  Use the templates ASQA has provided either from the website or as instructed via email
-  Ensure forms are completed in full, with legal names and are signed and dated
-  Scan both sides of double-sided documents
-  Provide an index if supplying more than 20 documents
-  In large documents, like policies, manuals and handbooks, ensure specific page numbers are referenced in your response when addressing non-compliance
-  Use clear and consistent titling
-  Follow the file size and folder structure requirements below

Don't

-  Amend ASQA's templates or create your own
-  Scan various documents into one PDF. Each document should be scanned separately and have a relevant name
-  Upload a document more than once, even if this is intended to provide evidence for multiple reasons or submitting two concurrent applications (VET and CRICOS).
If asqanet requires you to upload a document, a reference to where the document can be found is sufficient.

Uploading evidence to asqanet

File size	Maximum file size 25 MB
Number of files	Maximum of 25 files at 25 MB each
File name length	File names must be less than 100 total characters. You can reduce the length of your file names by incorporating shorter naming conventions. For example, instead of using a full training product title (code and name) you can use the training product code.
File types	We accept most standard file types including Word, Excel, PDF and zip* files. We accept video and audio files via asqanet. *When using zip files, folder structures should be kept to a minimum – preferably no more than four folders deep.
Alternative submission options	If your documents don't meet these requirements, contact ASQA to discuss another submission method.



Privacy

ASQA is bound by the provisions of the [Privacy Act 1988](#), including the [Australian Privacy Principles \(APPs\)](#). Your personal information is managed by ASQA under this Act.

How is my personal information used?

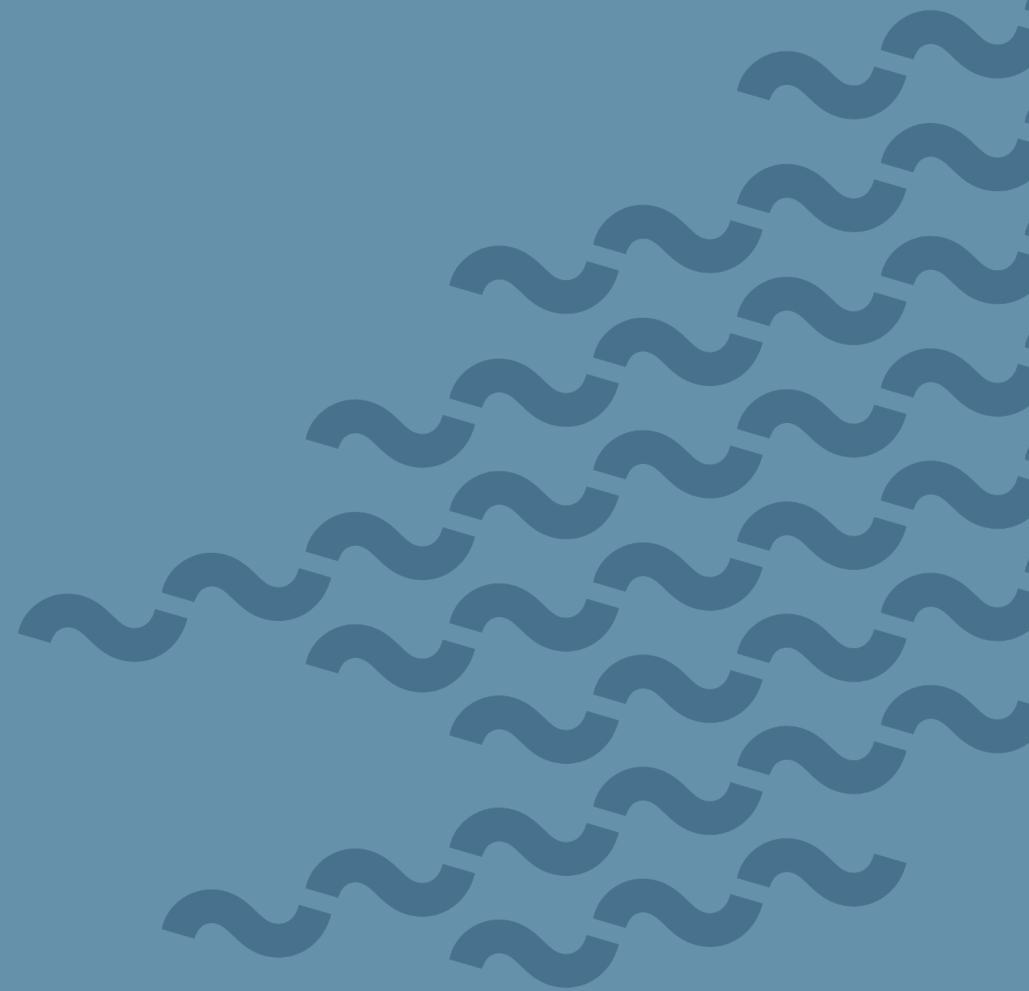
Personal information and any supporting documentation you provide is used to assess your compliance.

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.



ASQA

asqa.gov.au