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**Form**

## Eligibility requirements for course accreditation

VET accredited course Jobs and Skills Council consultation

The Australian Skills Quality Authority (ASQA) accredits and regulates accredited VET courses under the [*National Vocational Education and Training Regulator Act 2011*.](http://www.comlaw.gov.au/Details/C2011A00012) The [*Standards for VET Accredited Courses 2021*](https://www.asqa.gov.au/about/asqa/key-legislation/standards-vet-accredited-courses) specify the design requirements of VET accredited courses and requires that:

* A course must not duplicate, by title or coverage, the outcomes of an endorsed Training Package qualification or skill set or accredited course.
* A course must be based on an established industry, education, legislative, enterprise, or community need.
* 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.

**ASQA only accredits courses that meet these requirements.**

About Jobs and Skills Councils

Jobs and Skills Councils (JSCs) are not-for-profit companies that are industry-owned and industry-led and are funded by the Commonwealth government through the Department of Employment and Workplace Relations (DEWR). Each JSC represents specific industries, and they are responsible for workforce planning, industry stewardship and developing and managing nationally endorsed training packages available on the National Training Register: [training.gov.au](http://www.training.gov.au/). More information: [Jobs and Skills Councils](https://www.dewr.gov.au/skills-reform/jobs-and-skills-councils).

Jobs and Skills Council role in VET accredited course development:

1. **Duplication with existing training products:** as the owners of nationally endorsed training packages, JSCs can check if a proposed accredited course may duplicate an existing national training product.
2. **Duplication with planned training products:** the ongoing accreditation or renewal of a course may be impacted by future training product updates. JSCs can identify any future training package development activities that may impact the long-term viability of an accredited course.
3. **Stakeholder identification:** as industry stewards, JSCs may be able to provide advice on stakeholders that should be consulted during the VET accredited course development process.

About this form

The purpose of this form is for the course developer to demonstrate that they have consulted with relevant Jobs and Skills Councils (JSCs) regarding:

1. any potential duplication with an endorsed training package qualification or skill set, and
2. identification of appropriate stakeholders to consult with during the course development process.

How to use this form

### Course developer:

1. Refer to the information about Jobs and Skills Councils in the *Users’ guide to Standards for VET Accredited Courses*. Determine which Jobs and Skills Council/s have industry coverage relevant to your proposed course. Please note:
   * You may need to send a request to more than one Jobs and Skills Council.
   * You should allow a minimum of 21 days for the Jobs and Skills Council to respond. Additional time may be required depending on JSC resourcing and the complexity of your request.
   * If you are not sure which Jobs and Skills Council to contact, please email [accreditation@asqa.gov.au](mailto:accreditation@asqa.gov.au)
2. Complete Section 1 to Section 6 below.

Note: when completing this form, you may choose to omit information, but this may impact the Jobs and Skills Council’s ability to respond.

1. Submit this form to the relevant Jobs and Skills Council/s via the contact form on their website.
2. Once you have received a response from the Jobs and Skills Council/s, please consider how the information provided should be applied to your course development process.
3. The completed form is to be submitted to ASQA with your application.

**Important note:**

As the focus of Jobs and Skills Councils is the management of nationally endorsed training packages, Jobs and Skills Councils **are not able to provide advice on the development of VET accredited courses**. These types of queries should be addressed to ASQA.

### Jobs and Skills Council:

1. Review the information provided by the course developer in Sections 1 to 6.
2. Complete Section 7.
3. Return the completed form to the course developer.  
   ASQA would kindly request that you also CC ASQA’s Course Accreditation team: [accreditation@asqa.gov.au](mailto:accreditation@asqa.gov.aue).

Need assistance?

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

|  |
| --- |
| Section 1 – Contact person and course title  To be completed by the course developer |

* 1. **Details of person making request.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact person** | | | |
| Title: | Title | Family name: | Family name |
| Given name(s): | | Given name | |
| Legal name (company/sole trader): | | Legal name | |
| Business name (if applicable): | | Business name | |
| Position: | | Position | |
| Email: | | Email | |
| Contact number: | | Phone or mobile number | |
| Delegation: | | Are you submitting this request on behalf of someone else?  No  Yes – please provide details: | |

|  |
| --- |
| **Section 2 – Course concept details**  To be completed by the course developer |

* 1. **Please provide the proposed course title:**

Titles of VET accredited courses cannot duplicate the title of a training package qualification or a current VET accredited course.

|  |
| --- |
| Course title (100 characters or less, including spaces) |

* 1. **Please provide a description of the proposed course:**

|  |
| --- |
| Click or tap here to enter text. |

* 1. **Please outline the vocational and/or educational outcomes of the proposed course:**

|  |
| --- |
| Click or tap here to enter text. |

* 1. **Please list the industry or industries that the proposed course is aimed at:**

|  |
| --- |
| Click or tap here to enter text. |

|  |
| --- |
| **Section 3 – Establishing the need for national recognition**  To be completed by the course developer |

* 1. **Is the course currently delivered as ‘unaccredited’ training?**

No  Yes - provide details:

|  |
| --- |
| Click or tap here to enter text. |

* 1. **Please describe the research and evidence gathered to support the need for the course to be nationally recognised:**

|  |
| --- |
| Click or tap here to enter text. |

* 1. **Do the outcomes of the course meet a government licensing or regulatory requirement?**

No  Yes - provide details:

|  |
| --- |
| Click or tap here to enter text. |

|  |
| --- |
| **Section 4 – Training product research**  To be completed by the course developer |

Refer to [training.gov.au](http://www.training.gov.au/) for information about training products.

* 1. **Training products researched and identified as not suitable for use.**

In the table below (add more rows if needed):

* Identify the training package qualifications and/or accredited courses that have been researched and have deemed to be not suitable to meet the needs and outcomes of the proposed course.
* Briefly explain why the training package qualifications and/or accredited courses are not suitable.

|  |  |  |
| --- | --- | --- |
| **Qualification or course code** | **Qualification or course title** | **Why qualification or course is not suitable** |
| Code | Title | Click or tap here to enter text. |
| Code | Title | Click or tap here to enter text. |
| Code | Title | Click or tap here to enter text. |
| Code | Title | Click or tap here to enter text. |
| Code | Title | Click or tap here to enter text. |

|  |
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| **Section 5 – Training product duplication check**  To be completed by the course developer |

Refer to [training.gov.au](http://www.training.gov.au/) for information about training products.

* 1. **Training package units of competency included in course.**

Will existing training package units of competency be included in the proposed course?

No

Yes – in the table below, list all units of competency that will be included in the course (add more rows if needed)

|  |  |
| --- | --- |
| **Unit code** | **Unit title** |
| Code | Title |
| Code | Title |
| Code | Title |
| Code | Title |
| Code | Title |
| Code | Title |

* 1. **Development of enterprise units of competency.**

Do you plan to develop any enterprise units of competency to include in the course?

No

Yes – in the table below, list all units that will be developed for the course (add more rows if needed)

|  |  |  |
| --- | --- | --- |
| **Draft enterprise unit code** | **Draft enterprise unit title** | **Briefly explain the intended learning outcomes** |
| NATXXXXX001 | Title | Click or tap here to enter text. |
| NATXXXXX002 | Title | Click or tap here to enter text. |
| NATXXXXX003 | Title | Click or tap here to enter text. |
| NATXXXXX004 | Title | Click or tap here to enter text. |
| NATXXXXX005 | Title | Click or tap here to enter text. |
| NATXXXXX006 | Title | Click or tap here to enter text. |
| NATXXXXX007 | Title | Click or tap here to enter text. |
| NATXXXXX008 | Title | Click or tap here to enter text. |

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| Section 6– Stakeholder engagement  To be completed by the course developer |

* 1. **Stakeholder engagement.**

Provide details in the table below of the stakeholders that have agreed to be engaged in the development and validation of your course.

Stakeholders relevant to your proposed course may include:

|  |  |
| --- | --- |
| * subject matter experts * experienced VET developers * regulatory and/or licensing bodies * industry/professional bodies such as peak bodies, industry associations, industry groups and professional associations | * employers or employer associations * employee organisations (e.g.: unions) * community organisations * students (e.g.: previous course graduates or potential students) * others (any other stakeholders). |

|  |  |  |
| --- | --- | --- |
| **Stakeholder name** | **Organisation name** | **Type of organisation** |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |

OR

|  |
| --- |
| A full list of stakeholders to be engaged in the development of the course is attached. |

|  |
| --- |
| Section 7 - Jobs and Skills Council review  To be completed by the Jobs and Skills Council |

|  |
| --- |
| **Instructions:**   1. Please review the information provided by the course developer in Sections 1 to 6. 2. Complete Section 7 below. 3. Return the completed form to the course developer. ASQA would kindly request that you also CC ASQA’s Course Accreditation team: [accreditation@asqa.gov.au](mailto:accreditation@asqa.gov.aue). |

* 1. **Jobs and Skills Council (JSC) details:**

|  |  |
| --- | --- |
| JSC name: | Choose an item. |
| Team member: | Click or tap here to enter text. |
| Position: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| Contact number: | Click or tap here to enter text. |
| Date form completed: | Click or tap to enter a date. |

* 1. **Are you the relevant Jobs and Skills Council to review this request?**

|  |
| --- |
| Yes, we are the relevant JSC |
| **OR** |
| Yes, but the request should also be sent to other JSC/s: |
| *Please list one or more JSCs that should also be consulted:* |
| Click or tap here to enter text. |
| **OR** |
| No, we are not the relevant JSC: |
| *Please explain why and proceed to Section 7.5* |
| Click or tap here to enter text. |

* 1. **Duplication with existing training products.**

Based on the information provided:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Has the JSC identified duplication between the proposed course and the title, coverage or outcomes of a national training product? | No | Yes | Insufficient information to answer question |

1. If you answered “yes” or “insufficient information”, please explain why:

|  |
| --- |
| Click or tap here to enter text. |

* 1. **Duplication with planned training products.**

As accredited courses are designed to meet a current need, ASQA may still approve an accredited course even when a national training product is under development or planned for future development. The nature of the approval will depend on the potential for duplication and the timelines involved.

It is important to note that if a nationally endorsed training package is released on the National Training Register and it duplicates or subsumes an approved accredited course, ASQA is required to contact the course owner and commence an ASQA initiated cancellation of the accredited course.

Based on the information provided:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Has the JSC identified duplication between the proposed course and a national training product currently under development? | No | Yes | Insufficient information to answer question |
| 1. Is the JSC planning to develop a national training product that may duplicate the proposed course? | No | Yes | Insufficient information to answer question |

1. If you answered “yes” or “insufficient information” to any of above, please explain why and provide approximate timelines where relevant:

|  |
| --- |
| Click or tap here to enter text. |

* 1. **Stakeholder identification.**

Has the course developer identified appropriate stakeholders for consultation?

|  |
| --- |
| Yes |
| No - please list additional stakeholders in the table below |
| Unsure – please explain why: |
| Click or tap here to enter text. |

**Additional stakeholders**

|  |  |  |
| --- | --- | --- |
| **Stakeholder name** | **Organisation name** | **Type of organisation** |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |
| Name | Organisation name | Choose an item |

* 1. **Optional – any other comments?**

|  |
| --- |
| Click or tap here to enter text. |