**Course amendment**

**Application form**

Fees payable

When you lodge an application for short term renewal with the VRQA an invoice will be sent for payment. There may be a reduction of the course renewal fee for each course for a short-term renewal if the VRQA costs are less than the maximum fee.

Fees are payable prior to any assessment or other services being provided by the VRQA. Once the accreditation fee has been paid, the VRQA will assess your application.

Submitting the form

Returned your completed form by email to: vrqa.vet@education.vic.gov.au

Or post to:

VET and Industry Engagement Unit

Victorian Registration and Qualifications Authority

GPO Box 2317

Melbourne Vic 3001

Privacy disclaimer

All information collected in this declaration is required by State or Commonwealth legislation and associated regulatory frameworks.

The VRQA will only use this information in relation to its powers and functions under the *Education and Training Reform Act 2006*. To read the VRQA’s full privacy policy, see:

* [Information Privacy Policy](https://www2.vrqa.vic.gov.au/vrqa-privacy-statement)

You are able to request access to the personal information that we hold about you and request that it be corrected.

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| **Course details** |
| Course code |  |
| Course title |  |
| Period of accreditation (start and end date) |  |
| Copyright owner |  |
| Applicant |  |

| Select all that apply |  | Rationale for change |
| --- | --- | --- |
| Additions and/or deletion of units from an elective list | [ ]  |  |
| Units within a course are updated to a later equivalent version, including core and elective units, and any pre-requisite units | [ ]  |  |
| Minor updates to enterprise units of competency that do not change the outcome of the unit, and which do not require a code and/or title change, for example:  |
| * pre-requisite units of competency are replaced with updated equivalent units
 | [ ]  |  |
| * edits and/or deletions, enhancements to units of competency
 | [ ]  |  |
| * changes to Range of Conditions that do not change the unit outcome
 | [ ]  |  |
| * changes to Assessment Requirements that do not change the unit outcome
 | [ ]  |  |
| * changes to copyright ownership
 | [ ]  |  |
| * typographical errors
 | [ ]  |  |
| * changes as a consequence of changes to legislation in this industry, such as occupational health and safety/licensing requirements which need to be incorporated
 | [ ]  |  |
| * other changes, please specify:
 | [ ]  |  |

# Proposed amendments to the accredited course

# Evidence of consultation and industry/community support for the amendments

# For example, steering committee minutes, letters of support from relevant industry/community organisations or any other consultation processes.

| Please provide details |
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| **Declaration** |
| The rationale and details of each change are included and I request that the Victorian Registration and Qualifications Authority considers this application to amend the course/s. |
| Name |  |
| Organisation |  |
| Position |  |
| Signature |  |
| Date | DD | MM | YYYY |