**Accreditation submission**

**Checklist**

Use the following checklist to ensure all necessary course accreditation and supporting documents to have been submitted with the accreditation submission.

Please check each item.

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| Course accreditation documents |
|[ ]  **Course accreditation document*** Final copy of the course accreditation document as approved by the Accreditation panel (no earlier drafts of sections A, B and C)
* Save the course accreditation document with the following name: **Course accreditation\_Course/Qualification title**
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|[ ]  **Foundation skills qualification summary**This is mandatory for all Australian Quality Framework (AQF) qualifications and optional for a ‘Course in’.  |

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| Supporting documents |
| **All documents to be signed (where applicable)**Save each supporting document with the relevant numbered prefix against the document name. For example:* 1\_Declaration of Conflict of Interest and Confidentiality\_Accreditation adviser name
* 2\_Accreditation adviser declaration form
 |
|[ ]  1. Declaration of Conflict of Interest and Confidentiality for each VRQA Accreditation adviser
 |
|[ ]  1. Accreditation adviser declaration form
 |
|[ ]  1. Risk assessment form (if applicable)
 |
|[ ]  1. Accreditation panel meeting agenda and minutes
 |
|[ ]  1. Accreditation adviser course review report
 |
|[ ]  1. Steering committee course content endorsement form
 |
|[ ]  1. Minutes of the steering committee meetings and/or documentation of consultation with the steering committee
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|[ ]  1. Letters of support for the course, for example: from industry/enterprise/community groups/employee, employer organisations/professional associations/Industry Training Boards, Skills Service Organisations and other relevant organisations or persons as required
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|[ ]  1. Mapping showing where relevant units of competency from training packages are not appropriate (if applicable)
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|[ ]  1. Details of how the skills and knowledge outcomes were developed and validated and how they are reflected in the course
 |
|[ ]  1. Approved course proposal declaration and VRQA approval letter
 |
|[ ]  1. Accreditation submission checklist
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