Course proposal

Declaration form

Proposal for a new course or to reaccredit an existing course

The Australian Quality Training Framework (AQTF) 2021 Standards for Accredited Courses (the Standards) specify the design requirements of accredited courses and require courses to:

* be based on an established industry, education, legislative, enterprise, or community need
* be developed in consultation with, and validated by industry, enterprise, community, and/or professional groups
* not duplicate, by title or coverage, the outcomes of an endorsed Training Package qualification or skill set, or accredited course.

Please ensure you meet these criteria before proposing to accredit a new course or reaccredit an existing course.

Before completing and submitting this declaration, you must discuss your proposal with us. Contact us on vrqa.vet@education.vic.gov.au or call (03) 9637 2806

The VRQA will not enable an application to progress to the course development stage, unless this discussion takes place. Based on the discussion, and any further information we may request, we will tell you if your proposal appears to be inconsistent with the Standards. If this is the case, the proposal will not progress to the course development stage. No fees will be charged.

Submitting your declaration

Before submitting this declaration, you need to have:

* undertaken preliminary research and consultation to confirm there is an established need for the course
* identified the vocational, educational or community need for the course and that the knowledge and skills outcomes meet that need
* confirmed that the proposed course does not duplicate endorsed qualifications, an accredited course or existing units of competency
* established, or be working to establish a steering committee that meets the rules for membership in this declaration.

**Note:** Fees apply to all applications and are set by Ministerial Order 615, which was made on 21 December 2012. Details of current fees payable can be found at [vrqa.vic.gov.au/fees](https://www2.vrqa.vic.gov.au/fees).

After you submit this declaration form, we will send you an invoice for payment.

Once the fee has been paid, the VRQA will review your declaration form against the Standards to determine its suitability for accreditation or reaccreditation.

Please ensure the CEO or copyright owner signs the declaration at the end of this form.

To submit your declaration email it to **vrqa.vet@education.vic.gov.au** with the subject line ‘Course proposal declaration for <title of course>’.

**Note:** A completed declaration form does not guarantee that the VRQA will accredit or reaccredit the course. If the final course proposal is not consistent with the Standards, the VRQA will not accredit or reaccredit the course.

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| Privacy disclaimerAll information collected in this form 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 privacy policy, see [vrqa.vic.gov.au/vrqa-privacy-statement](https://www2.vrqa.vic.gov.au/vrqa-privacy-statement)You can request access to personal information that we hold about you and request that it be corrected. |
| Proposed course title/s\* |  |
| This declaration is for: | [ ]  proposed accreditation of a new course |
|  | [ ]  proposed reaccreditation of existing course/s. If so, specify code of existing course(s): |
| **Note:** The title of a proposed new course or reaccredited course cannot duplicate the title of a training package qualification or accredited course and must contain 100 characters or less (including spaces). |
| Section A: Applicant details |
| **A.1.1** | Legal entity who will own copyright |  |
| Business name  | If applicable |
| RTO registration number  | If applicable |
| Contact information | Full name |  |
| Street address |  |
| Suburb/town |  | Postcode |  |
| Telephone |  |
| Email |  |
| **A.1.2** | Intended course developer (writer) if different from above | Full name |  |
| Business name  |  If applicable |
| Street address |  |
| Suburb/town |  | Postcode |  |
| Telephone |  |
| Email |  |
| **A.2** | Have you applied to have this course, or a similar course, accredited by another accrediting authority? | [ ]  No |
| [ ]  [ ]  Yes. If yes, provide details: | Name of course accrediting body: |
| Outcome of application: | [ ]  Approved | [ ]  Not-approved  | [ ]  Other (specify): |
| Date outcome advised: | Click or tap to enter a date. |
| Section B: Confirm the following items have been actioned |
| B.1.1 | [ ]  Rationale/need for the course(s) is established. Please provide short summary of course rationale/need: |
| B.1.2 | [ ]  There is evidence to support the need for the course. Including:* research
* government initiatives
* Jobs and Skills Australia
* local industry groups
* employer organisations
* professional associations
* community organisations
* enrolment data
* RTO uptake.
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| B.1.3 | [ ]  The knowledge and skills outcomes meet the needs of vocational, educational, or community outcome(s).  |
| B.1.4 | [ ]  Job roles (vocational/community outcomes) and educational pathways (educational outcomes) for graduates have been established.  |
| B.1.5 | [ ]  Target group(s) established. |
| B.1.6 | [ ]  Industry area is identified.  |
| B.1.7 | [ ]  Licensed and regulated outcomes identified. (if applicable) |
| B.1.8 | [ ]  Australian Qualifications Framework (AQF) level is appropriate to the course outcomes, see: [The Australian Qualifications Framework 2nd edition January 2013](https://www.aqf.edu.au/framework/australian-qualifications-framework) |
| Section C: Confirm the training product information |
| Details of units of competency to provide information for this section can be found as follows:* units in training packages can be accessed from the National Register of VET on the [training.gov.au](https://training.gov.au/Home/Tga) website
* units in Victorian Crown Copyright Accredited courses can be accessed on the [Victorian Government](https://www.vic.gov.au/department-accredited-vet-courses?Redirect=1) website
* units in privately-owned accredited courses may be requested by contacting the copyright owner.
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| C.1 | [ ]  Skill and knowledge gaps that will be covered by the course have been identified.  |
| C.2 | [ ]  Training package qualifications, accredited courses, and units of competency have been researched, and identified as not suitable for use. |

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| **C.3** | [ ]  Training package units of competency that may be included in the course have been identified and checked for currency.  |
| **C.4** | [ ]  Units of competency from other VET-accredited courses that may be included in the course have been identified and checked for currency. |
| **C.5** | [ ]  Titles of any enterprise unit(s) that may be included in the reaccredited course have been identified. |
| **C.6** | [ ]  The proposed course/s will not duplicate outcomes from an existing Training Package, Accredited Course, unit of competency |
| **C.7** | [ ]  A steering committee has been, or will be, established that meets the following rules of membership:* The chair must be independent of the course copyright organisation, and the copyright organisation may only have two members on the steering committee. Additional representatives of the copyright organisation should be ‘In attendance’ only a steering committee meetings.
* Members must declare any conflict of interest in relation to the course being developed at the first meeting, and details must be minuted.
* The membership includes:
* industry, subject matter experts, community, and education members as appropriate to the course being developed
* an accreditation expert with relevant experience and knowledge of the standards for accredited courses, the Australian Qualification Framework, other relevant VET policies and the VRQA course accreditation process
* writer/s that have relevant knowledge and experience in writing units of competency, Australian Quality Training Framework 2021 Standards for Accredited Courses and the Australian Qualification Framework.

The VRQA reserves the right at any time to contact steering committee members to verify the information provided. |
| Section D: Declaration |
| **D.1** | I,  |  |  (Name of CEO, Executive Director) |
| declare that the contents of this declaration for the proposed accreditation of a new course or reaccreditation of an existing course is true and correct. |
| Signature: |  |
| Date:  | Click or tap to enter a date. |