**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**
 |
|[ ]  **Foundation skills qualification summary**This summary is mandatory for all Australian Quality Framework (AQF) qualifications and optional for a ‘Course in’ (Section B 4.2).  |

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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
 |
|  | [ ]  Declaration of Conflict of Interest and Confidentiality for each VRQA Accreditation adviser |
|  | [ ]  Accreditation adviser document declaration form |
|  | [ ]  Risk assessment form (if applicable) |
|  | [ ]  Accreditation panel meeting agenda and minutes |
|  | [ ]  Accreditation adviser course review report  |
|  | [ ]  Steering committee course content endorsement form |
|  | [ ]  Minutes of the steering committee meetings and/or documentation of consultation with the steering committee |
|  | [ ]  Letters of support for the course, for example: from industry/enterprise/community groups/employee, employer organisations/professional associations/Industry Training Boards, Job and Skills Councils and other relevant organisations or persons as required.Note: Letters of support are required when relevant industry/enterprise/community groups/employee, employer organisations or professional associations are not represented in the steering committee. |
|  | [ ]  Documented evidence of how the skills and knowledge outcomes were developed and validated and how they are reflected in the course |
|  | [ ]  Approved course proposal declaration and VRQA confirmation letter  |
|  | [ ]  Accreditation submission checklist |