Accreditation panel meeting

Agenda and meeting minutes

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| Meeting details |
| Date |  |
| Time |  |
| Location |  |
| Qualification/Course/s |  |
| Accreditation Adviser/s |  |
| Chairperson |  |
| Course developer |  |
| Course copyright owner |  |
|  Representative details | [ ] Industry | [ ]  Education | [ ] Legislative | [ ] Community |
| Representative |  |
| Position |  |
| Organisation |  |
| Others in attendance (include organisation): |  |

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| Agenda |
| **1.** |[ ]  **Welcome and introduction of panel members**Example: The meeting was formally opened by the Chair who welcomed members and gave a brief overview of the process of review for accreditation. |
| **2.** |[ ]  **The role of the Accreditation panel** Example: The Chair gave a brief overview of the role of the Accreditation Panel as specified in the Accreditation Panel documentation |
| **3.** |[ ]  **Background to the course(s) submitted for accreditation**Example (sample only): Ms Jane Smith from the Advanced Training College provided information on the origins of the course, its content and delivery. Information on the development of the course in consultation with the Steering Committee was also provided. |
| **4.** |[ ]  **Accreditation Advisers’ course accreditation report**Example: The panel reviewed the Accreditation Advisers’ Report and confirmed all required changes were made prior to the panel meeting. (Please confirm all changes have been made and provide detail of the changes and rationale for changes that were not made.) |
| **5.** |[ ]  **Examination of the application against Standards 4.1 and 5.1 to 5.15 of the AQTF 2021 Standards for Accredited Courses (or its successor)**Indicate if the panel agreed that the Standard had been met and/or if amendments required. |
| Standards 4.1 and 5.1 to 5.15 of the AQTF 2021 Standards for Accredited Courses (or its successor) |
| **Std 4.1** | **The course must not duplicate, by title or coverage, the outcomes of an endorsed Training Package qualification or skill set or accredited course.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.1** | **VET accredited courses are based on an established industry, education, legislative, enterprise or community need.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.2** | **VET accredited courses are based on nationally endorsed units of competency where these are available and where these are not available the course is based on:*** 1. units of competency developed as part of the course in accordance with the unit of competency template; or
	2. where 5.4 applies – modules.

**These 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.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.3** | **VET accredited courses include skills and knowledge components, expressed as:**1. units of competency; or
2. where 5.4 applies – modules.
 |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.4** | **VET accredited courses may only include modules in exceptional circumstances where the legal entity or individual who owns copyright of the course establishes a case, to the satisfaction of the VET Regulator, that explains the need for the module and why it is not possible to develop a unit of competency prior to commencing course development.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.5** | **VET accredited courses either lead to a:** 1. VET qualification and have course outcomes that are consistent with the AQF qualification descriptor identified for the course; or
2. VET statement of attainment when course outcomes meet an identified industry, education, legislative, enterprise or community need but do not have the breadth and depth required for a VET qualification as stated in the Australian Qualifications Framework. The course title will read 'Course in...'.
 |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.6** | **VET accredited courses identify foundation skills relevant to the course outcomes.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.7** | **VET accredited courses confirm recognition to be given to the course by licensing, regulatory, professional or industry bodies where applicable.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.8** | **VET accredited courses specify rules for the structure of the course.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.9** | **VET accredited courses identify exit points from the course which provide for vocational or educational outcomes where applicable.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.10** | **VET accredited courses provide information on educational pathways and articulation where applicable.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.11** | **VET accredited courses specify any entry requirements to the course and justify any explicit limitations to access.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.12** | **VET accredited courses specify course assessment strategies, which:** 1. are valid, reliable, flexible and fair;
2. provide for the collection of evidence of competency that is sufficient, valid, authentic and current;
3. are consistent with the assessment requirements in the relevant Training Package(s) where nationally endorsed units of competency are used;
4. are consistent with the assessment requirement in the relevant accredited course where units from an accredited course are used;
5. ensure that workplace and regulatory requirements, where relevant, are met; and
6. identify and justify any requirements for workplace and/or simulated assessment.
 |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.13** | **VET accredited courses provide guidance on appropriate delivery modes, together with advice on limitations on course delivery modes and any requirements for work placements or on-the-job training.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.14** | **VET accredited courses specify facilities and resources and the vocational competency requirements of trainers and assessors essential for the delivery of the course. Vocational competency must be considered on an industry-by-industry basis and with reference to the assessment requirements of the VET accredited course and assessment conditions of units of competency.** |
|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |
| **Std 5.15** | **VET accredited courses incorporate and identify course monitoring and evaluation processes which ensure that:**1. the course content and outcomes are reviewed and remain current and relevant throughout the period of accreditation;
2. a VET regulator is informed of any proposed changes to the course (for example, changes to entry requirements, course structure, inclusion of training package units, or changes to core and elective units) and, if required, any relevant material is provided to the VET Regulator to enable it to determine whether the course remains current and continues to comply with these standards throughout the period of accreditation; and
3. if the course is changed as a result of course monitoring and evaluation, any RTO that has been licensed or franchised to deliver the course is advised of the changes by the copyright owner.
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|  |[ ]  The panel agreed that the course met the Standard. |
|  |[ ]  The panel agreed that the course met the Standard subject to changes as specified below: |

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| Agenda continued |
| **6.** |[ ]  **Recommendations on Accreditation***Example: The Accreditation Panel recommended the VRQA accredit the [proposed course title] for a period of five years, from [insert day, month, year] to [insert day, month, year], subject to the amendments detailed above.* |
| **7.** |[ ]  **Other business** (if applicable): |
| Chairperson confirmation of minutes |
| Name of Chairperson |  |
| **I, as Chairperson of the Accreditation Panel, confirm that all members of the Accreditation Panel agree that this is a true and accurate record of the Accreditation Panel meeting, and that any recommended changes to the submission specified above have been made.** |
| Signed |  |
| Date |  |