Course concept proposal

Application form

The Victorian Registration and Qualifications Authority (VRQA) accredits:

* Victorian Crown copyright VET courses
* VET courses for Registered Training Organisations (RTOs) registered with the VRQA
* VET courses for organisations or individuals who are not RTOs.

The AQTF 2021 Standards for VET Accredited Courses specify the design requirements of VET 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 applying for approval to develop the proposed course(s).

**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 on the [VRQA website](https://www2.vrqa.vic.gov.au/fees).
* When you lodge your application, we will send you an invoice for payment.
* Once the fee has been paid, the VRQA will assess your application.
* Written approval from the VRQA must be obtained before proceeding with the development of the course.
* If approval is granted, it does not guarantee that a subsequent application for accreditation will result in your proposed course being accredited. When submitted the proposed course will be evaluated against the AQTF 2021 Standards for VET Accredited Courses to determine its suitability for accreditation.
* This course concept proposal is valid for 12 months from the date on the VRQA approval letter. If your project goes beyond this time, please inform the VRQA that the project is still active and provide reasons for the delay; otherwise, a new course concept proposal application will be required.
* Please ensure you notify the VRQA if there are any significant changes to the proposal during the development of the course, including any changes to the steering committee.

Submitting your application

Send your application in zipped files via email to: [vrqa.vet@education.vic.gov.au](mailto:vrqa.vet@education.vic.gov.au)

or post your application in electronic format (USB) to:

VET and Industry Engagement Unit  
Victorian Registration and Qualifications Authority  
GPO Box 2317  
Melbourne Vic 3001

Privacy disclaimer

All 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*. For more details, read the [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 | |  | | | | | | |
| Date | |  | | | | | | |
| \*Note: The title of an accredited course cannot duplicate the title of a training package qualification or accredited course and must contain 100 characters or less (including spaces). | | | | | | | | |
| Part A – Applicant details | | | | | | | | |
| **A.1** | 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.1.6 | Intended course developer (writer) if different from above | | Full name |  | | | | |
| Business name | If applicable | | | | |
| Street address |  | | | | |
| Suburb/town |  | | Postcode | |  |
| Telephone |  | | | | |
| Email |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A.2** | Details of proposed course/s | | | | |
| This application is for | |  | Accreditation of new course(s) | | |
|  | Re-accreditation of existing course(s) | | |
|  | Code and title of existing course(s): |  | |
| Have you applied to have this course, or a similar course, accredited by another accrediting authority? | |  | No | | |
|  | Yes | | |
|  | If yes, provide details below. | | |
|  | Name of course accrediting body | |  |
|  | Outcome of application | |  |
|  | Date advised | | Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| Part B – Course need and outcomes | | |
| **B.1** | Course need and vocational or educational outcome | |
| B.1.1 | Provide the rationale for seeking accreditation of the proposed course. |  |
| B.1.2 | Provide evidence to support the need for the course(s). This evidence may include research, support from Victorian government initiatives, local industry groups, employer organisations, professional associations, community organisations, others.  For courses proposed for reaccreditation, enrolment data and breadth of RTO up-take of the course should be included. |  |
| B.1.3 | State the vocational or educational outcome(s) of the proposed course(s). |  |
| B.1.4 | Where the proposed course has a vocational outcome; what job roles will graduates be able to fill on completion of the course(s)?  If an educational outcome, what are the intended educational pathways graduates will undertake upon completion of the proposed course(s)? |  |
| B.1.5 | What is the target group for those undertaking the proposed course(s)? |  |
| B.1.6 | State the industry area of the proposed course(s) and whether the outcomes fall within the coverage of a [Skills Service Organisation (SSO)](https://www.aisc.net.au/content/skills-service-organisations). |  |
| B.1.7 | State if there is a licensed or regulated outcome (if applicable). |  |
| B.1.8 | Provide the proposed AQF level.  Refer [Australian Qualifications Framework second edition January 2013.](https://www.aqf.edu.au/) |  |

|  |
| --- |
| Part C – 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 at [training.gov.au](https://training.gov.au/Home/Tga). * 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. |

|  |  |
| --- | --- |
| **C.1** | **Training package qualifications, accredited courses and units of competency researched and identified as not suitable for use.** |
| In the table(s) below:   * Identify the training package qualifications, accredited courses and units of competency that have been researched and are not suitable to meet the needs and outcomes of the proposed course. * Justify why the training package qualifications, accredited courses and units of competency are not suitable. | |

|  |  |  |
| --- | --- | --- |
| **Qualification code** | **Qualification title** | **Justify why qualification is not suitable** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Accredited course code** | **Accredited course title** | **Justify why accredited course not suitable** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Unit of competency code** | **Unit of competency title** | **Justify why unit of competency not suitable** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **C.2** | Skills and Knowledge |
| What skill and knowledge gaps not covered by existing units of competency will the course address? | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |

|  |  |  |
| --- | --- | --- |
| **C.3** | **List training package units of competency that may be included in the proposed course.** | |
| Training package unit code | | Training package unit title |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
| **C.4** | **List units of competency from other VET accredited course(s) that may be included in the proposed course?**  **For re-accreditation, do not include units from the current accredited course.** | |
| Unit code | | Unit title |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

|  |  |
| --- | --- |
| **C.5** | **List proposed titles of any enterprise units that may be developed for the proposed course.** |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |

|  |
| --- |
| Part D – Proposed steering committee |
| Industry must have majority membership on the steering committee.  The VRQA reserves the right at any time to contact steering committee members to verify the information provided.  Members of steering committees must declare any conflict of interest in relation to the course being developed at the first meeting, and details must be minuted.  Under ‘Role in relation to Steering Committee’, state whether the committee member is representative of an industry, community, union, professional organisation, training provider, or other body.  The Chair must be independent of the copyright organisation, and the copyright organisation may only have two members on the Steering Committee. Any additional representatives of the copyright organisation should be listed as “In attendance”.  Relevant skills and experience should include (at a minimum) the member’s current position and organisation, relevant qualifications and/or experience, and the sector or industry that they represent, and any other relevant information to support their position in the steering committee.  The accreditation expert must have relevant experience and knowledge of relevant standards for accredited courses, the Australian Qualification Framework, other relevant VET policies and the VRQA course accreditation process.  Writers must have relevant knowledge and experience in writing units of competency, Australian Quality Training Framework 2021 Standards for Accredited Courses and the Australian Qualification Framework. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **D.1** | **Proposed Steering Committee** | | | |
| Name | | Telephone number  and email address | Role in relation to Steering Committee  Industry, community or education representative? | Type of organisation, skills and experience |
|  | |  | Chair (must be an independant industry or community representative) |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **D.2** | **In attendance (not Steering Committee members)** | | | |
| Name | | Telephone number and email address | Role in relation to Steering Committee | Relevant skills and experience |
|  | |  | Accreditation expert (mandatory) |  |
|  | |  | Writer/s (mandatory) |  |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |