

## ACC1 – Application for Course Accreditation/Reaccreditation

### Information about the Application

#### Type of Application

- Application for accreditation of a new course** – please complete:
- This page (page 1);
  - Question 1 (pages 3 – 5);
  - Attachment A (pages 8 & 9); and
  - Supporting evidence (page 10).

Title of proposed course

Please note that a 100 character limit applies to course titles (including spaces).

Intended outcomes of proposed course

**Application for reaccreditation of an accredited course – please complete:**

- This page (page 2);
- Question 2 (pages 6 & 7);
- Attachment A (pages 8 & 9); and
- Supporting evidence (page 10).

Details of previous course

Course Code:		Course Title:	
Accreditation period:	From ____/____/____ to ____/____/____		

Please note that a 100 character limit applies to course titles (including spaces).  
Please also note that if the course is reaccredited, the new course will be allocated a new course code.

Intended outcomes of reaccredited course

## 1 Accreditation of a new course – Research and consultation for course development

### 1.1 Why is there a need for the course?

### 1.2 Describe the target market for your course

### 1.3 Provide details of research conducted to establish the need for the course

### 1.4 Details of all parties consulted to establish the need for the course

- Please provide details at **Attachment A** on page 10

1.5 What is the evidence that there is a market for the course?

1.6 What is the reason for seeking accreditation (national recognition) of the course?

1.7 Provide details of research conducted to confirm that the course does not duplicate, by title or coverage, the outcomes of an endorsed Training Package qualification, unit of competency, skill set or accredited course

**1.8 Does the course fall within the industry coverage of a Jobs and Skills Council (JSC)?**

*If the course falls within the industry coverage of a JSC, the relevant JSC must be consulted to:*

- *establish the need for the course; and*
- *confirm that course outcomes do not duplicate outcomes in an endorsed Training Package qualification, unit of competency or skill set*

**No**       **Yes** – information about JSC is available at:

<https://www.dewr.gov.au/skills-reform/resources/jobs-and-skills-councils-stage-one-outcomes>

If yes, please list the relevant JSC consulted and the comments they provided

Job Skills Council	Name	Phone	Email

Comments:

**1.9 Does the course lead to a licensed or regulatory outcome?**

*If the course leads to a licensed/regulatory outcome, the relevant national and state licensing bodies must be consulted to:*

- *establish the need for the course; and*
- *ensure the course will be recognised for licensing/regulatory purposes*

**No**       **Yes**

If yes, please list the relevant industry regulator/licensing body consulted and comments they provided

Industry regulator	Name	Phone	Email

Comments:

2 Reaccreditation of an accredited course – Review of the course for reaccreditation

2.1 What is the evidence that there is an ongoing market for the course?

2.2 Provide details of research conducted to confirm that the course does not duplicate, by title or coverage, the outcomes of endorsed Training Package qualifications/units of competency/skill sets or accredited courses

2.3 Does the course fall within the industry coverage of a Jobs and Skills Council (JSC)?

*If the course falls within the industry coverage of a JSC, the relevant JSC must be consulted to:*

- *establish the need for the course; and*
- *confirm that course outcomes do not duplicate outcomes in an endorsed Training Package qualification, unit of competency or skill set*

**No**             **Yes** – information about JSC is available at:

<https://www.dewr.gov.au/skills-reform/resources/jobs-and-skills-councils-stage-one-outcomes>

If yes, please list the relevant JSC consulted and the comments they provided

Jobs and Skills Council	Name	Phone	Email

Comments:

**2.4 Does the course lead to a licensed or regulated outcome?**

*If the course leads to a licensed/regulated outcome, the relevant national and state licensing bodies must be consulted to:*

- *establish the need for the course; and*
- *ensure the course will be recognised for licensing/regulatory purposes*

**No**                       **Yes**

If yes, please list the relevant industry regulator/licensing body consulted and comments they provided

Industry regulator	Name	Phone	Email

Comments:

**2.5 Provide details of the review undertaken to confirm that course outcomes are current and relevant to the needs of the industry/sector**

**2.6 Details of all stakeholders consulted to review and validate the course to confirm currency and relevance to the needs of the industry/sector**

- Please provide details at **Attachment A** on page 10

**2.7 List the main changes to the course arising from consultations with stakeholders**

**2.8 Course enrolments & completions**

2.8.1 How many learners are currently enrolled in the course?

2.8.2 How many learners have completed the course during the period of accreditation?

Year 1	Year 2	Year 3	Year 4	Year 5

## Attachment A

### Stakeholder involvement

Please list the details of parties consulted to:

- establish the need for the course;
- develop, review and validate the course; and
- confirm currency and relevance to the needs of the industry/sector.

Name		Organisation		Position	
Phone		Email			
Type of consultation:		Support of the course due to industry need		Involvement with the development of the course	
Outline the feedback provided by this party					
Relevant industry experience and credentials related to the proposed course					

Name		Organisation		Position	
Phone		Email			
Type of consultation:		Support of the course due to industry need		Involvement with the development of the course	
Outline the feedback provided by this party					
Relevant industry experience and credentials related to the proposed course					

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Name		Organisation		Position	
Phone		Email			
Type of consultation:	Support of the course due to industry need			Involvement with the development of the course	
Outline the feedback provided by this party					
Relevant industry experience and credentials related to the proposed course					

If more stakeholders were consulted, please include additional pages.

## Supporting Evidence

Applications for course accreditation or reaccreditation cannot be fully assessed unless all supporting evidence is included. Please check that the following evidence is included with this form:

- Completed Course Document
- Copies of all units of competency/modules contained in the course (including imported units)
- Evidence of consultation with other stakeholders for the development of the course
- Letters of support for the course
- Evidence of consultation with stakeholders to review the course for reaccreditation
- Evidence of industry validation of the course
- Evidence of consultation with a Jobs and Skills Council (JSC) (if applicable)
- Evidence of consultation with a WA Training Council (if applicable)
- Evidence of consultation with industry licensing/regulatory bodies - (if applicable)
- Evidence of recognition of the course by professional bodies (if applicable)
- Other – please describe below

Applicants are to submit all course accreditation applications via email to:  
[taccourseaccreditation@dtwd.wa.gov.au](mailto:taccourseaccreditation@dtwd.wa.gov.au)